

## Uchenna Academy Policy & Procedure Manual Operational Policy: Missed Assignments

At Uchenna Academy, evaluating student learning is based on evidence demonstrating achievement of curriculum expectations. In alignment with Ministry of Education guidelines (Growing Success), we emphasize preventative and proactive strategies to encourage the timely submission of assignments and to support student success before applying academic penalties.

### 1. Proactive Strategies and Interventions

If a student struggles to meet a due date, teachers will employ a variety of interventions to support them before the ultimate deadline. A student must notify the teacher to explain why the assignment is late. Interventions may include:

- Conferencing with the student or requiring a note from a parent/guardian.
- Providing extra help and tutoring, or requiring the student to complete an alternate assignment under supervision.
- Collaborating with the student's teachers, coaches, and the Principal to assist with time management strategies and develop an action plan to complete the required assignment within a given time frame.

### 2. Student Responsibilities

In order to ensure that all evaluations are submitted, students will:

- Be responsible for meeting and knowing all due dates and ultimate deadlines for assignments.
- Use personal organizers to manage time effectively and proactively seek help from teachers, coaches, or the Principal if struggling to meet deadlines.
- Be responsible for maintaining ongoing communication with their teachers.
- Take full responsibility for catching up on missed work during all absences.

This material has been prepared for use at Uchenna Academy (UA). UA accepts no responsibility for use of this material by any person or organization not associated with UA. No part of this document may be reproduced in any form for publication without permission of UA.

Policy Number	<b>4</b>	Original Date	<b>01/14</b>
Section	<b>Operational Policy</b>	Revision Dates	<b>02/21; 08/25</b>
Issued By	<b>UA</b>	Review Dates	<b>NA</b>
Approved By	<b>Principal</b>	Page	<b>1 of 2</b>

### 3. Due Dates, Ultimate Deadlines, and Mark Deductions

For each evaluation, the teacher will communicate a clear due date. If an assignment is not submitted on time, an *ultimate deadline* will be established. This is the absolute last opportunity for a student to submit an assignment for evaluation, set at the teacher's professional discretion (ex. the date a marked assignment is returned to the rest of the class). As always, teachers have the flexibility to use their professional judgment and consider the extenuating circumstances of individual students.

- **Mark Deductions:** While teachers prioritize support, marks may be deducted for late assignments after interventions have been attempted, up to and including the full value of the assignment.
- **Missed Assignments:** Assignments either not submitted or submitted after the ultimate deadline will receive a mark of zero.

#### Uchenna Academy Policy on Missed Final Assessments (Exams and Culminating Tasks)

In alignment with post-secondary standards and to maintain the highest level of academic integrity, the following strict rules apply to final assessments:

- **Mandatory Documentation:** Any student who misses a final exam or culminating assessment must provide a formal medical note from a licensed physician or a legal document justifying the absence. A note from a parent or guardian is insufficient for final evaluations.
- **Proactive Notification:** If a student or parent is aware of a conflict prior to the assessment date, they must notify the administration in writing via official email a minimum of five (5) business days in advance. Failure to provide proper documentation or notice will result in a mark of zero for the final assessment.

This material has been prepared for use at Uchenna Academy (UA). UA accepts no responsibility for use of this material by any person or organization not associated with UA. No part of this document may be reproduced in any form for publication without permission of UA.

Policy Number	<b>4</b>	Original Date	<b>01/14</b>
Section	<b>Operational Policy</b>	Revision Dates	<b>02/21; 08/25</b>
Issued By	<b>UA</b>	Review Dates	<b>NA</b>
Approved By	<b>Principal</b>	Page	<b>2 of 2</b>