

MITFORD SCHOOL POLICIES REGARDING SUMMATIVE ASSIGNMENTS

Students who take courses at Mitford School can expect that they will have:

- instruction during class time that will fully explain assignment requirements
- adequate time to complete assignments before due dates
- opportunity to ask questions during class time and to receive scaffolds that make work achievable
- opportunity to meet with teachers outside of class time
- opportunity to improve assignments by revising work before the due date
- limited opportunity to improve by reworking assignments that fall short of the student, teacher or families expectations

SECOND CHANCES

A second chance on an summative assignment is a privilege, not a right, and is subject to the following conditions:

- the INITIAL assignment was handed in on the due date
- some effort was displayed on the first assignment - drafts, meeting with teacher, etc
- all required planning and draft work was completed by the due dates
- ONLY one chance to revise assignment will be given
- your rewrite is not simply the correction of mechanical errors, significant improvements are visible
- if mechanical errors are not corrected on the rewrite, it will not be marked
- if improvements take the form of corrections, they will be done on original draft and need to be in a different colour so they stand out
- rewrites are completed on student time after some consultation with the teacher
- all previous planning, drafts and evaluations must be included
- the correct date and draft number must be on the top of all drafts, including the rewrite

ASSIGNMENTS NOT SUBMITTED BY DEADLINES

Students who do not submit assignments by the due date, and who do not speak with the teacher about deadline extensions before that time must will be required to hand in the assignment regardless of the reason for not doing so.

- Late assignments will not be penalized by a reduced mark. The following conditions will apply:
 - the assignment will go to the bottom of the marking pile and may not be marked until the end of the semester
 - there will be no descriptive feedback on the assignment, only a mark
 - there will be no opportunity to revise the assignment
- Any student missing two or more assignments in a subject will be expected to attend the Accountability Tutorial Room during the lunch hour until the assignments are submitted.
- If the assignment is not submitted before they are returned to the class the following conditions will apply:
 - you will be given another assignment
 - or you will be required to complete the assignment under limited conditions
- Any assignment not handed in will be handled in one of two ways:
 - an NHI will be assigned (which calculates as a zero)
 - The mark will remain blank and if enough work is not complete, the teacher will assign a mark of Insufficient Evidence on the report card.

PLAGIARISM AND CHEATING

Plagiarism and cheating are serious issues of academic dishonesty and will be dealt with in a serious manner. If you have been found to have plagiarized on an assignment or cheated on a test, the following consequences will occur:

- The administration will be informed and it will appear in your student record at this school and your parents will be informed.
- You will be given another chance to complete the assignment , under supervision, with a reduced mark.
- RECORDS of plagiarism will be kept by the administration. Subsequent incidents in any class will result in a mark of zero.
- Repeat offenders will be suspended until re-admittance meeting with parents and administration.

STUDENT NAME (print): _____

STUDENT SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____