

HHSS Assignment Completion Policy and Procedure (October 2018)

Phase One: Classroom Teacher

Adapted from TLDSB Policy and Procedure: ES 5003 - Assessment, Evaluation, and Reporting

With respect to prevention, and using professional judgement, teachers will select and use several of the following strategies:

- communicate expectations and deadlines (post and regularly revisit);
- provide sufficient notice for major evaluations and include these on the course outline;
- where possible, create deadlines with students;
- chunk assignments and monitor with checkpoints and student conferences;
- build in class time for student work completion;
- recognize mitigating circumstances;
- plan with special circumstances and IEP expectations, accommodations, and strategies in mind;
- negotiate student extension requests;
- involve parents/guardians through personal communication;
- where late mark deduction applies (see below), communicate the possibility of late mark deduction.

It is the responsibility of classroom teachers, preferably in collaboration with students, to establish deadlines for the submission of assignments for evaluation and clearly communicate those deadlines to students and, where appropriate, to parents.

Phase Two: Late Mark Deduction and Referral to Student Success Team

1. If a deadline for a **major summative assignment** is missed, teachers may apply the following mark deductions:
 - 5% deduction for Grade 9-10 (academic (“D”) level courses only)
 - 10% deduction for all Grade 11-12 courses
2. Teachers may refer students to the Student Success Teacher for further support/intervention. This referral should only be made after a number of the preventions and interventions listed earlier have been attempted. At a minimum, **prior** to referral, classroom teachers should have:
 - Conferenced with the student (this may include a negotiated extension)
 - Communicated with home
3. Once referred, students are expected to attend the Library at lunch until the assignment is completed.

Phase Three: Referral to Admin

If students are not attending the Library at lunch or completing the assignment, they may be referred to administration for further intervention. This may include detentions/in-school suspensions and/or assigned zeroes.