



Gimli High School

Deadline Date Policy

In our efforts to develop citizens who are “responsible, independent, and engaged” and to demonstrate our commitment of being a “caring community of engaged learners”, GHS has developed a deadline procedure to assist students in meeting course expectations.

1. A reasonable deadline date for an assessment is determined.
2. When the deadline date arrives, students are expected to complete and hand in their work.
3. If a student is not able to meet the deadline date, he/she must address this issue with the teacher **prior** to the deadline date. After this dialogue, the teacher may choose to use their professional discretion and grant the student an extension (typically one day to one week). For students who are not granted an extension, proceed to step #6.
4. At this point, teachers will do one or more of the following options in order to support the student be successful with this work:
 - a. Help student complete the work by offering their support inside or outside of class time.
 - b. Contact home.
 - c. Help the student to arrange for peer tutoring.
 - d. Provide an alternate assessment.
 - e. Help the student with time management skills.
5. When the extended deadline date arrives, students are expected to complete and hand in their work.
6. For those students who do not complete and hand in their work on the original due date and did not seek an extension, the teacher will deduct up to a maximum of 10% per day for each day that the student is late with their assessment. Deductions will occur for five school days (Up to 50% of their mark). After five school days, the student will receive a failing grade for that assessment. Teachers may still continue to use strategies from Step #4 during this 5 day period to get students to complete and hand in their work.

In applying consequences to late or missing work, teachers will consider the nature of the assignment, the individual circumstances of the student, and the potential impact of the consequence on subsequent learning and motivation. Whatever the consequence, students are ultimately responsible for the timely completion of their assignments and for knowing that there are consequences for failure to adhere to those parameters.