

## MYP – Keeping deadlines

It is important to guide the students before the deadline:

Inform students in advance of the deadline and post it on Manage Bac.  
Inform students on consequences

Teacher makes clear when and where students should hand in the assignments.  
On Manage Bac (readable file). Students need to back up their work

Guide students in lesson with giving feedback on drafts/ action plan

Student does not submit work

Check in class and talk to the student respectively

Ask the student to sit outside of the classroom and complete the work in 45 minutes  
without research tool.

Inform the parents and copy in the mentor and the MYP coordinator