**Villanova Junior High Evaluation Policy Guidelines 18-19**

**Procedure 1: Late or Missed Assignments / Projects (Regulations 4.13-4.16)**

1. Students are expected to submit all assignments according to the date designated by the teacher.

2. If an assignment is not received by the deadline:

* A zero will be assigned as a placeholder;
* The student will inform the teacher of the reason for the late assignment.
* The teacher will inform the parent/guardian that the assignment was not submitted through PowerSchool. After 3 days, if the assessment is not submitted, contact will be made by email or phone call. Need a response and/or documentation of attempts.
* If the reason for a missed assignment is deemed **valid**:
* The teacher will inform the student and parent/guardian of the new deadline.
* Valid reasons for missing an assignment deadline include: illness, medical appointment, injury, hospitalization, incarceration, school sponsored trip/activity, approved **educational** travel, or death in the family.
* Documentation may be required to support valid reasons. Extenuating circumstances will be considered by administration on an individual basis.
* If the reason for a missed assignment is deemed **invalid**:
* The teacher will initiate a process of mark reduction.
* Invalid reasons for a late assignment include but are not limited to: forgetting/claiming to not being aware of the date of the assessment, refusal to write the assessment, unprepared for the assessment, failure to notify school of an absence, non-medical or non-urgent appointments or not providing documentation as requested.
* Extenuating circumstances will be considered by administration on an individual basis.
* If the mark reduction process is initiated, the following guidelines apply.
* Assignments late by **1** **school day** will result in a 10% deduction to the final mark earned
* Assignments late by **2 school days** will result in a 15% deduction to the final mark earned
* Assignments late by **3 school days** will result in a 20% deduction to the final mark earned
* The zero will remain in PowerSchool until the assignment is submitted. No assignments will be accepted after the final deadline which is 3 days before end of reporting periods during the year or the Friday before final exams in June.
* A student with 3 incidences of late/missed assignments will be referred to the administration for an intervention plan.

**Procedure 2: Late or Missed Tests/Quizzes (Regulations 4.17-4.24)**

1. Students are expected to write tests/quizzes on the date and time they are scheduled.

2. If a test/quiz is not written as scheduled:

* The student or parent/guardian will inform the teacher of the reason for not writing the assessment.
* If notification was from the student, the teacher will inform the parent/guardian that the assessment was not written, first through PowerSchool and then through email or phone call if necessary. Need a response and/or documentation of attempts.
* If the reason for a missed assessment is deemed **valid:**
* The teacher will inform the student and parent of how and when the missed assessment will be completed. Valid reasons for missing an assessment include: illness, medical appointment, injury, hospitalization, incarceration, school sponsored trip/activity, approved **educational** travel, or death in the family.
* Documentation may be required to support valid reasons. Extenuating circumstances will be considered by administration on an individual basis.
* If the reason for a missed assessment is deemed **invalid:**
* The teacher will inform the student how and when the missed assessment will be completed. Invalid reasons for a missed assessment include but are not limited to: forgetting/claiming to not being aware of the date of the assessment, refusal to write the assessment, unprepared for the assessment, failure to notify school of an absence, non-medical, non-urgent appointments or not providing documentation as requested. Extenuating circumstances will be considered by administration on an individual basis.
* A zero will be assigned as a placeholder.
* A mark deduction of 10% may be applied **to the earned grade** when missed assessments are completed.
* A student who refuses to complete an assessment will be referred to the administration and may be given a zero.
* A student with recurring incidences of missed assessments will be referred to administration for an intervention plan.

**Procedure 3: Second Chance Opportunities (Regulations 4.29-4.36)**

1. Teachers will use their discretion considering THREE key overall parameters:
* Important curriculum outcomes linked to future learning, and
* Whether students are academically at risk of failure.
* Students must complete perquisite work, if required by the teacher, to engage in second chance opportunities. i.e. tutorials, correct mistakes, independent study, etc.
1. In each circumstance, students may be required to complete prerequisites such as completing additional work, attending tutorials, correcting mistakes on previously assigned work, etc., as assigned by the teacher.
2. The assessment provided as a second chance opportunity can be an alternate version of the original assessment or a different type of assessment as determined by the teacher. Furthermore, the new assessment may address select key curriculum outcomes from a previous assessment or may be a full assessment based on the unit of study.
3. The date and time of the second chance opportunity will be determined by the teacher.
4. When second chance opportunities are permitted, any improvement will be reflected in a student’s overall achievement.
5. A review of a student’s program should be initiated if second chance opportunities are required in an ongoing basis in order to be successful.