



BUCKLEY PARK COLLEGE

SENIOR SCHOOL POLICY DOCUMENT

2016

All Senior School Students

Senior School Attendance Policy

Rationale

In order to maximise student achievement and outcomes, Buckley Park College requires students to be punctual and present at all classes with appropriate materials and set preparation completed so that teaching and learning can be effective.

Policy

Senior School students must attend a minimum of 90% of scheduled class time for each VCE or VCAL Unit. Students who do not attend at least 90% of the classes for a Unit will receive an N for that Unit.

A Senior School student's absence from class will be deemed either an approved absence or an unapproved absence. Approved absences will not count as a missed class.

Approved absences include:

- Those caused by the student's participation in another aspect of the college's educational program (such as sport, music, excursion or camp)
- Those covered by a medical certificate or similar documentation
Note: It is expected that students make medical appointments outside of school hours or at a time that minimises the number of classes missed in the day wherever possible.
- Holidays preapproved by the school are approved absences for year 10 classes only, not for VCE or VCAL classes. They are not approved for VCE classes studied by year 10 students.

Unapproved absences include:

- Absences covered by a parent or guardian note, but without a medical certificate
- Holidays taken during school time that are not preapproved (Year 10 classes)
- Holidays taken during school time (VCE and VCAL classes)
- An absence from a whole school activity such as the House Athletics or Swimming Carnivals. This will be counted as an unapproved absence from each class that would normally have been scheduled that day.
- Lateness to class. A student who is late to class may be permitted to enter the class but the late arrival will count as an absence.
- Removal from class. If a student is required to leave a class for misbehaviour or another breach of the College Code of Conduct, this will be recorded as an unapproved absence from class.
- Senior students may be sent home from school to change if the correct uniform is not worn. This will be recorded as an unapproved absence from all classes missed.

Medical Certificates and parent/guardian notes should be lodged the day following the student's absence. No medical certificates or applications for approved absences will be accepted more than 5 days after the absence. As it is against the law for retrospective medical certificates to be issued, they will not be accepted by the school.

Note: Students with ongoing medical conditions may present a doctor's certificate that indicates the long term, recurrent nature of the illness rather than certificates for individual absences. This would then be supported by a parent's note for individual absences.

As a guide, students who record 8 unapproved absences from a Unit in a semester will not satisfy the 90% attendance requirement and will be Unsatisfactory in the Unit. Parents and students are expected to monitor unapproved absences on Compass.

Where a student fails to meet attendance requirements over a number of Units they will be required to appear before the Progress Panel where their enrolment at Buckley Park College will be reviewed.

Year 10 Subjects

Assessment Policy

Rationale

All students at Buckley Park College have the right to complete their assessments under the same conditions in order to demonstrate achievement of the learning outcome(s) for satisfactory completion.

Policy

Authentication and Breach of Rules

Teachers will not accept work if they believe it has been copied from somewhere else. To show the teacher that your work is your own, you must:

- Regularly complete work in class
- Hand in work regularly throughout the semester.
- Show the teacher drafts of work when required
- Keep ALL drafts, notes etc. until the end of the assessment

If an issue of authentication arises, your teacher will notify the Progress Panel in writing of their concern. In consultation with the committee the steps to check authenticity of the work will be established. This could include: a student review, questions regarding content and development of the task, evidence of development work, a test of knowledge displayed in the final piece.

The College has the power to impose any of the following penalties for plagiarism or for a substantive breach of the rules (which applies to the student who has breached as well as any student who has knowingly helped the student to breach):

- Reprimand a student
- Give a student an opportunity to resubmit work
- Refuse to accept a part of the work submitted and give a score on the remainder
- Refuse to accept the whole piece and give a zero score

Assessments - Exams & Class tests

- Students must not bring materials to a SAC other than those stipulated by the teacher
- Students must not bring any mobile phones or unapproved electronic devices into an assessment task.

Year 10 Subjects

Late Work

- Students are expected to complete the assessed work for a unit on a specified date
- If not then the subject teacher will send an overdue work notice home which will state the final date for submission. If this date is not met, the assessment will receive an NA or zero .

Use of computers

The loss of work or computer hardware failure is not a valid excuse for not submitting work. The following guideline is from the VCE and VCAL Administrative Handbook and applies to all Senior School students at Buckley Park College.

