

OXFORD SCHOOL LATE WORK POLICY 2019-2020



Junior high is a time of transition between elementary school and high school. An important part of the work we do in junior high is to support students in continuing their transition from dependent learners to independent learners. Alongside their class work, students are also being asked to develop their time management, organization, communication, and stress management skills. To help students with that our junior high has developed a clear, consistent late work policy. The policy described below was created after consultation with students in our homeroom classes and is consistent with the HRCE Assessment, Evaluation, and Communication of Student Learning Policy section 3.0 - Classroom Assignments (<https://www.hrce.ca/sites/default/files/hrsb/Downloads/pdf/board/policy/sectionC/C.007-student-assessment.pdf>).

LATE WORK POLICY

1. All assignments will be given a reasonable due date after an appropriate amount of in class work time has been given.
2. Students are expected to hand their assignments in, on, or before the due date.
3. Students who miss the due date will have **one week** to hand in their overdue work.
4. Assignments that are being assessed in class such as presentations and contributions to group work will only have a single due date. Due to the timely nature of these assignments, students will not be given an extra week to complete this work.
5. If a student misses this final date, they will not be permitted to submit that assignment and will have missed the opportunity to show achievement toward the outcomes addressed by that assignment.
6. A student who requires an extension past the final due date must speak to their teacher before the initial due date (not the day an assignment is due).

For Example: If an assignment is due on Wednesday, September 11th, any student who needs an extension needs to speak to their teacher by Tuesday, September 10th. If a student does not hand in their work on Wednesday, September 11th, they will have until Wednesday, September 18th to hand in that assignment. The teacher will not accept the assignment after Wednesday, September 18th unless an extension was arranged.

This policy is not intended to be punitive. It is designed to support students in developing valuable time management and organization skills and to help students to build independence. Homework, overdue work, and deadlines can be a great source of stress for students. We encourage you to help your child to learn to manage all their commitments and to encourage them to communicate with their teachers when they feel overwhelmed. Our student support team and our classroom teachers will continue to monitor each student's ability to meet the deadlines given, and will adapt these expectations as needed. Your child's teachers will explain how this policy will look in their particular subject and grade level. Please feel free to reach out with any questions or concerns that you may have.

Thank You,
Oxford Junior High Staff and Administration