



# Cabri School

Live to Learn.....Learn to Live!

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## Cabri School Second Due Date Policy

revised February, 2017

It is expected that students will hand in assignments on the first due date given by teachers.

**When a student is unable to hand in a completed assignment on the first due date due to extenuating circumstances** (such as illness, family emergency, unforeseen circumstances etc.), **a student may negotiate a second due date with the teacher if the following process is followed:**

- the student's **parent makes contact with the teacher before the assignment is due** (no later than the morning the assignment is due, preferably at least a day before the assignment is due) **to let the teacher know their child will be contacting the teacher before class to negotiate a second due date** (or upon the child's return to school if they are absent due to the extenuating circumstance)
  - **parents must make direct contact with the teacher** via phone, email or text
  - parents cannot just leave a message at the school office for the teacher (but if they phone they may leave a message for the teacher to call the parent)
- **The student will see the teacher as soon as possible to negotiate a second due date.**
- **On the second due date, the student will hand in the completed assignment.** If it is not complete the student will hand in what is done to receive partial marks. If nothing is done, the student will receive a mark of 0.

If a student does not have an assignment completed on the first due date and they have not followed the process above, they will hand in whatever work has been completed on the first due date. They will receive partial marks or a mark of 0, depending on what is handed in. The teacher will contact parents to let them know when this situation occurs.

If you have any questions about this policy, please contact your child's teacher or school administration.