**English II Grading Policy and Classroom Procedures**

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**I. Course Materials and Concepts**

Students will read a variety of works and learn many concepts throughout the course of the year in English II. The works and concepts covered in this course will include (but are not limited to):

*Antigone*

*The Catcher in the Rye*

*Things Fall Apart*

*Genesis*

Greek mythology

*The Bean Trees*

*Bless Me Ultima*

Grammatical Concepts

Selected short stories and poetry

*Macbeth*

Research methods

MLA format

Writing a research paper

**II. Assessments**

Students will be exposed to a variety of assessments intended to measure students’ knowledge of course material and performance in the class. The assessments given in this class will include (but are not limited to): Tests, Quizzes, Notebook Checks, Projects (Applied knowledge, Creative, Research), Journal Entries, Group Discussions, Major research paper, and a series of essays (persuasive, compare/contrast, informative, etc).

**III. Suggested materials for class**

Students should have the following materials with them EVERY DAY in class. These materials will be checked for a homework grade at the beginning of the school year and any other time during the school year at the discretion of the teacher.

Materials list:

-pen and pencil

- folder (intended for research paper materials)

-three ring-binder divided into sections: literature, vocabulary, and writing concepts. Please have each section filled with lined paper.

**IV. Grading Policy**

All students’ grades will be determined in accordance with their performance in the areas of homework, classwork/class participation, quizzes, and tests/essays/projects. There is no midterm exam this year. However, there will be a common assessment test at the end of each marking period.

A grade of INCOMPLETE is given in cases of extended illness or other extenuating circumstances where work cannot be completed by the close of the marking period. When an incomplete is given in a marking period, the missing work must be made up by the midpoint of the NEXT marking period.

Each of the aforementioned areas will count for a certain percentage of each marking period grade. The breakdown of these percentages is as follows:

* Homework: 25% of marking period grade
* Class participation/Class work: 15% of marking period grade
* Quizzes/Minor Writings: 25% of marking period grade
* Tests/Projects/Major Writings: 35% of marking period grade

**V. Specific Rules for Grading Categories**

**Homework:** All homework MUST be completed on the due date given in order to receive full credit. An assignment is considered to be late if not passed forward at the beginning of class. Work handed in one day late will be eligible to receive no more than half credit. Each homework assignment is worth five points in the grade book. Work will not be accepted more than one day late. In this case, the work will be given a zero. Two points will be taken off of the homework grade for the day if an assignment is turned in late. In the event of an excused absence, it is the student’s responsibility to submit the work no later than one or two days of his/her return to school. Any homework assignments given out in class on the day that a student is absent must be picked up from Ms. Cavo upon the student’s return.

**Classwork/Class Participation:** Students will complete assignments in class in addition to homework assignments. These will be presented to the teacher at the end of class. If students do not finish classwork assignments during the class period, they must show the assignment at the beginning of class on the next day. Students who are absent must complete any assignments given in class no later than the second or third day of his/her return to school. Students must pick up missed assignments from Ms. Cavo upon returning to class. Students are also expected to participate in class discussions and classroom activities. Students who do not participate in class discussions will not receive full credit for class participation.

**Quizzes:** Quizzes are announced at least two days in advance, with the exception of homework/reading checks which could potentially count as a quiz grade. Quizzes on units and chapters in the textbook will assess students on their knowledge of topics and vocabulary in the textbooks. Weekly vocabulary quizzes will be given (see Vocabulary Routine). Class note quizzes will also be given occasionally. In the event of a legitimate absence on the day of a quiz, students must make up a quiz as soon as possible upon their return to school. The student can find the quiz/test in the designated folder in the Reading/Writing Lab. It is the student’s responsibility to make up the missed quiz during his/her free time (after school, during a study hall or lunch, etc.). **Students who cut class and miss a quiz or test will automatically receive an “F” on the missed assessment.**

**Tests:** Tests assess comprehension of material that has been learned over an extended period of time. All missed tests must be made up within two or three school days. The policy for making up a test is the same as for making up a quiz. **Students who cut class and miss a quiz or test will automatically receive an “F” on the missed assessment.**

**Essays/Projects/Research Paper:** Students will have several writing assignments and projects throughout the course of the semester, including a research paper. Each of these types of assessments will be counted as test grades. Students will be given adequate time to complete such assessments. For each day late, the instructor will take ten points from these assessments. Students may be given time in class to work on papers and projects but they will also need to work on these assignments at home. Students should use these rubrics as guidelines for the project/essay at hand in the event that a rubric is presented.

**REMEMBER: CLASS DOES NOT STOP BECAUSE YOU ARE NOT HERE! BEING ABSENT DOES NOT EXCUSE YOU FROM COMPLETING ASSIGNMENTS! YOU MUST TAKE THE INITIATIVE AND FIND OUT WHAT WORK YOU MISSED WHEN YOU WERE NOT IN CLASS!**

**Email is the best way to contact me.**

**VI. Vocabulary Routine**

Students will be using Vocabulary Level F in English II. Students will complete one vocabulary unit per week. Each unit consists of exercises in the vocabulary book and a quiz on the particular vocabulary unit. Students will only complete vocabulary work during a full week at school, unless otherwise directed by the teacher. Students will study vocabulary units according to the following routine:

**Day of the Week** **In Class** **Homework**

Monday Introduce words, go Synonyms and

over pronunciation Antonyms

Tuesday Review Synonyms Choosing the

and Antonyms Right Word

Wednesday Review Choosing the Completing the

Right Word Sentence and

Vocabulary in

Context

Thursday Review Completing the Study for quiz

Sentence and Vocabulary

In Context

Friday Take unit quiz No vocab. Homework

**VII.**

**Extra Help:** Students are encouraged to seek extra help as often as it is needed.

Ms. Cavo is available: mods 1-2, room 013

C & I time, room 012/013 or RWL

Ms. Greendyk is available: mods 5-6

Transition center duty mods 17-18