

Languages Department -- Policies

Learning Skills

The development of learning skills and work habits is an integral part of a student's education. The achievement of these skills is officially reported on the Provincial Report Card. The evaluation of learning skills and work habits is reported as follows: E-Excellent, G-Good, S-Satisfactory, and N-Needs Improvement. For a full description of the 6 Learning Skills; Responsibility, Organization, Independent Work, Collaboration, Initiative, and Self-Regulation, please see the WCI Student Planner.

Late Work Policy

At WCI, we expect students to submit all required work by the assigned due date as evidence of their learning. Students who fail to meet a due date for an essential course component will be subject to the completion policy found in the student planner. Failure to submit this work, despite these interventions, will be recorded as incomplete and may result in a loss of credit.

Cheating/Plagiarism Policy

At WCI, it is the expectation that students will submit their own original work for the purpose of demonstrating their learning. In the event that cheating or plagiarism occurs, administration will be consulted and depending on the situation, one or more of these consequences may be implemented:

- *The student may be required to redo all or part of the assignment or assessment.*
- *The student may be required to complete an alternate assignment of assessment.*
- *The student's work may be treated as a missed assignment.*
- *There may be other consequences that are determined to be appropriate, including disciplinary consequences as outlined in the Cheating/Plagiarism section of the student planner."*

Class Expectations

1) Teachers require students to come to class prepared to work. Hence the following items must accompany them each day:

- a) *A textbook, as per the instructions of the teacher*
- b) *A cahier (if applicable)*
- c) *A notebook with lots of paper one which to write*
- d) *A writing utensil*

2) In the Extended French classroom, it is expected that French will be spoken at all times. If a student does not comply with this standard, he/she risks having marks deducted. Furthermore, if this practice occurs on a continual basis, the student may no longer qualify for the Extended French program.

3) An English-French/French-English Dictionary should be purchased by the student. The department recommends the Collins Robert. A Bescherelle: L'art de conjuguer (Les Éditions Hurtubise Inc.) is another good resource that you may wish to purchase.

4) Teachers like to know ahead of time when students are going to be away. Often, students have prior knowledge of their absences. When the dates of these foreseen absences coincide with the dates of tests and/or assignment submissions, students are expected to make alternate arrangements **BEFORE** the absence occurs. It should be noted that assignments due on the date of the absence need to be submitted **PRIOR** to that absence.

If students do not have prior knowledge of the absence, it is their responsibility, immediately upon return, to contact the teacher concerned about missed class work and missed tests and assignments. An alternate test/assignment may be arranged at the teacher's discretion.

5) Good time management, preparedness and punctuality are skills that we value at WCI. We encourage our students to hone these skills in high school for they will certainly prove to be invaluable in the workplace. It is on this premise that we have established the following rules:

The Languages Department provides reasonable time to finish assignments. Therefore, all assignments should be ready to submit or present at the beginning of the period, on the due date. The teacher will not allow students to waste valuable class time to go and print an assignment. This printing should be done before class starts.

Also, students should be ready to make a presentation when class begins. If handouts need to be photocopied, this should be done prior to the start of class. If props are needed, they should accompany the students as they enter class; time should not be spent running to the locker to get them. Furthermore, unless otherwise stated by the teacher, time will not be given to rehearse and/or polish the presentation on the day on which it is due. However, reasonable time will be provided to change into costume when necessary.

If a student feels encumbered by his/her workload and is overwhelmed by deadlines, he/she is strongly encouraged to speak to his/her teacher **prior** to the due date, preferably even on the very day that the due date is announced. Teachers do give ample time to get work done but extenuating circumstances may occur, requiring students to need more time to complete the task. In

such cases, teachers will evaluate each situation individually; and if the situation merits some flexibility or if the timelines allows for flexibility, it will certainly be granted.

6) Please understand that homework is an integral part of course work. Completion of homework allows the student to practise and hone the necessary skills, and it gives the teacher feedback on how well the student comprehends the material that was taught to him/her.

7) Students are encouraged to seek extra help when required. They should speak to their teacher to schedule a time. We strongly encourage students to team up with other students (peer-tutoring) to get extra help. This peer-tutoring program has been going on for many years at WCI and is an excellent way for students to keep up with the course requirements. Please speak to the teacher for more details.

8) For grade 9 Core French students, the first “cahier package” will be provided free of charge but the student must pay for any or all replacement copies. In grades 10, 11 and 12, a charge will apply to the purchase of “cahiers”. The price of these workbooks can be found in the student planner.

As far as day-to-day photocopying is concerned, please note that a teacher will be happy to replace lost copies if he/she has extra copies available to give to the student. A fee of 5 cents per page/per side may be charged for replacement copies.

9) 30% of a student’s mark is based on the *final assessment*, which consists of several tasks. Final assessments may start as early as March 1st. Students are required to be present for all the components of the final assessment.

Valid absences from all tasks include:

- Illness (**a doctor’s note may be required**)
- Bereavement
- Special circumstances –**These cases will require an interview with a vice-principal prior to the absence to determine if the absence will be considered valid.**

If a student is only present for certain components of the final assessment, the final assessment may have to be weighted differently. The teacher will generate a final mark that reflects the student’s most recent and most consistent achievement.

When the date of a final assessment task (test or assignment) conflicts with any other date, resulting in an absence, it is the student's responsibility to do the following:

- 1) Inform the teacher and parent immediately
- 2) Inform the teacher advisor / coach immediately
- 3) Re-schedule all appointments / extra-curricular activities if at all possible but when it is impossible to do so, consult a vice-principal to determine if the absence will be deemed valid.

Please note that this matter must be resolved at least 3 days prior to the assessment date.

10) Students who have not submitted assignments due to invalid absences, are still required to complete and submit them, as outlined by the completion policy found in the student planner. Failure to do so may result in a loss of credit.