

MARCUS HIGH SCHOOL ENGLISH DEPARTMENT

GRADING POLICIES AND PROCEDURES 2017-2018

Teachers: All English teachers

Grade levels: 10-12

I. **Academic Dishonesty**—Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying other student work, plagiarism, unauthorized communication between students during an examination, and unauthorized electronic access during an examination or timed writing. Determination of academic dishonesty shall be based upon the judgment of teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

II. **Grades (Daily/Minor – 10%, Quiz – 30%, Test/Major – 60%.)**

Daily Work/ Quiz Grades:

- Class participation
- Homework
- Written and oral class work
- Announced and unannounced quizzes
- Warm-ups
- Response logs/journals/notebooks
- Steps in the writing process

Major Assignments/Product Grades:

- Essays
- Tests
- Major Projects
- Research projects

III. **Guidelines for acceptance of work including make-up work for excused absences:**

- A. The policy regarding make-up work follows procedures found in the *Student Handbook*.
- B. All assignments are due on the assigned date at the time specified by the teacher; work turned in at any other time is considered late.
- C. Students who are present when assignments are made but absent when the assignments are due must turn in the work at the beginning of the class period upon their return to school.
- D. An “M” for “Missing/Zero” shall be recorded for all absences, excused or unexcused. Students will have a time frame equivalent to the length of the absence to make up work and tests. For example, if a student is absent for three days, he has three days to make up assignments. Exceptions will be made for extenuating circumstances.
- E. The grade for makeup work following an unexcused absence shall be “zero.”
- F. Students who are going to be absent for a school-sponsored activity should notify the teacher in advance so that arrangements may be made for turning in work or taking a test.

IV. **Guidelines/procedures for acceptance of late work:**

- A. **Major assignments** are due at the beginning of class on the assigned day. Work handed in after that time is considered late.
- B. **Major assignments** handed in late (up to five days including weekends and holidays) may receive a maximum score of 70 and are not accepted thereafter unless otherwise specified by the teacher. These are the only assignments that may be turned in late for credit.
- C. Students who are absent are encouraged to turn in assignments through email or by hand delivery through a friend or family member.

V. **Guidelines/procedures for retesting:**

Consistent with the district policy, students will be given opportunities to retest or redo major assignments that have been submitted on time for a maximum grade of 70.