



KENORA CATHOLIC DISTRICT SCHOOL BOARD

200 Educational Programs & Materials Procedures

AP 212: Late and Missed Work

Students are responsible not only for their behavior in the classroom and the school but also for providing evidence of their achievement of the overall 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.

Based on the professional judgment of the teacher, and when possible, with consultation of the students, all assignments will have a reasonable deadline established. All deadlines will be clearly communicated to students at or near the beginning of each course whenever possible, and all efforts to provide opportunity for students to do long range planning will be provided.

If a deadline is not met, the consequence will be a deduction of 5 % per day for up to 10 days (up to 50% of the value of the assignment). If the assignment is not handed in within the 10 day limit, it will receive a grade of zero.

As soon as the deadline is missed, the student must attend study hall to get this assignment completed. Students who do not attend study hall on the day after an assignment due date has been missed, may not be eligible to hand in this assignment for grading.

If there are circumstances where a deadline cannot be met by a student, it is the responsibility of the student to speak to the teacher in order to try to set a reasonable extension.

Teachers will work with students to help prevent and address late and missed assignments using a variety of strategies as listed in the school procedure guide for Growing Success.

It will be the responsibility of the school to ensure that students are given every opportunity to be aware of this policy for late and missed assignments, by ensuring that it is placed in the parent handbook, student agenda and on the school website, every year.

The board will post this policy on the board website with all procedures.

The board and the school will develop practices that support student responsibility and help to build students who are able to complete work on time.

It is the responsibility of the teacher to ensure that mark deduction will not result in a percentage mark that, in the professional judgment of the teacher, misrepresents the student's actual achievement.

Legal Reference:

Effective Date: September 2011

Latest Review Date: August 2011

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