

## **Late/Missing Assignment Policy Spring 2017**

### **Purpose**

- To improve students understanding/learning of outcomes
- To provide more timely feedback to all students
- To improve student accountability ( time management and meeting deadlines)
- To improve organization skills
- To decrease the number of “0”s on reports
- To improve student marks

We as a staff are seeing that the number of missing assignments and late assignments are increasing. We are concerned for a few reasons as outlined below:

We believe that all students should receive feedback in a timely manner. This is at times difficult if many students do not have their assignment done we cannot yet discuss it in class and cannot return work if we are worried about students copying etc.

We believe that in order to be successful students must do their best work consistently. We are finding that some students are just “okay” with taking a “0” for an assignment as long as they end up getting a 50% in a course. All of the assignments that we are marking are important learning experiences and 50% should never be good enough.

We believe that students need to be responsible/accountable for their own learning. This includes the importance of meeting deadlines and improving time management. We feel that this is an important employability skill that needs to be reinforced with our students.

Ultimately this will result in higher grades but, more importantly, a better understanding of the outcomes of the courses they are taking and more responsibility for their learning.

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- When a due date is given it is expected to be done by the beginning of the class, unless otherwise specified by the teacher. ( If a student is away that day they will make every effort to get the assignment to the teacher by other means ( email/google apps) or the first day they get back to school.
- If an extension is needed for some reason the student must talk to the teacher about this the day before the assignment is due. Teachers are always more than willing to give some extra assistance when a student asks them.
- If an assignment is not handed in ( or very incomplete) the teacher will communicate this to the office and the student will work on the assignment during noon hour or a spare) in the office or library ( or classroom if that teacher is available) until the teacher has indicated it is complete. The teacher will state an alternative due date and if the assignment is not turned in by that time the student will receive a “0”. (There will be no percentage deductions up until this point)

- Parents will be sent an email from the teacher if their son/daughter has a late assignment and is required to work at noon hour or their spare.
- A student not attending these work periods or coming late to these work periods will result disciplinary actions as determined by administration.