Principal's signature

Standards and Procedures 2026-2027

Secondary Evaluation Plan | Parent Information

1. GENERAL INFORMATION

Subject	English	**Course code**	ENGL46
Cycle / Level	2		
Class group(s)	02, 03, 04	Date this document was shared with parents	
Teacher Information: Name & Email contact	Charles Northey cnorthey@emsb.qc.ca		

2. COURSE DESCRIPTION

Students will continue to be exposed to important authors and to the major genres in English literature: the short story, poetry, the essay, and other non-fiction. Emphasis will be on improving reading, speaking, and writing skills; on developing an analytical, critical thinker.

3. TEXTBOOKS, PLATFORMS, AND REQUIRED MATERIALS

Primary textbook or workbook	A Shakespearean play, novels (supplied by school)
Supplementary materials	
Digital platforms	Google Classrooms
Daily required materials	One copybook, 2 pocket folders
Optional but recommended materials	Dictionary / Thesaurus
Replacement or fee information, if applicable	

4. COMMUNICATION WITH PARENTS AND STUDENTS

Required communications

Parents receive one written communication by October 15 and three report cards no later than November 20, March 15, and July 10. Additional communication will be provided when a student is at risk of not meeting expectations, when behaviour concerns arise, or when an individualized education plan requires it.

Communication may include:

■ Mozaïk Parent Portal	■ Email	☐ Agenda / planner
■ Phone calls	■ Meetings	☐ Other:
■ IEP	☐ Virtual Platform (Google Class or TEAMS)	☐ Other:

Report Cards - Timeline for distribution to parents

Communication	Legal deadline	School target date to publish to parents	Notes
First written communication	*By October 15*	October 15	Focus on adjustment, progress, work habits, and early concerns.
Term 1 report card	*By November 20*	November 20	Counts for 20% of the final mark.
Term 2 report card	*By March 15*	March 15	Counts for 20% of the final mark.
Term 3 report card	*By July 10*	July 10	Counts for 60% of the final mark.

5. EVALUATION OVERVIEW

Important statement on evaluation

Evaluation is based on the development of competencies and on sufficient, varied, and relevant evidence of learning weighted according to the teacher's professional judgment (and included as such in the term mark); therefore, a final judgment is not a simple average of individual marks. It reflects the teacher's professional judgment, student's progress over time, and their overall level of competency development.

Evidence of learning may include:

■ Assignments	■ Tests / quizzes	■ Exams
■ Projects	■ Performance tasks	☐ Labs / practical tasks
■ Presentations	■ Portfolios	■ Observations
■ Classwork	■ Conferences	■ Participation connected to competencies
■ Rubrics	■ LES *(Learning Evaluation Situation)*	☐ Other

6. COMPETENCIES AND METHODS OF EVALUATION

The competencies and % framework weighting listed below correspond to the same subject competencies listed in the school's Summary Standard & Procedure as per MEQ requirements. *(Reference: 26-27 Summary Standard & Procedures published in June 2026)*

Term 1 evaluation | Annual weighting: %

Competency	Framework weighting of the comp	Planned evidence of learning	Approximate timing	Emphasis / notes
C2	% 35	Summer Reading	Throughout term	
C1	% 30	Summer reading presentation	Throughout term	
C2	% 20	Design thinking journal	Throughout term	
C1	% 70	Presentation of projects	End of Term	
C2	% 45	Design thinking project work	Throughout term	

Term 2 evaluation | Annual weighting: 20 %

Competency	Framework weighting of the comp	Planned evidence	Approximate timing	Emphasis / notes
C3	% 70	Longer written work related to texts	Throughout term	
C2	% 20	Design thinking journal	Throughout term	
C3	% 30	written project work	Throughout term	
C2	% 50	Midyear	End of Term	tentative
C2	% 30	Design thinking project work	Throughout Term	

Term 3 evaluation | Annual weighting: 60 %

Competency	Framework weighting of the comp	Planned evidence	Approximate timing	Emphasis / notes
C1	% 70	Discussion, written, and presentation of project work	Throughout term	
C2	% 100	Discussion, written, and presentation of project work	Throughout term	
C3	% 70	Discussion, written, and presentation of project work	Throughout term	
C1	% 30	Participation and group work evaluations	Throughout the term	
C3	% 30	Production of longer texts related to class material	Throughout the term	

7. GENERAL COMPETENCIES – Cross-Curricular Competencies

Report card comments

At least one general competency is commented on during the year. Schools may choose a common schedule by term.

