

**Policy regarding absenteeism during an evaluation (Test / Quiz):**

1. If an absence from school is known in advance (such as travel or an extracurricular event away from school), the student **must** inform the teacher prior to the absence, with a note of consent.
2. If a student **skips** a test/quiz (either for a single period or the entire day) their mark will be **zero**.
3. If a student misses a test/quiz a supplementary test will be administered on the first day of the student's return. However, no mark will be provided or recorded without a legitimate excuse.

**Late assessment policy:**

Assignments which are overdue will be eligible for a maximum possible percentage based on how many days the assignment is late:

- First day late: Maximum value is 90 percent
- Second day late: Maximum value is 75 per cent
- Third day late: Maximum value is 60 percent
- Fourth day: Mark is zero

Parents will be contacted by the teacher, via phone or email, within the first few days that an assignment is considered overdue.

Being absent for the day the assignment is due or during the time period that the assignment is past due without a doctor's note does not postpone the late assignment policy or any of its steps. Only legitimate, unavoidable absences will be considered.

Note: A late assignment may be submitted directly to the teacher (NOT the main office) by the end of the school day without the assignment being considered an extra day late.