

Late and Missed Assignments Policy

At Royal Ontario Academy, students are encouraged to complete assignments in a timely manner to maintain steady progress in their courses. However, we recognize that our flexible, asynchronous learning model allows students to work at their own pace. This policy outlines expectations for assignment completion and procedures for missed assignments in a non-deadline-based environment.

1. Assignment Expectations

- Students are encouraged to stay on track with their coursework by completing assignments regularly to avoid falling behind.
- Teachers may provide suggested timelines to help guide students, but there are no strict deadlines for assignment submissions.

2. Missed Assignments

- **Proactive Communication:** If a student is unable to complete assignments for an extended period, they should inform their teacher as soon as possible to discuss their situation and make a plan for catching up.
- **Support and Guidance:** Teachers will work with students who struggle to keep up with the coursework, offering strategies for time management and providing additional support as needed.

3. Extensions and Catch-Up Plans

- **Flexible Submission:** Since there are no strict deadlines, students can submit assignments at any time during their enrollment in the course. Teachers will provide feedback on completed work to support ongoing learning.
- **Catch-Up Plans:** If a student has fallen significantly behind, the teacher may suggest a catch-up plan to help the student complete the necessary assignments within a reasonable timeframe.

4. Monitoring Progress

- **Regular Check-Ins:** Teachers will monitor students' progress and may reach out if a student has not submitted work for an extended period to offer support and encouragement.

- **Parental Involvement:** If needed, parents will be contacted to discuss the student's progress and identify any additional support that may be required to help the student stay on track.

5. Academic Integrity

- All submitted assignments must adhere to the Royal Ontario Academy's Academic Integrity Policy. Proper citation and original work are required.

The school administration will review this policy/procedure annually to ensure its effectiveness and alignment with educational standards and goals, making revisions as needed. For further information regarding this policy, students and parents/guardians are encouraged to contact us at Royal Ontario Academy at info@royalontarioacademy.com.