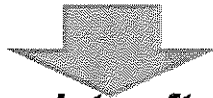


FFSS Late Assignment Procedure (revised August 30, 2012)

This procedure will be followed for all summative assignments.
Incomplete formative assignments will be monitored and tracked by the classroom teacher and will involve communication with the parents.

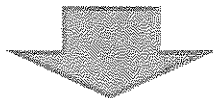
Stage 1 – No Work complete at Due Date

- Speak to the student regarding their plan for submission
- Negotiate a new date for submission
- Ensure IEP accommodations are in place



Stage 2 – No Work complete after New Submission Date

- Contact parents (phone call, email, face to face – log attempts)
- Up to 10% reduction for Grade 11 and 12 U and M courses
- Refer to VP if in extra-curriculars – lose eligibility until the assignment is submitted
- Refer to Student Success
 - o Inform student to attend
 - o Classroom teacher emails “FFS-Student Success” with a copy of the assignment and rubric
 - o Student must attend Room 233 at lunch (Monday through Friday) until assignment is complete
 - o Student status (Complete, In progress, or Incomplete) is updated on tracking sheet
 - o Tracking sheet is forwarded to VPs by Student Success
 - o Completed assignments are put in teacher’s mailbox
 - o teacher contacts 233 if assignment is handed in to him/her directly from student



Stage 3 – No work received after Student Success Referral

- Referral from Student Success tracking sheet to VP
- May result in a 0 or other consequence as assigned by VP