7.1.6 Care in the use of computers

A student who uses a computer to produce work for assessment is responsible for ensuring:

- there is an alternative system available for producing assessable work in case of computer or printer malfunction or unavailability
- hard copies of the work in progress are produced regularly
- each time changes are made, the work is saved as a backup file, which should not be stored on the computer.

VCE & VCAL Subjects

Assessment Policy

Rationale

All students at Buckley Park College have the right to complete their assessments under the same conditions in order to demonstrate achievement of the learning outcome(s) for satisfactory completion.

Policy

Satisfactory Tasks

Satisfactory tasks are the work and exercises done in class and for homework. The Unit teacher will set these tasks and they are assessed as Satisfactory or Not Satisfactory.

School Assessed Coursework (SAC) & School Assessed Tasks (SAT)

School Assessed Coursework (SACs) and School Assessed Tasks (SATs) are graded. SACs are assessment tasks that are performed primarily in class or in supervised after school time. SATs are practical tasks that are worked on over a period of time in and out of class for Units such as Studio Arts, VCD, Media and Food Technology.

In Units 1 and 2 the school sets the tasks and SAC and SAT marks are not reported to the Victorian Curriculum and Assessment Authority (VCAA). In Units 3 and 4 the VCAA sets out what the SACs are to cover and the teachers prepare and mark them. In Units 3 and 4 SACs and SATs form part of the Study Score for the Unit. Coursework scores provided by classroom teachers may change after VCAA statistical moderation.

- Students will receive a timeline at the start of each semester detailing the week of each assessment task. The exact date will be decided by the teacher.
- Students must not bring materials to a SAC other than those stipulated by the teacher
- Students must not bring any mobile phones or unapproved electronic devices into an assessment task.
- SATs must be submitted by 8:45am on the due day to be accepted. A medical certificate on the submission date of a SAT will not suffice. It is the responsibility of the student to organise delivery of the work by 8:45am on the set date.

Authentication and Breach of Rules

Teachers will not accept work if they believe it has been copied from somewhere else. To show the teacher that your work is your own, you must:

- Regularly complete work in class
- Hand in work regularly throughout the semester.
- Show the teacher drafts of work when required
- Keep ALL drafts, notes etc. until the end of the assessment

If an issue of authentication arises, your teacher will notify the VCE & VCAL Progress Panel in writing of their concern. In consultation with the committee the steps to check authenticity of the work will be established. This could include: a student review, questions regarding content and development of the task, evidence of development work, a test of knowledge displayed in the final piece.

VCE & VCAL Subjects

The College has the power to impose any of the following penalties for plagiarism or for a substantive breach of the rules (which applies to the student who has breached as well as any student who has knowingly helped the student to breach):

- Reprimand a student
- Give a student an opportunity to resubmit work
- Refuse to accept a part of the work submitted and give a score on the remainder
- Refuse to accept the whole piece and give a zero score

Use of computers

The loss of work or computer hardware failure is not a valid excuse for not submitting work. The following guideline is from the VCE and VCAL Administrative Handbook:

7.1.6 Care in the use of computers

A student who uses a computer to produce work for assessment is responsible for ensuring:

- there is an alternative system available for producing assessable work in case of computer or printer malfunction or unavailability
- hard copies of the work in progress are produced regularly
- each time changes are made, the work is saved as a backup file, which should not be stored on the computer.

Redemption

Redemption is the process of converting an Unsatisfactory grade in a particular assessment task to a Satisfactory grade. The original score for the task will be retained for the purposes of reporting on school reports and/or to the VCAA. All tasks must be assessed as Satisfactory to pass the Unit.

The following conditions will apply when students seek an opportunity to redeem work of an unsatisfactory standard:

- The student will be given one opportunity to redeem an assessment task
- If the student fails to redeem an unsatisfactory assessment task then they will fail the Unit
- In the event that the student fails to redeem an unsatisfactory assessment task, the student may apply to the VCE & VCAL Progress Panel for a review if they believe that special circumstance exist for a further opportunity to redeem
- The maximum number of redemptions per Unit will be advised by the subject teacher. If a student has more unsatisfactory assessments than the maximum number allowed they will fail the Unit.

Redemptions are entered into the Student Management Tool and an email is sent to parents notifying them of the redemption. A letter is also sent home with the student.

Unit 1 Redemptions

In the absence of 'extenuating circumstances' the student can apply to the VCE Progress Panel for 'Special Consideration' for the Unit 1 Examination to be included (where appropriate) in the decision for satisfactory completion of unit outcomes.

