



Santa Barbara County Education Office Clear Administrative Services Credential Program



Late Assignment Policy

Guidelines for Late Assignment Submissions:

In order for the CASC Director and PARP committee to provide timely feedback, all due dates are posted at the start of the CASC program year, so you know what is due and by when. **It is your responsibility to submit all work by the due dates to the SBCEO Online Learning Classroom.** You are a busy professional with many competing demands on your time, and yet *CASC work must remain a priority.* It is our intent to approach late work with empathy and understanding while not allowing you to get so far behind as to impact the integrity of timely feedback. Work may be redone without penalty in order to achieve a Proficient Score. Please see below for an overview of the procedures we will follow for extensions.

Late Assignment without a Documented Exceptional Circumstance (short-term need):

A candidate without an exceptional circumstance may submit work after the due date; consequences for unexcused late work may include: a 1:1 meeting with the CASC Director, notifying the Coach, notifying the LEA Designee, and/or a contract with a plan to complete the work in a timely manner. Students who score as Not Proficient will not be allowed to complete the program without revising to show the desired learning outcome is met. Work that is repeatedly turned in late, or overdue by a month, may result in a meeting with the Program Director, LEA Designee, and you to plan for success and/or to discuss repeating the CASC year.

Documented Exceptional Circumstances (long-term need):

A documented exceptional circumstance may include, but is not limited to:

- A candidate's severe illness, injury, and/or hospitalization
- Natural disasters impacting the candidate's home or work location (e.g., fire, flood)
- Military deployment
- Hospitalization and/or death of an immediate family member

Late Assignments with Documented Exceptional Circumstances (long-term need):

Candidates who have communicated the exceptional circumstance to the CASC program director may submit work within a time frame mutually agreed upon between the director and candidate. Candidates requiring an extension beyond the agreed upon a reasonable timeframe may be put on a contract to be signed by the candidate, program director, and LEA Designee and/or may repeat the CASC year if needed.