

## **General Policies and Procedures**

### **Assignments:**

It is important that students complete all assignments on time and to the best of their abilities. In accordance with KISD policy students will have a minimum of two grades in the following categories for a total of a minimum of 12 grades for each grading period: major (includes tests and projects), minor (includes quizzes and class tasks), and other (includes class activities and homework).

Parents and students should be aware of the limited number of assignments in each category and their weights. Parents and students should also be aware of the KISD grading scale. This information is available in the student handbook.

### **Time Management:**

To help students manage their personal and academic commitments, I will provide a tentative, monthly calendar for students. Students who have a valid reason for not being able to meet deadlines for major assignments or tests, need to inform me **BEFORE** the assignment is due to avoid penalties.

### **Late Work:**

It has become necessary to strictly enforce late work policies. Please carefully review the following policy with your students.

Major assignments not completed on the due date will be assessed a reduction of one letter grade per day for the first four days. On the fifth and subsequent days, students will receive an incomplete until the assignment is completed. At that time, students may receive up to 50 points for the assignment.

Students who turn in missing assignments on the last week of a grading period should expect an "I" or incomplete on their report card until such time as I can review, grade, and record the assignment. At that time, I will submit a grade change form. Students and parents should be advised that participation in UIL events may be affected. Students involved in extra-curricular activities should avoid waiting until the end of the grading period to submit late work.

### **Absent or Make-up Work:**

Students who are absent on the day of a scheduled major or minor graded activity are expected to have the assignment in hand when returning. Tests and quizzes will be given on the day the student returns.

Students who are absent three or more days will be granted an extra day in which to make-up scheduled work. These students are encouraged to attend a tutorial session on the day they return to help them prepare for the test or quiz.

Students who are absent and have not received notification of major or minor assignments will have up to five days to make-up their work dependent on the number of days in which the students are absent in accordance with KISD policy.

### **Reteaching and Retesting:**

Students who sincerely attempt to complete a test but who are unsuccessful may choose to “re-teach and re-test.” Students who wish to choose this option must inform the teacher within two school days after receiving their grade and attend a tutorial session before “re-testing.” Tutoring and retesting schedules are set by the teacher to ensure that these occur in a timely manner and do not interfere with regular tutorials or make-up schedules.

### **24-7 Policy**

To help students review their own written work, it is my policy not to discuss their papers for 24 hours after returning them to students. This gives students time to review the assignment and comments and to then formulate their questions. It is also my policy that conversations or conferences about a written assignment must occur within seven days of the student receiving the graded, written work. In this way, the student will benefit from the conference on the next assignment.

### **Tutorials:**

The senior English team works together on assignments and plans. This allows students the opportunity to attend tutorial session with any of the teachers. It also allows the team to have tutorials before school Monday-Friday and after school Monday-Thursday unless school business prohibits teachers from tutorials for staff meetings.

### **Extra Credit:**

Extra credit may be available during the grading period for students who have **completed all graded assignments.**

Extra credit may not be used as a “substitute” for a missing assignment. Students who have not completed all assignments will not be given extra credit opportunities for that grading period.

**Honor Policy:**

Students are expected to complete assignments honorably. This means that students may not use outside resources unless specified by the teacher. From time to time, students will be asked to use the Internet, published resources, or even their friends and family. Unless specified by the teacher, however, use of these resources is prohibited.

Parents are encouraged to always review student assignments and work. Parents are encouraged also to give guidance and suggestions to their students about effective ways to complete work.

**Turnitin.com**

All major written assignments are to be uploaded to turnitin.com. Students will be given instructions, the class code, and password. Written assignments such as essays and research papers will not be graded or accepted until students have uploaded their work to this site. Work will be assessed a late penalty if it not uploaded on the due date unless specified by the teacher. Students are encouraged to use the site at home; however, students may ask to come to school early and use the computers in my room.