INSTITUTE OF CANADIAN EDUCATION

# Late and Missed Assignment Policy 2026-2027

**Applies to:**

All students enrolled in in-person and synchronous courses at ICE Education.

**1. Assignment Deadlines**

- Students are expected to complete and submit all assignments by the deadlines communicated by their teachers.
- Assignment instructions, due dates and submission requirements will be provided during class by the teacher.
- Students are responsible for keeping track of deadlines and completing their work on time.

**2. Excused Late or Missed Assignments**

Late or missed assignments may be considered excused due to:

- Illness or medical emergencies.
- Family emergencies or bereavement.
- Approved absences or other unavoidable circumstances.
- Other valid reasons accepted by the teacher or school administration.

**Procedure:**

- Students must notify their teacher in writing as soon as possible, explaining the circumstances and reason for the delay or missed assignment.
- Teachers may request supporting documentation where appropriate.
- A reasonable extension or alternative submission arrangement will be provided where appropriate.
- Excused circumstances will be considered before any late penalties are applied.

**3. Unexcused Late or Missed Assignments**

Examples include but are not limited to:

- Forgetting assignment deadlines.
- Poor time management without a reasonable explanation.
- Failure to submit assignments despite reminders.
- Repeated delays without an acceptable explanation.

**Consequences and Follow-up:**

- **First occurrence:** The teacher will follow up on the missing assignment and may grant an extension at their discretion.
- **Continued non-submission:** The teacher will notify the program coordinator and the school administration for further follow-up with the student and the Parents/Guardian.
- **Failure to meet the final deadline:** Mark deductions may be applied, up to the full value of the assignment, or a zero may be assigned where appropriate, based on professional judgment and available evidence of student achievement.

**4. Teacher and School Responsibilities**

ICE Education teachers and staff will:

- Communicate assignment deadlines and expectations clearly.
- Monitor student submissions and identify outstanding assignments.
- Send reminders and follow up with students regarding missed work.
- Review reasons provided for late or missed assignments.
- Provide reasonable extensions or alternative arrangements where appropriate.
- Refer repeated cases to the program coordinator or school administration.
- Maintain records of follow-ups, extensions and agreed submission deadlines.

**5. Student Responsibilities**

- Attend scheduled classes and participate in learning activities.
- Submit assignments within the established timelines.
- Inform teachers about absences or difficulties affecting assignment completion.
- Provide supporting documentation where requested and appropriate.
- Follow revised deadlines and complete outstanding work.