

Late Assignments

Completion of Assigned Tasks

Taking responsibility for one's learning includes submitting/completing work on time and is supported by Section 150(3)(d) of the Education Act 1995 to "be diligent in his or her studies". Additionally, choosing to learn and excellence in academics requires feedback on one's performance, which is more beneficial when it is given in a timely and immediate fashion; something that cannot occur if teachers are not in possession of student work. To support this end, please note the following:

A. Teacher Responsibilities

a) At the time summative assessment/assignments are provided a due date shall be given and placed in Students Achieve.

b) Adequate in-class time to complete assessment tasks/assignments will be provided to students with the understanding that sometimes homework may be warranted.

c) Where summative assignments are large in nature, teachers will chunk them into smaller due dates to insure that students are maintaining appropriate pace to complete the assessment on time.

d) If, based on their observations of a student's work and progress, a teacher deems a student to be behind or having difficulty, they will reiterate expectations of assignment/task, check for student clarity and proactively recommend Study Hall. Study Hall is a strategy used to ensure student success at TMSS. Teachers will monitor daily student work to ensure time is wisely used and work is being completed. Study hall operates on the proactive approach. It is not a reaction to a late assignment, it is not a detention or a punishment for behavior demonstrated in class. Issues of behavior are to be directed to the administration. Study hall's focus is for those students who voluntarily come in or for those who are "flagged" by instructors as not likely to be finished on time.

B. Student Neglect of Duty

Where a student does not have an assignment/check point completed on the due date then the teacher "shall" supportively revisit the expectations of the assignment with the student and clarify the expectation that it shall be handed in to the teacher the next day by 9:00 am or be referred to administration for "Neglect of Duty". The referring teacher will recommend Study Hall to the student and keep the record of attendance. Following this discussion and pro-active support, "CONFIRMED" parental notification

“must” be made that the assignment has not yet been submitted. Where students do not complete their assignment the next day, they will be referred to Administration for “Neglect of Duty”:

a) Students referred to Administration for “Neglect of Duty” will be placed on an administrative release from regularly scheduled classes until such time that the assessment is completed. NOTE: Students are responsible for course material missed during their Administrative Dismissal.

b) Chronic instances of “Neglect of Duty” will result in progressive discipline measures.