

Stratford Central Secondary School

English Department Policy

2012 - 2013

I. TAKE HOME ASSIGNMENTS [EXCLUDING INDEPENDENT STUDY]:

A. All take home summative evaluations (e.g., essays, reports, projects, creative writing, etc.) will be assigned a specific **due date***

B. Meeting the Due Date:

- All students who submit the assignment** on the due date will have the option of revising and resubmitting their work after it has been evaluated, based on the feedback and conditions set by the teacher.
- The degree to which a student may improve his or her results is dependent on a number of factors including, but not limited to, the ability of the student, the nature of the improvements, and the professional judgement of the teacher.

C. Missing the Due Date:

- **Extension Period:** Any assignment not submitted by the due date may be received and evaluated up until the on-time assignments are returned IN CLASS.
- Because the length of time required to mark an assignment varies according to assignment and teacher, the student should not delay in submitting a late assignment.
- Students who submit an assignment after the due date do not have the option to resubmit.
- Any assignment submitted after the on-time assignments have been returned may only be accepted for the purposes of feedback;
- An “Incomplete” will be recorded if no assignment is received at all.

D. Assignments must be submitted to the teacher directly and nowhere else.

E. If there are serious extenuating circumstances, consult with the teacher about a possible extension **AS SOON AS POSSIBLE**. Such extensions will be rare (e.g., health, family, or personal crisis).

F. Assignments recorded as “Incomplete” may have a negative impact on a student’s overall grade. Any “Incomplete” entries may jeopardize the student’s credit in English if the Ministry requirements cannot be achieved through other assignments.

(*) Subject to IEP/IPRC accommodations.

(**) Submitted work must demonstrate a sincere attempt to meet the expectations of the assignment.

II. IN-CLASS ASSIGNMENTS:

- A. If a student misses a **test, oral presentation, or in-class writing assignment**, it is the student's responsibility to contact the teacher to give the reason for the absence. How?
1. Phone the school (519-271-4500) to notify the attendance secretary of the absence that day (as per procedure in the *Student Handbook*). Be sure that a note validating the absence is on file.
 2. An assignment missed because of an unexplained absence is considered "Incomplete". The responsibility rests upon the student to account for his/her absence.
 3. Extracurricular activities are not an automatic excuse from an in-class assignment. The *Student Planner* clearly states that students must make arrangements in advance if they will miss an in-class assignment because of an extra-curricular activity (e.g., game, music outing, field trip). Failure to make prior arrangement could result in the student receiving an "incomplete" for the assignment".
- B. If a student is absent on the day of a **group presentation or oral presentation** without prearrangement, notice, or provision beforehand, then that student may receive an "Incomplete" for the assignment.
1. If you will be absent, ask to speak to your teacher or leave a message with a contact number in order to explain your absence and justify why you should be given another opportunity to complete the presentation.
 2. Medical and dental appointments are made well in advance; therefore, notify your teacher of the conflict PRIOR to the presentation date to arrange an alternate time.

III. INDEPENDENT STUDY [Independent Reading; Tapestry; Classic Novel Study; 4U/4C ISU etc.]

- A. Independent Study Projects require students to work on a project over an extended period of time. **Students are expected to consult with their teachers during this time to obtain direction, advice, and support.** Teachers will establish **checkpoints** in the independent study process to encourage good time management and **to allow time for feedback.**
- B. Because of the time allotted for an independent study and the time required to evaluate it, the **DUE DATE** for an independent study project is **FINAL**; however, any independent study projects received within one week after the due date will receive an automatic deduction of 10%. Any projects received after this one week window will be deemed "incomplete." Students need to use the time before the due date to have conferences with their teacher and solicit the feedback necessary to turn in a satisfactory project.

III. Plagiarism and Cheating:

- A. Cheating is defined as any means by which a student (or a group of students) gains an unfair advantage on a test, in-class assignment, or examination. Interpreted as cheating are the following:
1. copying another's work
 2. bringing into a test or examination unauthorized written material
- B. Plagiarism is claiming, as original, work that has been done by someone else. Students caught cheating or plagiarizing will have their work reviewed on an individual basis to determine the necessary consequence. Contact with parents and further disciplinary action may also follow.

FREQUENTLY ASKED QUESTIONS

1. What do I do if I am sick but there is no assignment due in class that day?
 - Phone the school to report your absence.
 - Catch up on missed work as soon as you return.
2. What do I do if I am sick and there IS a take home essay or project due in class that day?
 - Phone the school to report your absence.
 - If you want the rewrite option, get someone to hand it in for you on the due date or submit it electronically.
 - Otherwise, hand it when you get back to school. It will be late, but there will be no penalty as long as you hand it in before the on time assignments are handed back.
3. What do I do if I am sick and there is an in-class assignment or test in class that day?
 - Phone the school to report your absence.
 - As a courtesy, ask to speak to your teacher to let him/her know that you are absent and ask if you can reschedule. E-mail is acceptable, too.
4. What do I do if I am sick and there is a group presentation or oral presentation due that day?
 - Phone the school to report your absence.
 - You MUST CONTACT the teacher as soon as possible. Time has been reserved for you to present. Unless alternate arrangements have been made BEFORE the presentation, you will not be allowed to reschedule, and you may receive an “incomplete”, depending on the circumstances.
5. What do I do if I have an extra-curricular activity scheduled on the same day as a take home assignment, in-class assignment, or presentation?
 - Make alternate arrangements with the teacher well in ADVANCE of the date for in-class assignments, tests, and presentations. If you plan ahead and communicate, we will accommodate you.
 - If you are away for a school event, but you have a take home assignment due, the same rules apply for meeting the due date or handing it in late. Being away for a school event does not extend the due date nor does it excuse you from your responsibilities.
6. Can I hand an assignment in late on the same day the on-time assignments are handed back?
 - Yes, as long as you hand it in at the BEGINNING of the class.
 - You CANNOT hand it in later in the day. There is no such thing as a midnight deadline for late work.
7. How do I know when the on-time assignments will be handed back?
 - You don't; therefore, don't dither in getting it done. Feel free to ask the teacher for an estimate on the turn around time.
 - The length of time between handing in and returning is proportional to the number of assignments handed in on time.
8. What is the difference between revising and editing?
 - Editing means correcting spelling and grammar errors that have already been pointed out to you. Simply editing may not alter your mark much if you resubmit.
 - Revising means making changes to the content and structure of the piece based on the feedback you received. Revising may result in significant improvement to your mark.