
Title of Policy: Late and Missed Assignments Policy

Date Approved: December 2010

Approved By: Administration

Purpose: To provide clear expectations for students and teachers in regard to late or missed assignments.

Scope: This policy applies to all students and faculty, whether full-time or part-time.

Applicable regulation(s): This Policy is developed in accordance with Ministry of Education expectations as outlined in the “Growing Success: Assessment, Evaluation and Reporting in Ontario Schools” document released in 2010.

Policy:

Students in grades 7-12 are responsible for providing evidence of their achievement of the curriculum expectations within the time frame specified by the teacher, and in a form approved by the teacher. Students must understand that there will be consequences for not completing assignments for evaluation, or for submitting those assignments late. Accommodations and considerations for completion of assignments are made for students with an Individualized Education Plan, or for those students with documented and verified medical/health conditions not covered in an IEP.

There are a number of strategies that may be used, in the professional judgement of the teacher, to help prevent and/or address late and missed assignments. Some of these may include:

- collaborating with other staff to review calendar of major assignment and exam due dates
- planning for major assignments to be completed in stages, to avoid the last minute scramble
- maintaining on-going communication with students about due dates and to develop strategies for time management
- holding teacher-student-parent conferences
- setting up a student contract
- providing alternative assignments or tests in certain circumstances where, in the teacher’s professional judgement, it is reasonable and appropriate to do so
- referring student to Student Services or Resource for support
- deducting marks for late assignments, up to and including the full value of the assignment

If it becomes necessary to institute a late or missed assignment penalty, the following guideline will be used:

Late or Missed Assignments for Grade 9-12 Students:

- In the professional judgement of the teacher, a penalty of 5% of the earned mark is assessed for each day that an assignment is late (including for any negotiated extension), to a maximum of 15% (i.e. no further penalty after the third day late).

Example: *A student hands in an assignment two days late and earns 80%. They are penalized 10% of the **total value** of the assignment for a final mark of 70%.*

- At the teachers' discretion, a student may be informed that they can no longer submit an assignment, after the teacher has returned the marked assignment / project to the class and the student has been given on-going opportunity to have it completed and submitted.
- In all such cases, teachers will inform the student and parents / guardians of this decision ahead of time.
- Appropriate exceptions to this guideline will be made for students with verified medical conditions as well as for students with Individual Education Plans who require extended time for assignment completion.