School Policy for Late and Missed Assignments

Meeting task deadlines is an important employability and lifelong learning skill. <mark>Completion of assignments in a timely manner and respect for deadlines is expected of all students.</mark> Students will be provided with appropriate tasks and timelines and will be supported in the time management required to complete those tasks on time. <mark>Instances in which the due date conflicts</mark> with other commitments (such as work in other courses, extra curricular commitments or documented family needs) <mark>should be identified prior to the due date</mark> so that extensions or alternative assignments can be negotiated, if warranted.

All deadlines for assignments and dates for evaluations will be communicated to students so that they can effectively plan to meet those deadlines. Understanding that students may face circumstances in their life, should an assessment (assignment/test) be missed for a legitimate reason, prior discussion with the teacher must be established in order for the student to be given an opportunity to complete the assessment.

When extenuating circumstances cause a student to be absent on the day of a test or an assignment submission date, <mark>the absence must be confirmed with the attendance secretary</mark>. For this situation, teachers may speak with students and parents to clarify reasons for the absence and to discuss next steps and consequences for missing tests, not completing assignments or for submitting assignments late.

<mark>Failure to attend class on assignment or test days may result in a mark reduction up to and including the full value of the assessment</mark>. The consequences for late and missed assessments will vary depending on the student's grade level and pathway. Parents and students need to be aware that insufficient evidence of achievement of overall expectations due to missed assessment or learning tasks could jeopardize the achievement of a course credit.

Location

- Will be in the handbook and on the website
- Can be referenced in the course overview and in the letter to be sent home