

## **Hamiota Collegiate Policy for Late Work**

Hamiota Collegiate would like to develop a plan to make our students more responsible for their learning. Research has found that penalizing students by late marks or zeroes is ineffective in getting students to complete their work and often lets students off the hook if they are willing to take a zero. This may also skew their mark and not make it based on what they actually know. We also want to make our students develop good work habits and as said earlier be responsible for their learning in a timely fashion.

With any policy like this it is understood that allowances are to be made based on individual situations such as sickness or other extenuating circumstances that may occur. Every student is different and has different situations that will be considered in working with this policy. In applying consequences to late or missing work, teachers will consider the nature of the assignment, the individual circumstances of the student (especially struggling learners), and the potential impact of the consequences on subsequent learning and motivation. In these cases the teacher and student will work out a fair plan.

Level one: not done on completion day, student talks to teacher about reasons and works out plan to have assignment done for the following school day,(or longer based on situation). If a student is habitually not turning work in on completion day the teacher may move to level two based on this history.

Level two: The student is not completed their assignment the next day after the due date and days after that. The parent is notified as necessary depending on the situation and teachers will discuss with parent's reasons why the assignment is not getting done and work with student if there is a legitimate issue preventing the student from completing the assignment. The student is expected to go for noon hour to south computer lab to work on assignment. They will continue this until they are caught up on all assignments. Teachers will write down on a sign-up sheet the students they expect to be there. If a student is completed an assignment during this noon hour time they may go once they have talked to a teacher or EA on duty and indicated they are completed.

Level three: Student is still not getting caught up at a reasonable rate while attending at noon or a student is not attending when they should be. A parent meeting will result to talk about why assignment is not being completed and to formulate a written plan for the student. Results from this meeting may include:

- a. A plan for when these assignments are to be handed in including when they should be worked on if need be. (noon hour or after school)
- b. Alternative assignments to match the learning outcome if there is a reasonable issue with the assignment based on student's learning. Also counseling or possible peer tutoring to help the student complete the assignment.
- c. Possible loss of privileges such as extra-curriculars, leaving the school at lunch, recesses or other items will be considered.

The student will receive an incomplete in the course until the missing assessment is completed. This will show up on the report card and the parent will be notified.

Our goal is not to be punitive but to work to make sure our students are accountable for their learning. If you have any questions or concerns about this please call or email me.