

HARBORD COLLEGIATE INSTITUTE

SOCIAL AND GLOBAL STUDIES EVALUATION POLICY 2015-16

*This policy is consistent with guidelines, policies and procedures specified by *Growing Success, Assessment, Evaluation and Reporting in Ontario Schools*, the Toronto District School Board and Harbord Collegiate Institute (You will find the school's philosophy and procedures regarding attendance and evaluation outlined in the Harbord Collegiate Institute Student Agenda).

The on-time submission of completed coursework and culminating activities for evaluation is of critical importance for providing evidence of learning and in the process of evaluating student achievement of course expectations.

1. It is a violation to plagiarize (offer the work of others as one's own or without due acknowledgement), cheat on tests or examinations, submit work for which credit has previously been attained in another course, or produce a paper, report or other assignment for any other student. The consequence for academic misconduct will likely include a mark of zero on the evaluation in question. Correct citation provides a method to avoid plagiarism and students will be instructed what form of citation (MLA or APA-endnotes, footnotes or embedded citation) to use by their teacher.
2. Students are expected to be present for all evaluations. Although no student will be penalized for a legitimate or unavoidable absence, she or he may be required to verify that absence by providing a doctor's certificate or a note from her or his parent or legal guardian. **Students who are legitimately absent for an assignment due date, test or presentation are expected to contact their teacher immediately upon their return to school.** Students with prior knowledge of an absence on the day of an evaluation (i.e. doctor's appointment, school-sanctioned activity, sporting event, or other personal conflict) must notify the teacher prior to the absence in order to make alternative arrangements. **Students who miss a significant assessment without a legitimate reason for doing so may receive a mark of zero.**
3. If you are having problems completing an assignment see your teacher as soon as the problem arises so that it may be resolved and our timelines respected. The Social and Global Studies Department offers weekly Social and Global Studies Tutorial and Remedial Catch-up Sessions. See your teacher or ask at the Social and Global Studies Office for further information.
4. Any group presentations will involve combining the individual work of group members. Students will be assessed on their individual contribution to the presentation. Students **legitimately** absent for a group or individual presentation will be offered a makeup time and may receive a mark of zero if unable to present. In the case of an unexpected absence every effort must be made to forward your work to a group member. **Regardless of a single group member's absence the presentation will go on, other group members must be prepared to present their own portion of the presentation on the due date.**
5. All assignments must follow the format explained by the teacher when the work is assigned. Creativity, critical thinking and problem solving is essential and strongly encouraged in our department and you may be able to come up with alternate ways to demonstrate your learning than those specified in the assignment. **If you wish to alter the format or final product beyond established guidelines, consult with your teacher PRIOR TO THE DUE DATE to ensure required learning goals for the assignment are met.** Failure to adhere to the guidelines established by the teacher and the Social and Global Studies Department or alternative guidelines established between a student and the teacher may result in work not being accepted for evaluation.
6. Each student will have their learning skills assessed on an ongoing basis. Assessment will be based on Responsibility, Organization, Independent Work, Collaboration, Initiative, Self-regulation.

HARBORD COLLEGIATE INSTITUTE

SOCIAL AND GLOBAL STUDIES EVALUATION PROCESS

1. All coursework will be assigned with a clearly defined **DUE DATE** and an **ULTIMATE DEADLINE**.
2. Failure to submit or complete coursework by the **DUE DATE** may result in a deduction in the final mark (at the teacher's discretion). Possibilities for mark deduction will be made clear to students prior to the **DUE DATE**.
3. Students are expected to complete assignments by the **DUE DATE** and may be required by the teacher to:
 - complete outstanding work in class as opposed to continuing with ongoing curriculum,
 - or to submit outstanding work by an agreed upon alternative deadline,
 - or to attend the Social and Global Studies Tutorial and Remedial Catch-up Sessions scheduled every week in order to complete outstanding work.
 - or to attend a course specific catch-up session scheduled by the teacher

This will ensure multiple opportunities for the student to demonstrate their achievement of course expectations.

4. The **ULTIMATE DEADLINE** for submission of coursework will usually be at the beginning of the fourth class following the **DUE DATE**.

Note: For some assignments and Culminating Activities, Ultimate Deadlines may not follow this policy as timelines may be longer to allow students to complete assignments or shorter to allow for the evaluation of all student work by the end of the reporting period or the course. This will be clearly indicated at the time they are given by the teacher. To support student learning and encourage student success, teachers will often shift **ULTIMATE DEADLINES** on a case by case basis. It is a student's responsibility to approach the teacher as soon as possible if they cannot complete the assignment by the **ULTIMATE DEADLINE**.

5. IF THE COURSEWORK IS NOT SUBMITTED BY THE **ULTIMATE DEADLINE**, THE STUDENT HAS NOT DEMONSTRATED THE ACHIEVEMENT OF COURSE EXPECTATIONS AND AS A RESULT, A MARK OF ZERO WILL BE RECORDED. IN SOME CASES ALTERNATIVE AND CATCH UP ASSIGNMENTS MAY BE ARRANGED AT THE TEACHER'S DISCRETION.

This policy is firmly grounded in both of the policy documents that guide our assessment and evaluation processes, the Ontario Ministry of Education Document *Growing Success* and the Toronto District School Board Assessment and Evaluation policies and documents. These documents stress that in order for teachers to effectively evaluate student achievement of course expectations, students are expected to demonstrate their achievement of curriculum expectations through completing both coursework and culminating activities. Identified students (IPRC, IEP, ELL) will receive the ministry mandated accommodations and both **DUE DATES** and, occasionally when appropriate, **ULTIMATE DEADLINES** will be extended in consultation with ELL and resource room staff.

By signing below I recognize that I have read the above policy and process and will abide by the guidelines established therein.

Student Name: _____
(Please print)

Signature: _____

Parent/Guardian: _____
(please print)

Signature: _____