![C:\Users\Bronwen\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\MPE4M96H\MC900440428[2].wmf]()![C:\Users\Bronwen\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\74R7XQYD\MC900437563[1].wmf]()**Late Work Policy**

Most course work is completed **in class**.  Therefore, if a student has missed a class they will need to find a time when the missing work can be completed **at school**.  As a result, late work is not often an issue.  However, if a due date is set for an assignment it is the student's responsibility to make sure the assignment is completed during the allotted time.

**The following policy will be followed for any work that is to be completed out-of-class:**

Completing assignments in a timely manner is not only important for your learning; it is a habit that is **crucial** for success in school and in life. Students having difficulty or needing extensions must see me BEFORE assignments are due.  In most cases, under reasonable conditions, I can be quite accommodating.

All work is expected to be submitted on the due date; submitting any work after the due date will negatively affect your Work Ethic mark. However, students may submit late work without academic penalty within **one week of the due date**. Assignments submitted after that point will not be accepted.

A **late assignment alternative** will be given, which will accomplish the same learning outcomes but may be more challenging.  This assignment is to be **completed within one week of receiving** **it**. Depending on the assignment, the alternative assignment may need to be completed at school under teacher supervision.  Students must also fill out the **Late Work Reflection Form** and **contact Ms. McCann.**

**Re-Write Policy**

Students will be given multiple opportunities to be successful in class.  However, students who are unsatisfied with a certain grade **may be able to re-write** the assessment.  Students will not be able to re-write the same test/assignment, but can be provided with an **alternative assessment** provided that they fill out the **Assessment Re-take Reflection Form and contact Ms. McCann.**    However, this may not be available for all assessments.

Re-writes must be completed **within two weeks of the class receiving the marked assessment.** Rewrites must be completed **under teacher supervision**.

**Assessment Re-take Reflection Form and Late Work Reflection Form**

-copies can be printed from my website