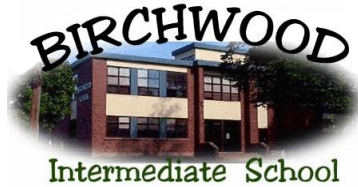


Public Schools Branch



49 Longworth Avenue, Charlottetown, Prince Edward Island, Canada, C1A 5A6
Telephone: 902-368-6870 Fax: 902-368-6896

Mr. Ron Carragher, Principal
Ms. Patsy McDonald, Vice Principal
Ms. Jolene Johnston, Vice Principal

Birchwood Late Assignment Policy

Late Assignment Policy

- Students are required to complete all assignments and projects by their due date.
- If students require extra time to submit assignments, they must contact the teacher in advance of the due dates to make arrangements for late submissions.
- Each Request for additional time will be evaluated on the individual circumstances presented. Teachers reserve the right to offer or deny any extension.
- When students contact their assigning teachers in advance of the due dates and are permitted extensions, no marks will be deducted for late submissions.
- Students who are absent from school, or made previous arrangements for extensions with assigning teachers, will be assigned NHI in Student Achieve (SAS). Teachers may include a note explaining this entry. Once the assignment is passed in, it will be evaluated and a mark will be entered.
- Students who do not fully complete the assignment by the due date, and did not make or receive an extension, will be assigned an INC. They will be evaluated on the portion that was completed.
- Students, who miss writing a test will be assigned an ABS in SAS. Students will be responsible for making arrangements with the teacher to write the test when they return to school.
- Students who do not complete any portion of the assignment by the due date and did not make or receive an extension will receive a NHI. Assignments that receive an NHI are calculated in the overall average of a zero for that assignment.

Student Name: _____

Parent Signature: _____

Date: _____

