King’s Baptist Grammar School

Middle School (Year 6 to 9)
Negotiation and Deadline Policy

- To check student progress in the Middle School we often need to give assessment tasks. The nature and quantity of the assessment tasks varies depending on the year level and subject. We want to teach Middle School students to take responsibility for their own organisation and learning and therefore require them to submit work by the Deadline. From time to time Negotiation with the teacher may be necessary.
- We ask parents to read through this policy with their child/children to make sure it is clear, sign the form at the end and return it by Monday week 5.

Why do we need a “Negotiation and Deadline policy?”

To answer this question we will refer to the goals of King’s Middle School.

As negative as the policy sounds there are many positive reasons for such a policy. It is not meant as a tool for ‘tripping up’ students.

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<thead>
<tr>
<th>Area</th>
<th>Middle School Goal</th>
<th>Application</th>
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<tbody>
<tr>
<td>Academic</td>
<td>Use the physiology (and psychology) of the adolescent brain to develop our curricula to achieve the best possible learning outcomes</td>
<td>It takes time for adolescents to adapt to new expectations so this policy equips them with the skills necessary to meet the tougher deadline policy for SACE Adolescents also need simplicity. Having a common policy for all classes gives consistency (one thing less to adapt to!)</td>
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<td>Authentically assess and report student progress</td>
<td>We need to receive student work so that it can be assessed Organisational skills also need to be assessed</td>
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<td>Maintain/encourage academic rigor</td>
<td>Higher expectations make the curriculum authentic</td>
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<td>Social</td>
<td>Make the curriculum socially relevant and therefore interesting and meaningful to the students</td>
<td>Deadlines are a fact of life in society. We all need to take responsibility for personal organisational skills and there are always consequences too!</td>
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<td>Prepare students for becoming responsible, self managing members of the community</td>
<td>Negotiation via appropriate communication is a life skill</td>
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<td>To develop an attitude of lifelong learning</td>
<td>We are perpetually learning and improving our communication/organisation skills for lifelong reasons</td>
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<td>Reduce the stress and anxiety experienced at a school level and equip students with tools of dealing with personal stresses/anxieties</td>
<td>At SACE level (year 11 and 12) students receive a '0' the day after a deadline has passed. There is no grace period (unless unforeseen family/health issues arise)</td>
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### The Middle School Negotiation and Deadline Policy

**Expectations of students:**
- It is expected that all students will submit all work by a particular date and sometimes a particular lesson is specified.
- All work must have the students name on it and the subject teacher’s name.
- Students should be able to provide evidence that it is the students own work.

**Students can be proactive in their organisation to ensure they meet the deadline:**
- Read the task thorough carefully when they first receive it and then talk to the teacher about anything they do not understand straight away.
- Listen when their teacher gives instructions or extra information about the task and take notes as appropriate.
- Work consistently on the task, both in class and for homework, and discuss progress with their teacher when they need it.
- Make draft copies and make backup copies in more than one location on disk (where work is computerised).
Monitor the due date conscientiously through their own study plan and diary.
Approach the teacher to find out about any work missed due to absence.

**But what if...**
- There is a major clash between the deadline for this task and more than one other task from other classes?
- The student has an injury or prolonged illness, which can be verified by a medical certificate? (ie. More than just a cold or headache!)
- There are family or personal problems, which the student believes are affecting their ability to complete the task within the allocated time and the pastoral coordinator and homegroup teacher has been made aware of the problem?
- There are problems caused by computer failure that have been acknowledged by the parent or Information Technology teacher?

**...then...**
The student has grounds for Negotiating with the subject teacher. Negotiation means to communicate with the teacher about the issue and reach an agreement about a new deadline for the student. In typical circumstances negotiation should take place prior to the day of the deadline. To qualify for an extension the student must:
- Offer valid and parent verified reasons
- Present work progress made to date to the teacher

If either of the above are not met, then the teacher should not grant an extension.

**Consequences**
- Students who submit work beyond the due date set by a teacher are penalised the equivalent of half a grade per school day (in a grade pattern of A, B+, B, C+, C, D+, D, U) or 10% of a numerical mark for each day that a submission is late.
- Parents will be notified the day a task is not submitted via means of a diary note or phone call.
- Even if the student does not submit anything, even after a zero is incurred, they should still need to complete the piece of work. They may complete it at home or during lunch time until it is submitted. If this occurs, the homegroup teacher should be notified and the vertical pastoral care coordinator involved.

**A word about cheating**
Cheating is:
- To copy someone else’s work and submit it as one’s own.
- To make false claims about a piece of work, e.g. “I did it all” when much of it was done by another person OR “I did it this year” when it has previously been submitted for assessment.

**Consequence**
Any piece of work or test produced either manually or by computer which is found to include cheating will receive zero. The person who has provided the work or test to another for the purpose of cheating will also receive zero.

Helen Linke
Manager of Learning,
Middle School

Andrew Linke
Director of Middle School

Please fill in, tear off and return to the Homegroup teacher by Monday week 5

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Middle School Negotiation and Deadline Policy 2005

Student Name: ________________________________________

Year Level (circle):  6  7  8  9

Homegroup Teacher: ____________________________

We have received and read the Negotiation and Deadline Policy.

Parent/Caregiver Signature ____________________________

Student’s Signature ____________________________
Dear Mr and Mrs Name

Name has not submitted the summative assessment task for Biology issued on date and due on date.

The Negotiation and Deadline Policy has been discussed in detail with students in their orientation programme.

I would appreciate you contacting me to discuss the implications for your son’s assessment in this subject. I look forward to your response at your earliest convenience.

Yours faithfully

Teacher’s name

cc SACE Co-ordinator
    Year Level Co-ordinator
    Student File