

SCHOOL POLICIES

QUIZZES AND TESTS

You must be present for all tests and quizzes. A quiz or test which was announced in advance may be made up if:

- you were absent for a good reason - e.g. illness, and you have a note from home if you are under 18; a note explaining the circumstances if over 18; or,
- your teacher has received written notice ahead of time (not on the same day) concerning an important appointment or event on that test date,
- the test has not been handed back yet; and,
- you take the personal responsibility to contact your teacher immediately when you return from your absence to make up that test

OTHERWISE, A MARK OF ZERO WILL BE ASSIGNED.

- If you are absent without a valid reason on the day the test is to be written, you will receive a mark of zero.
- Anyone caught talking, copying answers, or cheating in any way will have their paper taken away and receive a mark of zero.

LATE SUBMISSIONS

MAJOR ASSIGNMENTS—At the teacher's discretion:

1. Students will be allowed a three day window, or the like, for accepting work beyond the due date; OR,
2. Students will use the Completion Contract when work is late; OR,
3. Students will complete work after school or during lunch/study periods under supervision.

TEXTBOOKS

- All texts must be returned to the school. If you fail to return books, you will not be permitted to borrow books for any future courses.

Note: the following page shows the standard Title Page format (do not include a page number).