



## PROCEDURE FOR DEALING WITH LATE AND/OR MISSING ASSIGNMENTS AND ACADEMIC MISCONDUCT

### LATE AND/OR MISSING ASSIGNMENTS

Students are responsible for providing evidence of their learning within established timelines. There are consequences for not completing work and submitting work late.

The following table summarizes the actions teachers will take when assignments are submitted past the due date.

Grades 7, 8 and 9	Grade 10		Grades 11 and 12	
<p>All evaluation (Assessment of Learning) tasks are to be completed in class time and in front of the teacher. If a student is legitimately absent during this class time, teachers will follow the procedure outlined in the next section.</p> <p>Teachers will contact parents/guardians and Student Success Teacher, Guidance, SPST, and VP as applicable when absence during these classes becomes habitual.</p> <p>Missing assignments will be noted on the Report Card within the Learning Skills and Work Habits section.</p>	Is this the first time the student is late in submitting an evaluation task?		Is this the first time the student is late in submitting an evaluation task?	
	YES	NO	YES	NO
	<ul style="list-style-type: none"> <li>• Student contract; teachers will use their professional judgement to determine a new due date; decision will be based on scope of the assignment and time already allocated</li> <li>• Contact parents /guardians if student contract not returned or unsigned</li> <li>• As applicable, contact Student Success Teacher, Guidance, SPST, and Principal/Vice-Principal</li> <li>• No mark deduction</li> </ul>	<ul style="list-style-type: none"> <li>• Student contract; teachers will use their professional judgement to determine a new due date; decision will be based on scope of the assignment and time already allocated</li> <li>• Contact parents /guardians</li> <li>• As applicable, contact Student Success Teacher, Guidance, SPST, and Principal/Vice-Principal</li> <li>• No mark deduction</li> </ul>	<ul style="list-style-type: none"> <li>• Student contract; teachers will use their professional judgement to determine a new due date; decision will be based on scope of the assignment and time already allocated</li> <li>• Contact parents /guardians if student contract not returned or unsigned</li> <li>• As applicable, contact Student Success Teacher, Guidance, SPST, and Principal/Vice-Principal</li> <li>• One level mark deduction</li> </ul>	<ul style="list-style-type: none"> <li>• Student contract; teachers will use their professional judgement to determine a new due date; decision will be based on scope of the assignment and time already allocated</li> <li>• Contact parents /guardians</li> <li>• As applicable, contact Student Success Teacher, Guidance, SPST, and Principal/Vice-Principal</li> <li>• One level mark deduction</li> </ul>
	Is the evaluation task submitted by the deadline as outlined in the contract?		Is the evaluation task submitted by the deadline as outlined in the contract?	
YES	NO	YES	NO	
No further action required	<ul style="list-style-type: none"> <li>• Contact parents /guardians</li> <li>• As applicable, contact Student Success Teacher, Guidance, SPST, and Principal/Vice-Principal</li> <li>• Mark of zero</li> </ul>	No further action required	<ul style="list-style-type: none"> <li>• Contact parent</li> <li>• As applicable, contact Student Success Teacher, Guidance, SPST and Principal/Vice-Principal</li> <li>• Mark of zero</li> </ul>	
<p><b>** For students who are 18 years of age or older, teachers will discuss issues directly with the student.</b></p>				

**EVALUATIONS MISSED DUE TO LEGITIMATE ABSENCE  
(i.e., personal illness; death or illness in family)**

The teacher will determine whether or not the missed assignment must be completed based on the question, “*Will the expectations be addressed through other assignments for evaluation?*”

YES	NO
<ul style="list-style-type: none"> <li>No mark is submitted, and the assignment has no impact at all on the calculation of a final grade.</li> </ul>	<p style="text-align: center;">or</p> <ul style="list-style-type: none"> <li>Establish another date for student to complete evaluation;</li> <li>Have student complete an alternative evaluation and its mark is recorded without penalty.</li> <li>If the student does not complete an evaluation, the late / missed assignment general procedure will apply (for grades 10-12)</li> </ul>

**ACADEMIC MISCONDUCT**

Academic misconduct encompasses student actions such as skipping, cheating, and plagiarism and will be dealt with as follows for all grade levels:

SKIPPING	CHEATING	PLAGIARISM
<p>Skipping is defined as missing class without a valid reason. This means that the student was not signed out during the time of the assessment or evaluation or the student was absent without permission of the school, parents or guardians.</p>	<p>Cheating is defined to be “any effort to defraud, deceive, or elude someone else”. Examples may include: taking a test or an examination in a dishonest way through improper access to answers, or giving or receiving assistance without acknowledgement. (www.dictionary.com)</p>	<p>Plagiarism is defined as “an act of theft known by many names: cheating, borrowing, stealing or copying, Plagiarism is intentionally or unintentionally using another person’s works or ideas and presenting these as one’s own.” (On Your Own, p.41)</p>
<p><b>Considerations:</b></p> <ul style="list-style-type: none"> <li>Grade level of the student</li> <li>Number and frequency of incidents</li> <li>Individual circumstances of the student</li> </ul>	<p><b>Considerations:</b></p> <ul style="list-style-type: none"> <li>Grade level of the student</li> <li>Number and frequency of incidents</li> <li>Individual circumstances of the student</li> </ul>	<p><b>Considerations:</b></p> <ul style="list-style-type: none"> <li>Grade level of the student</li> <li>Number and frequency of incidents</li> <li>Individual circumstances of the student</li> <li>Degree of plagiarism</li> <li>Inadvertent versus deliberate action</li> </ul>
<p><b>Recommended actions (one or more in consultation with the Principal):</b></p> <ul style="list-style-type: none"> <li>Mark of zero</li> <li>As applicable, referral to Student Success Teacher, Guidance, SPST, or Principal/Vice-Principal</li> <li>An alternate assignment addressing the same expectations</li> </ul>	<p><b>Recommended actions (one or more in consultation with the Principal):</b></p> <ul style="list-style-type: none"> <li>Mark of zero</li> <li>As applicable, referral to Student Success Teacher, Guidance, SPST, or Principal/Vice-Principal</li> <li>An alternate assignment addressing the same expectations</li> </ul>	<p><b>Recommended actions (one or more in consultation with the Principal):</b></p> <ul style="list-style-type: none"> <li>Mark of zero</li> <li>As applicable, referral to Student Success Teacher, Guidance, SPST, or Principal/Vice-Principal</li> <li>An alternate assignment addressing the same expectations</li> </ul>

**I have read and carefully considered the expectations of me as a student. I have read and understand the consequences if I do not meet them.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**I have discussed these procedures with my son/daughter and understand what is expected.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_