This school year the cross-curricular competencies will be report on by the ---------- teachers.

General competency	Term 1		Term 3
Exercises critical judgment			
Organizes work			
Communicates effectively			
Works in a team			

8. FINAL EVALUATIONS, SCHOOL BOARD EVALUATIONS, AND MEQ EXAMINATIONS

For all uniform exams, the teachers will be communicating the Exam Schedule when time comes.

Type of evaluation/examination	Applicable	How final evaluations are included	Important dates or timeline
School mid-year evaluation	Yes	Results count for 50% of term 2 for the competency	School Mid-Term Session- January
School end-of-year evaluation	No		
School board common evaluation			
MEQ examination			

9. TUTORIAL AND EXTRA HELP

Please find below the planned support *(subject to change throughout the school year. Each teacher will keep the students informed as needed)*

- Students are encouraged to seek clarification early.
- Extra help may support concept review, assignment completion, preparation for evaluations, and feedback on learning.

Planned Support		Time frame	
Remediation: Day 1 Remediation: Day 4 Or by appointment		Lunch 7:45 to 8:30	

Teacher expectations
To treat the classroom with respect and engage in the learning experience with an open mind and an open heart, so that ideas can be shared and work done safely.

Other supports			

Contact Teacher email / Resource Room

10. STUDENT RESPONSIBILITIES AND CLASSROOM EXPECTATIONS

Attendance and participation	Regular attendance and active participation help students demonstrate competency development and provide sufficient evidence for evaluation. The majority of all written assignments for this course will be completed in class (outline, rough, peer-editing, and final draft) under the supervision of the teacher. All components of the writing process (outline, rough work, peer-editing) must be re-submitted with the final draft. Outlines and rough work may be brought home only with the teacher's permission. Students must provide appropriate written justification (note from parent to the teacher) for any missed evaluation (such as a test or presentation) or for having missed a major due date (such as for an essay or project). You must be prepared to complete the work upon your return; if you miss the makeup evaluation you will get a zero. The note must stipulate that parents are aware of the missed evaluation.
Homework and practice	Homework, practice, and preparation tasks support learning. If work is not finished in class, it will either be assigned as homework or necessarily finished in remediation. Students are encouraged to read independent material when there
Academic integrity	Students must submit their own work, cite sources when required, and use digital tools, including AI tools, only as permitted by the teacher and the school's code of conduct. Plagiarism or cheating results in a mark of zero for the student(s) involved. Please see the student handbook for more detail. Teachers reserve the right to discuss student work with students in the event that the integrity of their work is in question (ie. if uncited sources including AI tools could have been used to generate work).
Technology use	For academic purposes students may be asked/ allowed to use certain technological tools (Apps, cell phones, AI) Only at the teacher's discretion
Learning behaviours	Effort, organization, collaboration, and respect for classroom expectations contribute to successful learning. If absent, it is the student's responsibility to check Google Classrooms for updates and/or contact teacher on return to school. Group work: Every group member is responsible for the work handed in. Plastic baggies (ex: Ziploc) may be required to keep school novels in good condition.

11. MISSED ASSIGNMENTS, LATE WORK, AND MISSED EVALUATIONS

Guiding principle

The goal is to gather enough valid evidence to evaluate competency development. Consequences for late or missing work must be applied consistently and should not replace professional judgment about what a student has demonstrated.

Missed assignments	Students are expected to submit assignments by the established deadline. In the case of absence, students must obtain missed work and complete it within a reasonable timeline determined with the teacher.
Persistent non-submission	Persistent non-submission will limit the teacher's ability to gather sufficient evidence of learning and may require additional communication with parents.
Missed tests or evaluations	A justified absence may require documentation. A make-up evaluation or alternative evidence may be scheduled at the teacher's discretion or school's procedure.
Unjustified absence from an evaluation	The teacher may use alternative evaluation, existing evidence, or note insufficient evidence, according to school procedures.
Extensions or accommodations	Students requiring accommodations should speak with the teacher.
Individualized Educational Plan (IEP)	Adaptations linked to an individualized education plan will be respected.