

Purpose

This policy will provide direction to staff, students, and parents on the evaluation of late, missed, and incomplete assignments.

Responsibility

Teachers

To ensure student success and to avoid instances of late, incomplete, and missed assignments, the Zoo School teacher will:

- Inform Zoo School students that they are responsible for their behaviour in the classroom and on the Zoo site, and for providing evidence of their achievement of the overall expectations of the curriculum.
- Ensure students are aware of the dead line for assignments and the work required of them.
- Ensure students are aware of the consequences of late or missed assignments and outline the consequences for incomplete or late assignments.
- Assist the students in improving their time management skills.

Students

To ensure academic achievement and avoid instances of late, missed, and incomplete assignments, students are expected to:

- Be responsible for their behaviour in the classroom and on the Zoo site.
- Be responsible for providing evidence of their achievement of the overall expectations of the curriculum in the designated time frame.
- Access information regarding the importance of handing in assignments in on time, which will be found in the course outline on the Toronto Zoo website for students and parents to refer to. At the start of Zoo School students will be reminded about this issue by the teacher.

Procedure

Growing Success Evaluation

In *Growing Success: Assessment, Evaluation and Reporting in Ontario Schools, First Edition, Covering Grades 1 to 12, 2010*, the Ministry of Education outlines the context for evaluating the development of Learning Skills and Work Habits for Grade 7-12 (see Chapter 2, p. 10 *Growing Success*).

Students will be evaluated on their achievement of the curriculum and their learning skills and work habits separately. The grade level awarded to students should, where possible, not be affected by their learning skills and work habits.

The learning skills and work habits are evaluated and reported as follows:

- E – Excellent
- G – Good
- S – Satisfactory
- N – Needs Improvement

Student Behaviour

There are a variety of reasons why students may submit work late. The process for evaluating late, incomplete, or missed assignments should take into account individual circumstances that recognize:

- The differences between uncharacteristic, repeated, and chronic behaviours.
- Legitimate explanations.

Facilitating Completion of Work or Providing Alternative Opportunities

- Poor time management skills.
- Lack of requisite skills or comprehension to complete work assigned.
- Students with special needs (IEP, ESL/ELD).

Deadlines for Work Submission

- Where the course schedule allows, students missing the deadline for an assignment will be given an ultimate deadline. Failure to meet this ultimate deadline may result in a grade of zero being awarded for this assignment.
- Teachers will guide students where ever possible to assist them in handing in their assignments in on time.
- The teacher will inform students of the due date and the ultimate deadline. The ultimate deadline is the last opportunity for students to submit an assignment for evaluation.
- Where appropriate, these deadlines will be communicated to parents.
- The teachers will use their professional judgement and consider extenuating circumstances of individual students.
- Students are expected to submit their work on time. This is especially important due to the condensed format of the Zoo School course.

REFERENCE DOCUMENTS

This policy was created using the Toronto District School Board's The Evaluation of Late and Missed Assignments, Operational Procedure document.

Ministry Documents

Growing Success: Assessment, Evaluation and Reporting in Ontario Schools, First Edition, Covering Grades 1 to 12, 2010

TDSB Documents

The Evaluation Of Late and Missed Assignments, Operational Procedure PR614