

# Herring Cove Junior High

## Assessment and Evaluation – Missed/ Incomplete Work Protocol

Dear Parent/ Guardian;

It is of utmost importance to your child's academic success that they complete all assignments, projects, etc. and hand them in on the due date assigned. We at Herring Cove Junior High have developed a protocol in conjunction with the HRSB *Assessment, Evaluation and Communication of Student Learning Policy* to address incomplete and missed assignments. Together we can assure the success of your child. **Please review the following with your child.**

### HRSB Policy

#### 3.0 CLASSROOM ASSIGNMENTS

3.1 Students will be provided with multiple opportunities to demonstrate their progress toward achievement of outcomes.

3.2 Students, in consultation with their teachers, are responsible for completing all assignments.

3.3 All assignments will have reasonable due dates.

3.4 In the event that a due date for an assignment is missed, it will be at the discretion of the teacher and principal to extend the deadline.

**3.5 Students who do not adhere to the extended deadline will have missed that opportunity to demonstrate achievement towards the outcomes addressed in that assignment.**

### Herring Cove Junior High Protocol

- 1) Any student who has missed or not completed a significant/major assignment, project etc. will consult with the teacher and a plan of action for completion will be determined. **Smaller assignments will not be given extensions**; ample time is provided to students to complete this work during class time.
- 2) **Parent/Guardian will be contacted by the teacher.**
- 3) Completion contract will be sent home with the assignment, new due date and any other actions necessary for the completing the work (ie. time at lunch in AIR room, etc.). Students who do not adhere to the plan will miss the opportunity to meet those outcomes which could significantly affect their grade. Please see the copy of completion contract included with this notice.
- 4) Students who frequently attempt to hand in late assignments may lose the opportunity for an extension. This will be a decision made by teacher and administration.

## **Completion Contract**

**Student Name:** \_\_\_\_\_

**Course:** \_\_\_\_\_

**Missed Work – The following work has not been handed in:**

**Original Due Date:** \_\_\_\_\_

**Reason – Please indicate why the work is late.**

**Plan of action – What will be done to get this work completed?**

**New Date for Submission:** \_\_\_\_\_

Once this new due date and plan of action is determined, the student will be responsible to submit this work on that date or a mark of '1' for Incomplete will be given. Student and parent acknowledge that Incompletes will impact the overall grade for the term.

**Parent Contacted:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Teacher Signature:** \_\_\_\_\_