

Policies and Standards

The Department of Modern Languages and Classics at North Toronto Collegiate is committed to providing excellent programs in French, German, Spanish and Classics.

You might be learning another language for communicating, personal growth, cultural understanding or career opportunities. To reach these goals regular attendance, home study, class participation, completion of assignments and regular testing are essential and form the basis of the evaluation.

1. Homework, long-term assignments and test dates

These will be provided in both oral and written form. It is the student's responsibility to copy assignments and due dates in his or her agenda, and to keep and consult handouts detailing assignments. Homework is assigned regularly and daily practice is required for success.

2. Absences

- a. **If you know that you are going to miss a test or presentation** because of a medical/dental appointment, a field trip or school activity, you must let your teacher know of your absence ahead of time and ask if an alternative is possible. You must bring a note from home, the class following your absence, indicating the precise reason for your absence.
- b. **In case of illness the day of a test or presentation** you must bring a note from home **the day you return to school** and be ready to write a make-up test, perform an alternative task or do the presentation on that day or at the time arranged with your teacher.
- c. **In the case of absence for major assignments or tests**, please consult the school policy.

3. Late assignments

Please consult the school policy.

4. Plagiarism

Plagiarism occurs when you submit as your own work writing which includes, without acknowledgement, the ideas or language of someone else. **All work must be in your own words.** Furthermore, any work using a translator (computer or other) will not be accepted.

5. Workbooks and Materials

In most Modern Language courses a workbook **must be purchased the first week of school.** It is essential for homework assignments, in class listening and written exercises. Each student must also have **a binder entirely** or one half devoted to each Modern Language and Classics course. Notes should be clearly labeled and dated. It is also the student's responsibility to arrive to each class with **pencils and pens, lined paper and any book(s) and handouts being used.**

6. Written Assignments

All written assignments handed in for marking must be **double-spaced**, have a 1" margin on all sides and have pages numbered if there is more than one page. They should also have a heading with the following information: Appropriate, specific **title; student's full name**; teacher's

name; course title; due date. **All assignments involving research or consultation of works must be accompanied by a bibliography/works cited list in MLA format.** All works consulted, whether cited or not, must be listed; failure to acknowledge sources constitutes plagiarism. Back-up copies of work should be made and kept until the work has been evaluated and returned.

7. Cue-cards

Cue-cards are to be used as **aids** to presentation and are permissible at the discretion of the teacher. Cue-cards never take the place of practice and preparation. They are to be used as prompts and as such, should only contain one idea on each card with minimal words. Teachers may want to see these in advance and may disallow their use if not properly done.

8. In-class Listening Exams and Major Evaluations

Please note that some courses will require in-class **listening exams in December and June** (see school calendar for dates) **and/or major in-class evaluations.** Although these exams/major evaluations are scheduled during regular class time, standard exam policies will apply and an absence will require a medical certificate to avoid a zero mark. Please see individual course outlines for further information.

Please carefully read and sign this sheet with your parent before showing it to your teacher.

I, (full name) _____ am aware of the Department of Modern Languages and Classics Policies and Standards at North Toronto C.I. detailed above.

Date: _____

Student's signature: _____

Parent's signature: _____