

WESTWOOD HIGH SCHOOL ENGLISH DEPARTMENT
GRADING POLICIES AND PROCEDURES 2017-18

Teachers: All English teachers

Grade levels: 9-12

I. **Plagiarism**—Determination based on judgment of teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

II. **Grades** [The following is a sample list not intended to be comprehensive.]

Daily Work/ Process 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:

- Compositions
- Tests
- Projects
- Research projects

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

- A. Assignments are due before or at the beginning of class unless otherwise specified by the teacher; work turned in at any other time is considered late.
- B. Students who are present when daily assignments are assigned but absent when the daily assignments are due must turn in the work at the beginning of the class period upon their return to school.
- C. The policy regarding make-up work follows procedures found in the *Student Handbook*.
- D. If a student is absent on the day a major assignment is due, the assignment can be emailed to the teacher at school (as a Microsoft Word document attachment) OR hand delivered to the teacher by a friend or family member. If emailed, the assignment will be dated by the time on the email. A hard copy reflecting the same content as the emailed copy (no edits or changes) must then be given to the teacher the day the student returns to class. If hand delivered, the assignment must be received by or before the beginning of the class on its due date to avoid a late penalty.

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

- A. **Major assignments** are due at the beginning of class on the assigned day whether the student is present or not. Work handed in after that time is considered late.
- B. **Major assignments** handed in after the appointed deadline are penalized in the following manner:
 - One calendar day late = maximum 90
 - Two calendar days late = maximum 80
 - Three to five calendar days late = maximum 70[For example, the maximum achievable grade for an assignment due on Friday but not received until Monday will be a 70.]
- C. **Daily 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.

V. **Guidelines/procedures for retesting and/or reworking assignments:**

Consistent with the district policy, students will be given opportunities to retest or redo assignments that have been submitted on time for a maximum grade of 70. The number of retests allowed at each grade level is outlined in the chart below.

Grade Level	Product/Major Grades	Process/Daily Grades
9th	One assignment per six weeks	Two assignments per six weeks
10th	Two assignments per semester	One assignment per six weeks
11th	One assignment per semester	Two assignments per semester
12th	One assignment per semester	One assignment per semester