

## Science Department Policies

### Assignments:

- a) The student must submit the assignment directly to the teacher on or before the due date. This includes students participating in school-based activities that may mean they are away from class for the day (ex. on a religion retreat – hand in before leaving the school). If a teacher instructs students to submit an assignment electronically (e.g., on Internet-based software such as Turnitin) then the due date does not change and the time limit on the due date is determined by the teacher.
- b) **If the teacher has NOT already corrected and returned the assignments**, the student may submit the assignment after the due date. However, the teacher will deduct marks “...up to and including the full value of the assignment” (Growing Success, Ministry of Education).
  - 5% deduction per school day, excluding weekends and holidays to a maximum of 25%
  - On the sixth school day, the teacher will give the student a mark of zero.
- c) The student must eventually submit the assignment (for assessment only) in order to meet course expectations.

### Lab activities:

Participation in Lab activities is required to meet course expectations. Students and parents must agree to and sign a Safety Contract before the student is permitted to participate in any Lab activities. Lab reports and assignments are subject to the same policies as any other assignment.

### Plagiarism:

If the student presents someone else’s work as his/her own (including any work from the Internet, a book or a friend, etc.) without properly crediting that work, the following will result:

- a) Grade 9/10: The teacher may give the student a chance to submit the assignment properly referenced. If the student does not submit the properly referenced assignment the teacher will give the student a mark of zero.
- b) Grade 11/12: The teacher will give the student a mark of zero.

### Tests and Presentations:

- a) If the student misses a test or presentation a phone message from a parent (indicating that the parent is aware of the test/presentation) is required and a doctor’s note is requested when the student returns to class. The teacher may assign a mark of zero if no documentation is received.
- b) If the student is absent and returns to class on a test day, the student may be required to write the test.

### Absenteeism/Truancy:

Daily presence in class is essential for success. If a student is absent it is the responsibility of the student to catch up on any work missed on their own time.

If the student is absent from class without permission, the teacher may contact the administration and parents. If there is a persistent attendance problem, the teacher may request a conference with the administration, parents and student.

### Text Books:

- a) Many courses do not have a hard copy of the textbook for all students. An online copy of most textbooks is available. Login information will be supplied by the teacher.
- a) If the student loses or damages his/her assigned, numbered text book (besides normal wear and tear), he/she must pay for a new one at the replacement cost.

Parents can access additional information at [www.stmary.dcdsb.ca](http://www.stmary.dcdsb.ca) or on teacher websites.