

SHS Late Work Policy

Step	Actions	Behavioural Consequences
1	<p>We encourage students to take responsibility for their own learning. If a student is having difficulty completing a summative assessment, they are to meet with their teacher prior to the due date to:</p> <ul style="list-style-type: none"> ● Explain the situation ● Work with the teacher to make sure they understand the assignment ● Determine an alternative due date within three days. 	<ul style="list-style-type: none"> ● Lateness may be logged in PowerSchool. ● If extra help outside of class time is required, the student must make themselves available to meet the teacher during Flex Time (morning, lunch and/or after school) and Learning Strategies <p><i>If the above measures do not result in completion of the work after three days, the student will move on to Step 2.</i></p>
2	<p>The teacher will bring the lateness to the attention of the parent/guardian and makeup time will be assigned.</p>	<ul style="list-style-type: none"> ● The student will be required to attend Flex Time (morning, lunch or after school) and Learning Strategies until the assignment is complete ● The student will be assigned to complete missing work in the Learning Commons (library) or teacher’s classroom. ● Lateness and the phone call home to the parent/guardian will be logged in PowerSchool <p><i>If the above measures do not result in completion of the work after one week, the student will move on to Step 3.</i></p>
3	<p>The teacher will bring the lateness to the attention of administration and review actions taken prior to Step 3.</p> <p>The student will attend a meeting with administration.</p> <p>Administration will make a call home, informing the parents of the Step 3 consequences.</p>	<ul style="list-style-type: none"> ● In addition to attending supervised Flex Time Monday to Friday, students will be required to work under supervision until the assignment is complete. ● An “ANC” (assessment not complete) will be assigned as a class grade until the work is complete. <p><i>If the work is not submitted by the end of the quarter/semester, an earned zero will be assigned.</i></p>