VCE & VCAL Subjects

Delay of Decision

A Delay of Decision allows for a SAC to be completed at a date later than the rest of the class due to an approved absence from school.

Delay of Decision due to School Activity

If a student is unable to sit a SAC due to an approved absence due to a school activity such as an excursion, sport, music, camp etc then the student is required to meet with their Year Level Coordinator prior to the scheduled SAC date to organise a Delay of Decision and an alternative date and time to sit the SAC. For the Delay of Decision to be approved, the student must meet with the Year Level Coordinator before the scheduled SAC date or a zero grade will be awarded for the SAC and a Redemption required to gain a Satisfactory outcome.

Unit 1 and 2 SACs – Delay of Decision due to illness

If a student is absent for a Unit 1 & 2 SAC due to illness then they are to either telephone or email the Year 11 Coordinator on the morning of the missed SAC and advise what SAC that they are absent for and the date that they will return to school.

A Delay of Decision will only be granted if on the day of their return to school the student submits a medical certificate for the date of the SAC and any subsequent absences to the Year 11 Coordinator and organises with their Unit teacher a time to sit the delayed SAC. Otherwise a zero grade will be awarded for the SAC and a Redemption required to gain a Satisfactory outcome.

Units 3 & 4 SACs – Delay of Decision due to illness

If a student (including Year 11 students studying a unit 3 & 4 subject) is absent for a Unit 3 & 4 SAC due to illness then they are to either telephone or email the Year 12 Coordinator on the morning of the missed SAC and advise what SAC that they are absent for and the date that they will return to school.

A Delay of Decision will only be granted if the student reports to the Year 12 Coordinator in the Senior School Office before 8:45am on the first day that they return to school and submits a medical certificate for the date of the SAC and any subsequent absences. The Year 12 Coordinator will advise the student when they will be sitting the delayed SAC, which will usually be at 9am that day. If the student does not present to the Year 12 Coordinator by 8:45am with their medical certificate a zero grade will be awarded for the SAC and a Redemption required to gain a Satisfactory outcome.

If a student receives three delay of decisions for SACs using three separate medical certificates they will need to attend a VCE Progress Panel meeting to discuss the frequency of their absences.

Driving Policy

Any student who intends to drive to and from school, either on a regular basis or occasionally is required to complete the *Parent Permission and Student Agreement* form within the school driving policy available from the Senior School Office.



Acknowledgement of Buckley Park College Senior School Policy Statement 2016 *available on Compass and BPC Website*

This form is to be returned to the Senior School Office during orientation week.

Student: _____

Current form (2015): _____

In signing this document we acknowledge the receipt of the Buckley Park College Senior School Policy and will abide by its requirements while undertaking Senior School at Buckley Park College. In particular we are aware of the details relating to:

1. A minimum of 90% attendance is required for each Unit before a student may be granted satisfactory completion (page 2)
2. We are aware of what is an approved and unapproved absence and that we are expected to monitor unapproved absences on Compass (page 2)
3. Students must not bring in any materials to an assessment other than those stipulated by the teacher. Students must not bring any mobile phones or unapproved electronic devices into an assessment (page 5)
4. VCE Subjects - all SATs must be handed in by 8:45am on the due date, a medical certificate will not suffice. (page 5)
5. We understand that penalties will be imposed by the school for plagiarism or for a substantive breach of the rules. Penalties will be applied to the student who breached and also any student who has knowingly helped a student to breach. (pages 3 & 5)
6. We understand that faulty technology (includes computer problems) does not give a student grounds for Special Provision (pages 4 & 6)
7. VCE & VCAL subjects - students will be given one opportunity to redeem an unsatisfactory assessment task. If a student has more unsatisfactory assessments than the maximum number allowed for the Unit they will fail the Unit. (page 6)
8. VCE & VCAL subjects - A student who misses a SAC will receive zero for the SAC unless a Delay of Decision is granted. We understand the requirements to be met by the student to have a Delay of Decision granted. (page 7)
9. We understand that once a student has received three delay of decisions for SACs using three separate medical certificates they will need to attend a VCE Progress Panel meeting to discuss the frequency of their absences.(page 7)

Student Name: _____

Signature: _____

Date: _____

Parent Name: _____

Signature: _____

Date: _____