

English and Modern Languages Classroom Policies & Procedures

Assignments:

- a) The student must submit the assignment directly to the teacher on the due date. The student is not permitted to leave it in the office or the teacher's mailbox. 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. For example, if the assignment is due on Monday then the student has until when the class begins on Monday to submit electronically without penalty.
- b) If the teacher has not already corrected and returned the assignments to the rest of the class, 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.

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 will give the student an alternative assignment. If the student does not submit this 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 (without informing the teacher of the absence ahead of time, or without the presentation of a doctor's note upon return to class), the teacher will give a mark of zero.
- b) If the student is absent and returns to class on a test day, the student will be required to write the test.

The onus is on the student to catch up on any work missed while absent.

Absenteeism/Truancy:

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.

Texts:

If the student loses or damages his/her assigned, numbered text (besides normal wear and tear), he/she must pay for a new one at the replacement cost.

If the student has not yet returned his/her English text from last year, he/she will not receive a text to take home. A text will be available for use in the classroom only.

Please acknowledge that you have read this overview:

<i>Date:</i>	<i>Parent Signature</i>
<i>Date:</i>	<i>Student Signature</i>