

## CVR ENGLISH DEPARTMENT POLICIES (7-11)

*These are general guidelines that may be adapted by any teacher at any grade level to suit their context.*

### LATE WORK and other deductions POLICY

- ALL late work will be penalized as follows:
  - -5% total for the first 7 days it's late, no matter how many days, 1-7 (total 7 days late)
  - -10% total for the next 7 days late, no matter how many days, 8-14 (total 14 days late)
  - -15% total if submitted any time after 14 days late and before the end of the term - deadline specified by the teacher, but the work can only earn a total maximum of 60% including all deductions. This is still better than 0%.

#### UNLESS:

- The work is submitted with a signed note from a parent or doctor with a valid reason
- An extension, requested at LEAST 48 hours in advance of the due date, was granted (for no more than 7 days from the due date)
- The student's IEP entitles her/him to "extra time for selected class assignments/projects" which is 7 days from the due date in this department. After that the work is penalized as above: -5% total for the second 7 days, and -10% total and a maximum total of 60%, including all deductions, if submitted after the 14 days and before the end of the term by the teacher-specified deadline.
- EXTENSIONS, including students with IEPs, are never for longer than 7 days past the due date in this dept. and are only granted if the student meets the following criteria:
  - S/he requested an extension at LEAST 48 hours before the due date, whether s/he has an IEP or not;
  - S/he has been working diligently in class and at home, thus earning the trust of the teacher;
  - S/he SHOWS proof of progress on the assignment to show that s/he really does NEED the extra time to complete it, ie s/he is not just starting the assignment now after wasting class time to date.
- Any work NOT HANDED IN will receive a **0%** in all competencies evaluated.
- Every MLA formatting and citation infraction will be deducted at a rate of 1% per infraction (even if it's the same mistake over and over again). Students have easy access to all of these rules. There is no excuse for making these basic mistakes.
- ALL deductions will be split evenly over the number of competencies evaluated for the project.

### RE-SUBMISSION POLICY

- It is at the discretion of the teacher what work and under what conditions work is eligible for re-submission to earn a better mark.
- There are TWO types of re-submission, the student must indicate what type on the front of their new good copy:
  - To earn back lost MLA points only
  - A FULL content revision plus all MLA corrections
- Conditions for re-submissions to be taken seriously:
  - begin with a serious effort and submit their best work in the first place, even if under time constraints, do your best;
  - be serious about their revisions and learning from their mistakes; and,
  - not allow these revisions to interfere with completing current assignments due.
  - ALL original work must be submitted along with the revised work

**The important part is that students learn, no matter how many tries it takes.**

NB. Late penalties which applied on the first submission will not be applied a second time.

## M. SAUVE POLICIES

- I will read and give feedback on (ie. pre-correct) any work that is ready before the due date, has already been peer-reviewed and revised, and has been presented to me within a reasonable time frame (ie not the night before). This will allow students to revise before they submit a final draft and optimize their results.
- Assignments are submitted either in Teams, in person, or both depending on the project.
- Should students submit something via email or Teams chat with my express permission at [msauve@nfsb.qc.ca](mailto:msauve@nfsb.qc.ca), they must check for a 'received' message to ensure that I have in fact received their work. It is **the student's responsibility** to be sure I receive their work. I always reply, and I keep all student email correspondence, all year.
- Students have a copy of the syllabus or course outline for each term and access to it online at [msauveenglish.com](http://msauveenglish.com). It is their responsibility to ensure that assignments are done on time and to track their results each term. They can also do this via Teams.
- All student homework is posted on my website [msauveenglish.com](http://msauveenglish.com), as well as copies of all handouts, so everyone knows what they are working on and parents can help keep students on-track at home.
- A missed class is NO excuse for coming to class unprepared. Students are responsible for finding out what they missed by going online, having a homework buddy in class they can contact or by emailing me.
- The checkpoint system and other policies are posted on the website, as well as by each project affected.

## MELS POLICIES regarding special considerations for exams in English:

If the student has an IEP which entitles her/him to special considerations for exams, the following complimentary services are allowed and provided by the school, keeping in mind that the student may refuse the service:

- a READER may read the instructions, the questions, and the task and its parameters to the student, but may not read the text(s) students are meant to respond to or use as research; this is because, as a uniform exam for the language of instruction, students must demonstrate competency in understanding, comprehension, interpretation, and use of information.
- EXTRA TIME is calculated at a rate of 1/3 the allotted exam time and the exam must be completed in that one session.
- a QUIET LOCATION includes the room where the class is writing quietly as a group, but is separate from the room in which the reader is working with students; should enough personnel be available at the school, then a third location with fewer students may be used. If a student needs both a reader and a quiet location, s/he will be placed in the room with the reader.
- COMPUTER / USE OF ASSISTED TECHNOLOGY usually means the student's handwriting is illegible and/or s/he has difficulty writing her/his own work by hand. S/he is entitled to type her/his work, with the internet and spell-check and any other such services being disabled, including any which allow communication between different workstations on a network. A scribe simply handwrites in place of the student copying down exactly what the student says, without any editing. The invigilator for the computer must ensure that documents are saved several times throughout the exam and provide a final printed copy of the examination in 12 point font. This copy must include a footer indicating the student's name and permanent code, the invigilator's name, the examination course code and the date of the examination. This same identification information must be provided in the case of a handwritten exam by the scribe.

Please note that in order to preserve the integrity and rigour of any **formal or uniform examination**, materials are never released to anyone before the time of the exam. As well, the exam is not to be pre-viewed by anyone before the time of the exam. It is important to note the distinction between classroom tests /

informal exams where previewing may be a strategy for the student with an IEP at the discretion of the classroom teacher, but this is not allowed during a formal / uniform exam.