

Tuesday, September 3rd, 2019

Dear Parent/Guardian,

Welcome to the 2019-2020 school year at Holy Trinity Catholic High School. The English department looks forward to welcoming your child to our classrooms. As a team, we aim to make the study of language and literature a dynamic and exciting experience for your child.

As a department, we have spent significant time collaborating on our Academic Policy surrounding assessment and evaluation, which aligns with the expectations of Growing Success: Assessment, Evaluation and Reporting in Ontario Schools (Ministry of Education, 2010). Our goal is to foster accountability and self-regulation, two skills we feel are essential to your child’s future success.

Please review the expectations outlined in the English Department’s Academic Policy with your child and sign below. Please note the differences between our intermediate (grades 9-10) and senior (grades 11-12) policies. Your partnership in this policy is important to us. Should you have any questions or concerns, please speak directly to your child’s classroom teacher.

Best Regards,

Holy Trinity High School English Department

**Academic Policy of English Department**

**Grades 9 & 10:**

* ENG1P, ENG1D, ENG2P, & ENG2D courses have implemented a ‘submit by’ date (parents will be notified, see next point).
* On the ‘submit by’ date, teachers will notify parents if an assessment was not received during class that day, providing a ‘window of opportunity’ during which it can be handed in (until end of day). After this time, the task will ***not*** be accepted.
* In order to be eligible for a Level 4, assignments MUST be handed in on time. .
* The department will decide upon a designated ‘make-up day’ at the end of the semester, whereby students will have an opportunity to demonstrate their learning in the specific expectation *not* demonstrated due to a failure to submit work.

**Grades 11 & 12:**

* Assessments in the ENG3C, ENG3U, ENG4C, & ENG4U courses will be assigned a ‘submit by’ date, after which time the tasks will ***not*** be accepted (parents will be notified, see next point).
* Being absent (approved or otherwise) does not serve as a reason for not submitting an assignment.
* On submit by dates, teachers will notify parents if an assessment was not received during class that day.
* Assessments not submitted will result in a ‘NE’ or no evidence for the particular strand being evaluated, and students lose the opportunity for teacher feedback.

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Parent Signature Date (DD/MM/YYYY)

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Student Signature Date (DD/MM/YYYY)