



Espanola High School

Late and Missed Assignment Policy

The purpose of assessment and evaluation is “to improve student learning” (Growing Success, 2010). To achieve this goal teachers provide students with timely feedback on their work. This cannot be realized if students do not hand in their work on time.

Late or Missed Assignments

Assignments that are to be worked on **outside of class time** shall all have a *Due Range* of three (3) school days. Assignments shall be due at the beginning of class – unless otherwise specified by the teacher.

Example, Mr. Smith’s grade 10 English class has an essay due on February 14- 16 . He accepts essays on any of these days without penalty.

Student Issue	Action
What if I hand in my assignment after the beginning of class?	<p>The assignment shall be deemed to be one day late and consequences applied.</p> <p>If the assignment is handed in after the beginning of class but before 4:00 pm on the last day of the <i>Due Range</i> a deduction of 5% shall be applied (i.e. maximum score is 95%).</p>
What if I hand in my assignment after the <i>Due Range</i> ?	<p>Marks will be deducted:</p> <ul style="list-style-type: none"> • 10% if handed in on the fourth day (February 17 from the example above) • 20% if handed in on the fifth day • 50% if handed in on the sixth day • An additional 25% will be deducted for each additional day late. On the eighth day a mark of zero will be assigned.
What if my teacher hands the graded assignment back to the class before I have handed mine in?	A mark of zero will be assigned.
What if I know I will be absent (e.g. appointment, sports, field trip) on the last day of the <i>Due Range</i> ?	Assignments will be accepted after the <i>Due Range</i> . They will be considered late and consequences applied.
What if I have an unplanned absence (e.g. sick) on the last day of the <i>Due Range</i> ?	<p>A reason for the absence will be given to the main office by a phone call or a note from a parent/guardian <u>before classes begin</u> on the first day that you return, otherwise the absence will be considered a skipped class/day.</p> <p>The assignment will then be accepted at the beginning of class without penalty.</p>
What if I skip class on the last day of the <i>Due Range</i> ?	The assignment will not be accepted. A grade of zero will be assigned.

Missed Tests/Quizzes/In-Class Work

To ensure equity and validity of **in-class evaluations** they should be completed by all students on the same date whenever possible.

Student Issue	Action
What if I have an unplanned absence on the day of a test/quiz/evaluation?	<p>A reason for the absence will be given to the Main Office by a phone call or a note from a parent/guardian <u>before classes begin</u> on the first day that you return, otherwise the absence will be considered a skipped class/day.</p> <p>Tests shall be written on the first day of your return at the teacher's discretion. You may be required to write at lunch time or after school.</p> <p>Quizzes and other in-class evaluations <i>may</i> be completed at the teacher's discretion. The teacher may decide to "exempt" you from this evaluation.</p>
What if I know that I will be absent on the day of a test/quiz/evaluation?	You are responsible for making arrangements with the teacher <u>before</u> your absence from class. If arrangements are not made, you will receive a mark of zero.
What if I skip class on the day of a test/quiz/evaluation?	A grade of zero will be assigned.

Student Name: _____

Student Signature: _____

Parent/Guardian Signature: _____