

CVR ENGLISH DEPARTMENT POLICIES (7-11)

LATE WORK and other deductions POLICY

- ALL late work will be deducted at a rate of 5% per day including weekends (10% for 2 days) UNLESS:
 - It is submitted with a signed note from a parent or doctor; and/or,
 - 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); and/or
 - The student's IEP entitles her/him to "extra time for class work" which is 7 days from the due date.
- Work submitted greater than 7 days past the due date (whether for an extension or IEP extra time) will be deducted at a rate of 10% per day including weekends up to a maximum of 3 days. After that, work shall NOT be accepted.
- EXTENSIONS, including students with IEPs, are never for longer than 7 days past the due date 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.
- ALL late deductions will be split evenly over the number of competencies evaluated, eg for a response, that is 6 days late, which earns a 78% in READING and an 83% in PRODUCTION, the total penalty is 30%, so the student will get a 63% in READING (78-15) and a 68% (83-15) in PRODUCTION.
- 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 all of these rules at the front of their binder for easy access; they also have a screencast tutorial online at www.msauveenglish.com to guide them, as well they can easily consult this website: <http://owl.english.purdue.edu/owl/resource/747/01/>, the link to which is also on my website. There is no excuse for making these basic mistakes.

RE-SUBMISSION POLICY

- All work that has been already done and graded, and which has earned lower than an 80%, including MLA deductions, but excluding late penalties, (ie the quality of the work) may be redone and resubmitted at any time before the last 10 days of terms 1 & 2. For term 3, all re-done work must be submitted before May 1st. Students MUST:
 - begin with a serious effort and submit their best work in the first place;
 - be serious about their revisions and learning from their mistakes; and,
 - not allow these revisions to interfere with completing current assignments due.

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.

ALSO. It is up to the teacher's discretion to allow students who earn over 80% to resubmit work solely to recoup lost MLA marks.

M. SAUVE POLICIES:

- I will read and give feedback on (ie. pre-correct) any work that is ready before the due date, and presented to me at a reasonable time (ie not the night before). This will allow students to revise before they submit a final draft and optimize their results.
- Students may submit work via email at msauve@nfsb.qc.ca. Once submitted, students must wait 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 at the front of their binder. It is their responsibility to ensure that assignments are done on time and to track their results each term.
- All student homework is posted on my website 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.
- All students and parents/guardians have my email address msauve@nfsb.qc.ca. Please contact me at any time to inquire about the student's progress or even to ask clarifying questions about homework. The emails do go to my phone; I will try to answer questions as efficiently as I can, as I would prefer a short interruption to my evening than a child coming to class unprepared or confused.

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 / SCRIBE 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.