**KENNEDY COLLEGIATE INSTITUTE**

**ENGLISH DEPARTMENT**

**STATEMENT OF EXPECTATIONS**

The following expectations work with the policies in your Kennedy C.I. Student Handbook. School policies about lates/attendance, food/beverages, appropriate dress, and electronic devices, etc. are in effect in English classrooms. Student commitment is required for successful completion of English Department courses. Specific requirements for individual courses are given to students by the course teacher.

**KEYS TO SUCCESS**

In order to create a positive learning environment for all students in the class, it is expected that each student will:

1. Attend class daily, ready to learn!
2. Be on time to class.
3. Participate actively and appropriately.
4. Bring proper equipment and books for each class.
5. Complete homework when assigned.
6. Complete and catch-up with work and/or assignments during any absence.
7. Respect other people and property.
8. Keep an up to date notebook.

Failure to fulfill these expectations may result in loss of class marks as they relate to learning and completion of course curriculum and/or loss of class privileges.

**TESTS AND ASSESSMENTS**

Tests and assessments are an important part of the evaluation process for each course, and students are expected to make every effort to be present for each test or assessment.

**Planned Excused Absence (PEA)**

* For any PEA (doctor’s appt., field trip, blood donation, hospitalization, etc.), students are expected to discuss alternate arrangements for tests and assessments with their teacher as far as possible **IN ADVANCE** of the expected absence.
* Unless another arrangement has been made, if a student misses a **part day** or single class for a PEA, the student will complete and/or submit any assessment due *on the same day* (before school, at lunch, after school, between classes, etc.) or submit any take home assignment to the teacher’s mailbox in the front staff room, as a last resort.
* If a student will miss an **entire day** (or more) due to a PEA, missed assessments and tests will be completed as arranged through discussion with the teacher ahead of the absence.

**Unexpected Excused Absences**

* Unless otherwise indicated by school administration, if a major unit test/assignment is missed due to an unexpected, properly documented, excused absence, including school suspension, a student may write the missed test/hand in the major assignment **immediately** upon his or her return to class. The teacher will respond to the situation using professional judgement and an alternate make up test or assignment(s) may need to be scheduled.
* Students who have missed a test or assessment because of unforeseeable circumstances are expected to approach the teacher to discuss missed work **on the first school day of their return**.

**Unexcused Absences**

* If a student misses an assessment for an unexcused absence (e.g. skipping class), the student may have to write an alternate assessment or may receive a grade of zero (0%) on the assignment.

**ASSIGNMENTS**

The policy regarding assignments is as follows:

* If a student is ill or absent on the day that an assignment is due, it is expected that the student will make every attempt to ensure that the assignment is delivered to the teacher on that day.
* Assignments are to be completed for the **beginning** of the class period that they are due.
* If the student chooses to submit an assignment after the submission window, descriptive feedback will be given and a mark of up to 50% of the final assignment grade can be earned.
* Two weeks after the due date for any major assessment, a mark of zero (0%) will be assigned for any incomplete student work. Consideration for extended illness, etc. will occur upon a student’s return to class.
* Failure to complete major assignments (e.g. Unit Tests, Essays, Final Exams, etc.) may result in a failure in the course.

**ORAL PRESENTATIONS**

Oral communication is a major part of the Ontario Secondary English Curriculum. Participating in class discussions and presentations is **essential** to fulfill curriculum expectations. Oral presentations, whether individual or collaborative, are often scheduled in advance and are an important part of the classroom learning process. They affect the entire class including other presenting and/or responding students. It is, therefore, essential that students are present and prepared at the scheduled time.

Students who will be absent for appointments, field trips, and other school sanctioned activities MUST speak with the teacher **PRIOR** to the oral presentation to make other arrangements.

When an unforeseen situation arises, the student's parent / guardian is asked to contact the teacher by phone or through a message before 8:40 on the day of the presentation so that the teacher has time to make other arrangements. If this is done, every effort will be made by the teacher to reschedule the presentation, though this may not always be possible. An alternate oral communication assignment may have to be completed.

A note from the parent / guardian explaining the reason for the missed presentation must be submitted to the teacher at the beginning of the first class attended upon the student’s return. The student must be prepared to make the presentation on that day or the next day when class time is available. Failure to do so may result in a grade of zero.

If a student chooses not to present, a grade of zero may be assigned.

**ACADEMIC HONESTY AND PLAGIARISM**

Violation of academic honesty, including inappropriate collaboration, misuse of technology, copying another student’s work, or other forms of plagiarism (the use of someone else's language, thoughts, ideas, or expressions without properly citing the source), whether it is found in part or all of an assignment or test, may result in a mark of zero (0%) for the entire task.

Assignments submitted for credit in more than one course without the prior approval of teachers is considered a form of plagiarism.

If a student is unsure whether or not what he or she is handing in constitutes plagiarism, the student should ask for help **before** the due date.

*Please note: All department policies have been developed to work with the Ministry of Education's* ***Growing Success****.*