

## STUDENT SUCCESS

Although school is not the workplace, school provides the foundations for students to be productive and successful citizens in the work force by reinforcing the values of self-discipline, responsibility and respect, and a commitment to complete assigned duties to the best of one's abilities. For students who are post-secondary bound, transition research compiled by RCSD in partnership with the University of Regina indicates that high school absolutely matters when it comes to first year work habits and time management, skills required for the challenges of post-secondary workloads. Therefore, student success is the goal for all of our students.

We believe that all of our students will be able to achieve their full academic potential if they adhere to these four criteria for success:

1. Regular and punctual attendance. RCSD has a Common Attendance Practice which states that a student must attend a minimum of 85% of classes. This means a student has 15 days each semester to accommodate appointments, illness, vacations and/or pressing personal concerns. All absences must be excused by a parent/guardian. If a student is going to be away for more than three consecutive days, please contact the office for a "Student Travel/Absence Support Form". Please refer to the RCSD Common Attendance Practice.
2. A positive and willing attitude each and every day when arriving to class, prepared to learn.
3. The completion of **all** assignments; this includes diagnostic, formative and summative assessments.
4. Preparation for all assessments – this involves not just reviewing the material, but arriving to class with the appropriate materials and taking responsibility for all material missed due to absence.

## LATE AND INCOMPLETE ASSIGNMENTS

Teachers are committed to providing quality assessments utilizing a variety of assessment tools within a balanced assessment framework which provide ongoing feedback to the student learner. It is expected that students complete all assessments even if they are submitted past the teacher assigned due date. Late assignments will receive a grade code of "NHI" until such time as they are submitted. It is an expectation that late assignments be handed in as soon as a possible. A student may incur a maximum deduction of 15% (3% per day). If after 5 days an assignment is still not submitted, students will have a further opportunity to complete the work on one of the assigned "Opportunity for Assignment Recovery Days" or "Catch Up Days".

## ASSIGNMENT RECOVERY DAYS – CATCH UP DAYS

Each of our high schools will make available opportunities for students to catch up on outstanding assignments on designated recovery days. These opportunities are set up outside of instructional time on non-contact days or afterschool, during study hours, or at lunch.

Four days each semester with additional opportunities (lunch/study hours/after school) will be provided for students to work on assignments under the supervision of a designated staff member and with the support and commitment of the classroom teacher to accept the work for grade consideration at the end of the next school day.

If at the end of this time period a student still has not completed the work, the grade code for the missing assignment will become an "NHIO". Students are encouraged to complete all major assessment prior to the end of the semester, but work submitted after the designated catch up day will be filed by the teacher to be considered only if necessary to determine whether a student has met the curricular outcomes.

**If your teacher suggests you go to one of these days, it is in your best interest to go. You may hand in assignments up to this date, and during this date, but you will receive a max penalty of 15% off (As per the rules stated above) After the recovery day, if an assignment is still not handed in, the mark is changed to an NHIO- which means it will not be entered into the gradebook, but will be taken into the "just in case" folder.**

**In the event that you are failing the class, the assignments in the just in case folder will be used to take you to a passing grade of a 50.**

## MISSED EXAMS

If a student is absent for an exam, it is the expectation that the student write the exam upon their return to school. Students with an unexcused absence will have the exam score entered as UNEX until a parent/guardian has contacted the school to excuse the absence within 24 hours. **If the absence is not excused within 24 hours, the exam will be changed to a zero.**