



Villanova Junior High
2698 Topsail Road
Conception Bay South, NL
A1W 4B1

www.villanova.k12.nf.ca



Telephone: (709) 834-3916

Mr. Barry Jenkins D.C.S., B. Sc., B. Ed., M. Ed.

Principal

barryjenkins@esdnl.ca

Fax: (709) 834-4064

Ms. Carolyn Tilley B. Ed., M. Ed.

Assistant Principal

carolyntilley@esdnl.ca

Late Assignment Policy

Item 5.6 of the Administrative Regulations related to Eastern School District's Assessment and Evaluation Policy states: **When students fail to comply to deadlines, an escalating level of intervention will be required.** Villanova Junior High has developed the following guidelines to provide for the appropriate interventions.

1. It is the expectation that students, in order to experience optimum academic success, must complete all assignments.
2. Teachers will post all assignments including due dates to the homework section of Villanova's webpage and will encourage students to write same in their student agenda. Notice of assignments **MUST** be **POSTED** and **STUDENTS INFORMED** at least **FIVE** school days prior to the due date. [This is not to say that students will be given the assignment five days prior to the due date, but they will be informed of an assignment being due.]
3. On the day that the assignment is due, teachers will inform students who have not submitted work, that the work is now late, that home contact (either telephone call, email or returned form letter with parent signature) will start and conclude during the next three days and that the following late penalty will apply:
 - A) 1 school day late = 10% deduction
 - B) 2 school days late = 20% deduction
 - C) 3 school days late = 30% deduction
4. During the parent contact teachers will:
 - A) inform parents that the work is late and that the student is losing 10% per school day as in 3 above
 - B) establish an alternate due date by which the work will be submitted realizing that submitted work will retain the late penalties accumulated (ie. if the agreed upon 2nd due date results in the work being two, three or more school days late, the penalties as in 3 above will still apply)
 - C) indicate that work not submitted by the 2nd agreed upon due date will result in a score of 0% being awarded for that particular assignment
 - D) make allowances for students on an ISSP with accommodations for extended time for completion of assignments by determining the cause of the lateness and if warranted under the ISSP accommodations an appropriate due date will be established by which the late penalties and provisions of this policy will begin.
5. Where a student has failed to submit late work and a 0 grade has been assigned, it is expected that the student shall, within a reasonable time period, complete the assigned work for submission so that the work can be corrected and the mark kept on file for consideration at the end of the school year when determining the overall academic success of the student.
6. **Please note:** Once an assignment has been returned, the provisions of this policy cease to apply. Ie. If a student fails to hand in work on a due date and work is returned to the class prior to the student's submission of the late work, while the work will be corrected and the mark kept on file as per 5 above, a 0 grade will be assigned.
7. This policy excludes regular nightly homework which a teacher may assign in support of a student's accomplishment of desired course outcomes.