



Reference: Curro Code of Conduct

Curro School Disciplinary policy

IEB Policy on Irregularities (2103)

Context

Learners are not meeting due dates for assignments, projects, essays, presentations and tutorials. They are also absent from school if they feel they have not prepared adequately for a formal assessment (test).

Aim

Curro Thatchfield has the mission to equip learners with skills for life. These work ethic guidelines aims to equip learners with the necessary time management skills to be successful in any future endeavors.

1. Requirements for academic staff:
 - 1.1 Instructions for tasks or projects need to clearly reflect the due date, as well as the penalties or consequences for late submission.
 - 1.2 All instructions should be accompanied by the necessary assessment rubric.
 - 1.3 Instructions for tasks / Test timetables / Examination timetables should be issued timeously, giving the learners sufficient time to prepare.
 - 1.4 Adhere to set dates unless it is absolutely necessary to change a due date. This change of date notification needs to be in written format and all learners need to be notified.
 - 1.5 Penalties for late work are implemented uniformly across all grades.
 - 1.6 Staff members are required to use their discretion if there is a medical or other valid reason for late submission.
 - 1.7 When collecting work, learners' date of admission should be recorded on a class list / mark sheet.
 - 1.8 Marking of tests and assignments will have a 2 day turnaround time. Marking of projects and tutorials will have a 5 day turnaround time.
2. Requirements for learners
 - 2.1 All assignments, projects, essays, presentations and tutorials are to be submitted by, or before the due date indicated in the instructions.
 - 2.2 All work must have a heading, be dated, and have the learners name and class written on it.

- 2.3 No shoddy or untidy work will be accepted.
- 2.4 The instruction sheet as well as the assessment rubric must be attached to the work.
- 2.5 No copying or plagiarism is allowed.
- 2.6 In the case of group work tasks, the task must still be handed in despite the absence of any group member.
3. Procedure for the late submission or missing of due dates
 - 3.1 Teacher to enquire about reasons for late submission.
 - 3.2 25% off on the first day late. Parents will be notified via email.
 - 3.3 50% off on the second day late. Parents will be notified via email.
 - 3.4 O(zero) on the third day. Parents will be informed via email.
4. Procedure for the missing of formal assessment due to absence
 - 4.1 Teacher to enquire about reasons for absence.
 - 4.2 If a medical letter or letter from parents is produced, the learners will be required to write the assessment at a later date.
 - 4.3 Rewriting of assessments will take place during the activity periods either on a Wednesday or a Thursday, whichever is the closest to the original date.
 - 4.4 Parents will be notified via email of these arrangements.
 - 4.5 Failure to rewrite on the given date will result in an immediate zero for the assessment.
 - 4.6 When an examination is missed due to valid reasons, the rewrite will be on a date that does not interfere with the learners' examination timetable.
 - 4.7 Parents will be notified via email of these arrangements.
 - 4.8 Failure to rewrite will result in an immediate zero for the relevant examination paper.
5. Procedure for not completing homework / classwork
 - 5.1 Teacher to enquire about reasons for non-adherence
 - 5.2 Guidelines as set out in the schools' code of conduct will be followed.
 - 5.3 Parents will be notified via email of continuous non-adherence.

6. Procedure regarding copying of work / plagiarism / academic dishonesty
 - 6.1 When any form of misconduct is detected, the teacher will draw a neat line in red pen beneath the pupils work, sign, and date and time it. The infringement will also be added.
 - 6.2 The pupil will be issued with a separate piece of paper and be allowed to continue with the assignment/assessment/homework. Any work done before this incident will not be marked and the learner will lose all marks that are on offer.
 - 6.3 The Grade head will immediately be informed of any misconduct.
 - 6.4 The parents of the learner/s will immediately be informed of the misconduct in question.
 - 6.5 Depending on the severity of the misconduct, the infringement will be referred to the school code of conduct.