

Please read this email thoroughly, as it contains important information regarding the submission procedure for both Hybrid and Remote students.

### **1. Physical Submission for Remote Students**

- All work for the current week is **due the following MONDAY by 3:00pm.**
- Work that is not dropped off by 3pm on Monday is considered late.
- Work that is late will lose points.  
(*loss of points is within the teachers discretion and will vary case-by-case*)
- **If the work is not dropped off by 3pm Tuesday an automatic zero will be given for the assignments.**

#### **Example:**

**Work for this week 9/9- 9/11 is due on Monday, 9/14 by 3:00pm.**

**If the work is turned in 9/15 by 3:00pm it will lose points for being late.**

**If it is turned in ANYTIME after 3:01pm on 9/15 it is an automatic ZERO.**

### **2. Dropping Off Procedure for Remote Students**

- Parents must call the school office and notify the office that you are downstairs to submit work.
- An office worker will meet you at the door to retrieve the assignments.
- **DO NOT PLACE WORK IN MAILBOX, YOU MUST BRING TO THE SCHOOL DURING SCHOOL HOURS (7:30am-3:00pm).**

#### **Example:**

**You arrive to the school at 12:00pm on Monday.**

**You call the office (2014375056).**

**You tell them you are downstairs with your child's work.**

**An office worker will meet you at the door to retrieve the work.**

### **3. Uploading/ Scanning Documents for Remote Students**

- Uploading may be done daily.
- Uploading may be done weekly (*please see above timeline*).
- You should ensure that the teacher sends you a confirmation email that your work has been retrieved.
- If the teacher has NOT received the current week's work by the following Wednesday, it will be an automatic zero for all assignments not received.
- Please DO NOT throw away assignments right after you upload them. There may be technical difficulties or the teacher may request the hard copies. Please keep them for a minimum of 30 days in case the school needs them.

#### **Example:**

**Your child finishes his work for the DAY.**

**You scan and upload his assignments for the day and send them to his teacher.**

**OR**

**Your child finishes his work for the WEEK.**

**You scan and upload his assignments for the week and send them to his teacher BY MONDAY (Tuesday = Late/ Wednesday = Zero)**

### **3. Submitting Assignments for Hybrid Students**

- Complete work at home.
- Bring completed work the following day.  
(*Assignments must be brought into school the next day, the timeline above does not apply to Hybrid students*)

#### **Example:**

**Your child works from home Tuesday and Thursday.**

**Your child brings work to school on Wednesday and Friday.**