M. Caufield’s English Class Assignment Completion and Retrieval Plan

It is your responsibility as a student to complete and submit your assignments. Your mark should (and will in this class) reflect how well you understand the content and how well you perform on assignments. Your grade should **not** be a reflection of how many of the assignments you have completed. For this reason, I will keep a strict account of the assignments on due dates and use the following process to ensure that all the assignments are completed and submitted.

**Assignment Due Date**

On the day that assignments are due, you are expected to submit assignments at the beginning of class. I will look to see that all the assignments are in. If you fail to submit the assignment, you will be required to fill-out a *Summary Slip.*

Summary Slip

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Missed Assignment and due date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I did not submit my assignment because:

\_\_\_\_ I did the assignment but I did not bring it to class

\_\_\_\_ I forgot that the assignment was due

\_\_\_\_ I chose not to do the assignment

\_\_\_\_ I did not have the appropriate material at home to complete it

\_\_\_\_ Other (explain below)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I understand that my assignment must be submitted by the beginning of tomorrow’s class and failure to do so will result in my parents/guardians being notified.*

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You must fill-out the slip and turn it back in to M. Caufield. These will be kept as a record of your work consistency. You will then be required to submit the assignment by the beginning of class the next day.

**Indictment Slip**

If on the second day you have failed to submit the assignment, you will receive an *Indictment Slip*.

Indictment Slip

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Missed Assignment and due date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I did not submit my assignment *in the last two days* because:

\_\_\_\_ I did the assignment but I did not bring it to class

\_\_\_\_ I forgot that the assignment was due

\_\_\_\_ I chose not to do the assignment

\_\_\_\_ I did not have the appropriate material at home to complete it

\_\_\_\_ Other (explain below)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I understand that my parents/guardians will be notified today and that if the assignment is not completed by the beginning of the next class a zero will be given.*

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You will be asked to fill-out this slip with the understanding that your parents will be emailed with a notification of the situation, including the two reasons that you have given for not submitting in the assignment. This slip will also be keep as a record of how consistently you are getting assignments completed. Your parents will be email that day with the following message:

*\_\_\_\_Name\_\_\_\_\_\_ has failed to submit the \_\_\_\_\_(Assignment)\_\_\_\_\_ assignment on \_\_\_\_\_\_\_(due date)\_\_\_\_. Since I have given an extra day to complete the assignment and it has not been turn in, I am emailing you to notify you of the situation. I make all students document their reasons for not handing assignments in. The two reasons I have been given are \_\_\_\_\_\_\_\_\_(your reasons)\_\_\_\_\_\_\_\_\_\_. If he/she does not submit the assignment by the beginning of tomorrow’s class, he/she will receive a zero on the assignment.*

*I appreciate your assistance in getting this assignment turned in,*

*M. Caufield*

**Sentencing and Conviction**

If after the regular due date (first chance), and after your parents have been notified (second chance), on the third day you have not handed the assignment (third chance), you will receive a zero for that assignment. I will not be making exceptions to this process for anyone at anytime.

**Appeal Process**

An appeal process will be unnecessary because I am confident that all students will have their assignments in on time.

**Remember** that requiring help from me is not an acceptable excuse to not hand in an assignment. I will always be available for your assistance in the mornings, at lunches, during my prep class (Day 1, Blk 4), and by email. You will always have sufficient time to work on your assignments and ask any questions about things that may be problematic when working at home.