

World Language Policies: The following policies and guidelines will be followed by all teachers within the World Language Department.

Grading Scale

100-93 A	89.99-87 B+	79.99-77 C+	69.99-67 D+	59.99-0 F
92.99-90 A-	86.99-83 B	76.99-73 C	66.99-60 D	
	82.99-80 B-	72.99-70 C-		

Technology

1. **Cell phones and I-pods are not allowed** in World Language classes. Cell phones will be confiscated and turned over to the student's administrator if a teacher sees it during class.
2. Using an **online translator** for tests, homework, projects, essays, etc. is strictly prohibited.

Absences

1. In case of an absence, quizzes, tests, presentations and papers will be made up or turned in upon the student's return to school (unless otherwise arranged with the teacher). In case of a lengthy absence students will need to coordinate with the teacher to complete work in a timely manner.
2. As per IHS Policy, a student is allowed one make up day of work (homework, quizzes, tests, presentations, etc.) for each day of absence, failure to punctually complete missed assignments will result in the loss of credit for those assignments. ***Please note: it is the student's responsibility to make the appointment with the teacher for making up assessments.**
3. Students will be required to take tests the day they return to school if advance notice has been given. For example, on Monday the class is told that there will be a test on Friday. If a student is absent on Thursday, s/he will still be required to take the test when s/he returns on Friday.
4. Because speaking and listening are such an important part of the language curriculum, attendance is very important. Some speaking and listening activities cannot be made up if a student is absent.

Academic Integrity: Anyone caught cheating or not abiding by the Academic Integrity Policies* will receive a zero for the assignment.

	ACCEPTABLE	UNACCEPTABLE
TUTORS AND OUTSIDE HELP	Discussing the topic of a composition and working on an outline for it with your tutor, parent, or friend.	Getting someone else's help with the actual writing of a composition.
	Going over assignments your teacher has corrected with your tutor, parent, or friend in order to understand and correct your mistakes.	Having your assignment completed or corrected by your tutor, parent, or friend prior to handing it in.
ANSWER KEYS	Using the answers in the back of the book to check your work <i>after</i> completing an exercise (write the corrections in using a different color)	Looking at the answers in the back of the book <i>before</i> you do / complete an exercise.
TRANSLATIONS	Using your dictionary or online dictionary and other study guides (as instructed by your teacher) when reading texts. Online translators are not acceptable.	Using an English translation of a text. Using translation software or online translation sites.
COLLABORATION WITH STUDENTS	Discussing the material covered by an assignment, the concepts or structure, with a classmate or tutor before beginning to write it.	Writing down exactly the same thing as your classmate or finding specific answers with the aid of someone else. Allowing someone to borrow your work, writing, or completing an assignment for someone else is not acceptable.
	Collaborating on dialogue work, scenes, etc. where the teacher specifically asks you to do group work.	Passing off collaborative work as your own, or not doing your fair share of the collaborative work and thus receiving credit for what someone else accomplished.
USING AND CITING RESOURCES	All written work you hand in should be your own individual production, with proper attribution (page references, footnotes, works-cited page) given when you are quoting, summarizing, borrowing ideas, or paraphrasing. All oral work should also be based on information that you obtained yourself from sources which you cite (whether print, recorded, or electronic).	Copying material from books, articles, the internet, and other material created and/or published by someone else. Pretending that you personally obtained information from other assigned sources when you actually got it from another student (paper, project, test, etc.).
	Using the internet as a resource of background information that can inspire and feed into your own analytical and creative work, and citing all materials used as rigorously as any textual source.	Copying and pasting material of any length from the internet and passing it off as your own work, your own phrasing; using material on the internet without attribution and proper citation.

*Adapted from Lakeside Schools

Miscellaneous

1. Translators, notes or materials of any kind will not be used for tests, homework, essays, etc.
2. For larger projects or essays that are turned in late, the student's grade will go down 10% for each day it is late. If it is over 5 days late, s/he will receive a zero.