

## English Department Policies

2012-13

**Assignments:** Assignments are divided into two categories: portfolio assignments and general assignments. Portfolio assignments include writings that are suitable for publication—they have gone through the complete revision process during the class. These assignments are required in order for students to pass the class. These assignments are also due on the appointed day regardless of whether or not the student is in class. For example, if a narrative writing final is due on October 5, and a student has a volleyball game on this day and will not be in class, the assignment must still be turned in to the teacher on time that day in order for her to receive full credit. Missing class (even for excused absences) does not allow students to put off their work; they must make arrangements to complete major assignments on time and with the rest of the class.

\*\*\*Again, please note that ALL WRITING PORTFOLIO ASSIGNMENTS MUST BE COMPLETED in order to receive credit for the class.

**Grades-** Formative and summative assessments as well as teacher's judgment are used to determine grades. The grades will be weighted according to the following categories: Participation/Preparation 10%, Assignments 35%, Portfolio Assignments 30%, and Tests/Quizzes 25%.

The following grade scale has been adopted school wide:

93-100 = A	87-89 = B+	77-79 = C+	67-69 = D+	0-64 = F
90-92 = A-	83-86 = B	73-76 = C	65-66 = D	
	80-82 = B-	70-72 = C-		

**Late Work-** Students are expected to be able to complete assignments on the day they are due. Assignments are due at the beginning of class, and any late work will be worth up to 50%. If a student is absent the day an assignment is due, he will lose at least 50% unless he has made prior arrangements with the teacher. Students will have until the end of a unit to turn in an assignment for that unit, once the unit is over assignments will no longer be accepted.

**Plagiarism-** Plagiarism involves using another person's *work, ideas* or *words* without acknowledgement. It is illegal, and it is unethical. Presenting another person's work as a student's own deprives them of credit and deprives a student of the opportunity for real learning. Please be aware that plagiarism will result in a failing grade for the assignment or essay with no opportunity to make up the assignment. If a student is caught plagiarizing or cheating on a test or other assignment, the teacher will contact the administration and the parent(s)/guardian(s) of the offending student to make them aware of the situation. If a student plagiarizes or cheats a second time, the result would be a failing grade for the course.

**Censorship-** We want parents/guardians to be involved in the education of their children and to be aware of what they are reading and writing. Occasionally some parents/guardians object to the material that is covered in the curriculum of a certain class. We encourage parents/guardians to review the reading material that is outlined in the disclosure document, and if they have any objections to the novels that will be read, they should address those concerns with the teacher prior to the classes' reading of the book. If the parents/guardians' conflicts are not resolved in a satisfactory manner, they should then discuss their objections with the school principal and fill out the proper paperwork as outlined in NSSD Policy VII-7 of the school handbook.