

## World Language and Cultures- Departmental Policies



### Homework

The World Languages and Cultures Department considers homework to be independent practice material that will prepare students to complete graded assessments successfully. These practice materials are building blocks that lead to a solid ability to understand and communicate in the target language.

Homework may or may not be tracked for completion. However, it will not be graded solely based on completion. If homework is graded, it will be collected and evaluated by the teacher.

Homework will be graded at the teacher's discretion; whenever any homework is to be graded, this will be communicated to students prior to any deadline.

### Late Work Policy for Graded Assessments

Students in the World Languages and Cultures Department will hand in all assigned assessments that will be graded. Should a student not turn in a graded assessment at the time that it is due, he or she will complete the assessment under the teacher's supervision at the school. Late assessments cannot be completed at home—they must be completed before or after school.

The teacher will contact students and parents when a graded assessment is not turned in on time. He or she will schedule an appointment for the student to come to the school to work on the assignment. Should a student not keep an appointment, the teacher will contact parents and guidance counselors, and will invite the student again to another appointment.

If a teacher offers a student three invitations or appointments to complete late assessments, and the assessments have still not been completed, the teacher will contact Ms. Dawn Dickerson, the Assistant Principal for World Languages and Cultures. Ms. Dickerson will work with the student, parents, teacher, and guidance counselor to ensure that these assessments are completed.

The deadline to turn in late assessments for a marking period will be FOUR class days before the end of the marking period; however, students will be strongly encouraged to make-up the work sooner. No late assessments will be accepted past this deadline.

The deadlines for each marking period are:

Marking Period 1- October 24 (A day classes) and October 25 (B day classes)  
Marking Period 2- January 4 (A day classes) and January 7 (B day classes) and  
Marking Period 3- March 14 (A day classes) and March 13 (B day classes)\*  
Marking Period 4- May 21 (A day classes) and May 22 (B day classes)

\*Please note that the B day deadline comes before an A day deadline; this is due to calendar issues.

These same deadlines and procedures will apply when a student misses graded assessments due to excused absences. The student is accountable for any work that he or she misses due to excused absences, and upon a return to school, it is the student's responsibility to seek out the teacher for information and to utilize the school's VISION website.

### Graded Assessment Correction Policy

The World Language Department believes that a student should be afforded the option to correct some graded assessments, with the view that the student will reflect on weaknesses and work to improve knowledge in these areas.

Though corrections are not required—they are optional—a student will be offered the opportunity to correct smaller assessments (for example, quizzes), which focus on a few concepts, rather than cumulative assessments. A student will be given ONLY ONE opportunity to correct these smaller assessments at school, and it will be the student's responsibility to make an appointment with the teacher before or after school. No corrections will be completed at home.

A student does not have the choice to correct assessments that are defined as cumulative by the teacher. Chapter tests, unit tests, projects, presentations, PALS, midterms, and finals are examples of cumulative assessments. Before these cumulative assessments, students will complete multiple formative and smaller summative assessments to facilitate their academic success.