



# St. Thomas Aquinas Catholic Secondary School

## Late & Missing Policy

Teachers have a leading role in promoting students' success, academic honesty, and commitment to the values and expectations of the school. Teachers have the responsibility to deliver curriculum, and to communicate assignment expectations clearly and consistently within the Catholic philosophy of education. Teachers will guide students through the development of learning goals and success criteria. Teachers' professional judgments are at the heart of effective assessment, evaluation and reporting of student achievement.

The following guidelines stem from the perspective above and draws from the following documents: *Growing Success*, PPM128, HCDSB Policy V1-56, V1-46

### **In general:**

- All assessment and evaluation activities are due on the assigned date or within the time frame specified by the teacher, with consideration given, but not limited to: IEP, ELL and/or students with medical conditions.
- Teachers should establish and clearly communicate due dates with students, preferably in collaboration with students, and in coordination with other staff, whenever possible, in order to reasonably balance student workload across disciplines and subject areas
- Teachers have the obligation to discuss fully with students, late and missed assignment procedures
- Deadlines regarding mark reporting are absolute (e.g. the teacher needs to submit final grades for reporting by a given date).
- Students are strongly encouraged to communicate with the teacher when assignments cannot be handed in on time; a new alternative date will be created based on the Late/Missing Assessment Contract.
- A record of lateness will be kept and reported as part of the students learning skills and this will be reported in the Learning Skills section of the student's final report card.
- Progressive discipline measures will be taken for late or missing assignments; as per *Growing Success*, mark deductions will not result in a percentage mark that, in the professional judgement of the teacher, misrepresents the student's actual achievement.
- The return of student assessment and evaluation needs to be timely in order to provide students with feedback which promotes growth and learning

### Assessments

- Assessments assigned in class, and where time is given for completion during class time, are due at the end of class. When the assessment is not completed, the student may be assigned to study hall after school or during lunch to provide the opportunity for completion. Students may be directed to study hall until the assessment(s) are complete, at the discretion of the teacher. When possible, teachers will make every effort to provide students assigned to study hall with the necessary materials for the successful completion of the missing task. When



student completes work during study hall, materials will be placed into teacher attendance folders for pick up by teacher.

- At the discretion of the teacher and in consultation with Administration student participation in co-curricular activities will be reviewed if late/missing assessments are having a significant impact on student academic achievement.
- If the student is legitimately absent on the day an assessment is due, he/she should personally submit the assessment on his/her first day back at school or at the discretion of the teacher, within reason.
- Should there be extenuating circumstances (e.g. long-term illness, bereavement, etc.), the student's parent or guardian shall notify the school and/or teacher and the St. Thomas Aquinas Late/Missed Assessment Flow-chart will be followed.
- The Late/Missing Assessment Contract shall be completed for all late or missing assessment pieces.
- Vacation: all assessments shall be submitted prior to leaving, or other arrangements shall be in place with the teacher prior to departure. Parent/Guardian shall inform all teachers and administration in writing (please refer to student handbook).
- Please be advised that the Late/Missing Assessment Contract is an expectation at St. Thomas Aquinas CSS. Students who did not fulfill the contract shall be referred to the school administration.
- Academic Honesty & Integrity: Students shall not plagiarize, cheat, copy or knowingly and deliberately present language, ideas or thoughts of another individual as his or her own work. All sources shall be cited or referenced. Student dishonesty will be addressed by progressive discipline in consultation with the classroom teacher and school administration.