



Lighthouse Late Submission Policy

REVIEWED: August 21, 2025

AMENDED:

APPROVED:

Policy

- At Lighthouse International School, assessment and evaluation are guided by the principles set out in the **Alberta Education Program of Studies** and the *Guide to Education: ECS to Grade 12*. The purpose of assessment is to provide accurate information about student achievement in relation to curricular outcomes. Grades must therefore reflect what students know and can do, not unrelated behaviours such as punctuality alone.
- Meeting deadlines is, however, an essential component of learning. It develops responsibility, time management, and respect for the learning process. The school acknowledges that late or missed work can interfere with accurate reporting, delay feedback, and compromise fairness. For this reason, all students are expected to complete and submit work on time.
- Where deadlines are not met, the school's response will balance compassion with accountability, focusing on supporting students to demonstrate their learning while addressing the behaviour of lateness separately. This approach ensures that reported grades remain valid, reliable, and consistent with Alberta Education's Assessment Policy Framework, while also helping students to build the lifelong skills needed for success in higher education and the workplace.
- The school is committed to clear communication of deadlines, supportive intervention when students fall behind, and appropriate consequences when work is consistently late or missing.

Procedure

- Teachers will communicate clear timelines for assignments and assessments, providing reasonable opportunities for completion. These deadlines are established in line with curriculum expectations and coordinated across subjects to prevent overload. When a student anticipates difficulty, they are responsible for informing the teacher in advance.



Teachers may consider extenuating circumstances such as illness, family emergencies, or learning needs, and in such cases, extensions or adjusted deadlines may be granted in consultation with parents.

- *Guide to Education (2023–24)* states:

“Teachers are expected to use their professional judgment to ensure that student marks accurately reflect the level of achievement of curriculum outcomes. Marks are not to be used as a disciplinary measure.”

- If a deadline passes without submission, the teacher will first meet with the student to understand the cause. The expectation remains that the work must be completed, as students are required to provide evidence of their learning to allow for fair evaluation. Strategies to support completion may include additional study sessions, parental involvement, or referral to academic support staff.
- Persistent lateness will be escalated to firstly the HOD, and then to the Principal, where a formal plan may be established to improve time management and accountability.
- While consequences may be applied for lateness. For example, failure to attend a scheduled presentation or performance may result in a mark of zero, as the learning outcome cannot otherwise be demonstrated. Teachers will document all incidents of late or missed work, ensuring transparency and allowing the school to monitor patterns over time. Parents will be informed when lateness becomes habitual, and ongoing communication between school and home will ensure a united approach to supporting the student.

This policy will be reviewed annually by the Leadership Team to ensure continued alignment with Alberta Education’s *Guide to Education: ECS to Grade 12* and *Assessment Policy Framework*. The review will focus on whether the policy effectively promotes student responsibility, supports timely learning, and reflects evolving best practices in assessment and reporting.