



London District Catholic School Board

LATE/MISSING ASSIGNMENT CONTRACT

Student Name: _____ Assignment: _____

Course: _____ Date: _____

1 st Offence	
2 nd Offence	One Level Deduction (Grade 11/12)
Failure to submit. Mark of zero (Grade 10,11,12)	

To the student: the above assignment has not been submitted for evaluation, and is now late. In the space below, explain your reasons why this assignment was not submitted by the deadline.

The assignment was originally due: _____

This assignment is now due: _____

I understand that should I not submit this assignment on the above stated date I will receive a mark of zero (0%). I understand that there may be further disciplinary consequences associated with the late submission of assignments in this course and that repeatedly submitting assignments late may result in a mark deduction up to one level (10%).

Student Signature: _____

Teacher Signature: _____

I am aware that my son/daughter has failed to submit the above assignment, and I am aware that he/she promises to submit this assignment by the above stated deadline agreed upon by the student and teacher or he/she will receive a mark of zero (0%).

Parent/Guardian Signature: _____

Electronic Copy to: Student Success Team SPST

The following table summarizes the actions teachers will take when assignments are submitted past the due date.

Grade 9	Grade 10		Grade 11 & 12	
<ul style="list-style-type: none"> • All evaluation (Assessment of Learning) tasks are to be completed in class time and in front of the teacher. If a student is legitimately absent during class time, teachers will follow the procedure outlined in the next section. • Teachers will contact parents/ guardians, Student Success Teacher, Guidance, SPST, and VP as applicable when absence during classes becomes habitual. • Missing assignments will be noted on the Report Card within the Learning Skills and Work Habits section. 	Is this the first time the student is late in submitting an evaluation task?		Is this the first time the student is late in submitting an evaluation task?	
	YES	NO	YES	NO
	<ul style="list-style-type: none"> • Fill out contract • Teachers will use their professional judgment to determine a new due date; decision will be based on scope of the assignment and time already allocated • Contact parents/ guardians if student contract is not returned or unsigned • As applicable contact Student Success Teacher, Guidance, SPST, and Principal/ Vice-Principal • No mark deduction 	<ul style="list-style-type: none"> • Fill out contract • Teachers will use their professional judgment to determine a new due date; decision will be based on scope of the assignment and time already allocated • Contact parents/ guardians • As applicable contact Student Success Teacher, Guidance, SPST, and Principal/ Vice-Principal • No mark deduction 	<ul style="list-style-type: none"> • Fill out contract • Teachers will use their professional judgment to determine a new due date; decision will be based on scope of the assignment and time already allocated • Contact parents/ guardians if student contract is not returned or unsigned • As applicable contact Student Success Teacher, Guidance, SPST, and Principal/ Vice-Principal • No mark deduction 	<ul style="list-style-type: none"> • Fill out contract • Teachers will use their professional judgment to determine a new due date; decision will be based on scope of the assignment and time already allocated • Contact parents/ guardians • As applicable contact Student Success Teacher, Guidance, SPST, and Principal/ Vice-Principal • One level mark deduction
	Is the evaluation task submitted by the deadline as outlined in the contract?		Is the evaluation task submitted by the deadline as outlined in the contract?	
	YES	NO	YES	NO
	<ul style="list-style-type: none"> • No further action required 	<ul style="list-style-type: none"> • Contact parents/ guardians • As applicable contact Student Success Teacher, Guidance, SPST, and Principal/ Vice-Principal • Mark of zero 	<ul style="list-style-type: none"> • No further action required 	<ul style="list-style-type: none"> • Contact parents/ guardians • As applicable contact Student Success Teacher, Guidance, SPST, and Principal/ Vice-Principal • Mark of zero
		<p><i>N.B. For students who are 18 years of age or older, teacher will discuss issues directly with the student (still use the contract).</i></p>		