**English III—CP**

**Mr. Higgins**

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**Grading Policy and Expectations**

**All students’ grades will be determined according to performance in the following areas:**

1. **Tests and Essays: 50%**

All tests issued on the day of an excused absence should be made up within five calendar days of the absence. Make-up tests are held in the English Resource Center (Room 106), and it is the student’s responsibility to take the missed test on his/her free time. All students are required to submit essays and major projects on time. If a student has an excused absence on the day a major essay or project is due, then he/she is expected to submit the assignment on the day of his/her return. In the event of an unexcused absence or failure to submit an assignment on time, then the student can expect his/her grade to be lowered by ten points for every school day that it is not delivered.

1. **Quizzes: 25%**

Vocabulary quizzes: Students are expected to complete the vocabulary units on the assigned dates and should expect to be quizzed frequently (most often on Fridays). Let me suggest that you break up the vocabulary exercises over several days rather than cram the entire unit on the night before the unit is due.

Quizzes may also be given on any material covered in class or in nightly homework assignments. If a reading assignment is given as homework, you should expect a quiz the following day. Quizzes on reading material may be unannounced.

1. **Homework and Classwork: 25%**

In order to receive full credit for an assignment, all homework must be completed on the due date, prior to the beginning of class. In the event of an excused absence, it is the student’s responsibility to submit their assignment on the day of his/her return.

BIG SUGGESTION: SPEAK TO ME BEFORE A CONFLICT ARISES ON ANY ASSIGNMENT.

1. **Grades will be given in the following ranges:**

A = 93-100

A- = 90-92

B+ = 87-89

B = 83-86

B- = 80-82

C+ = 77-79

C = 73-76

C- = 70-72

D+ = 67-69

D = 64-66

F = below 64

1. **Exams:**

The mid-term exam will count as 10% of the year’s grade and the final exam will count as 10% of the year’s grade. Each marking period will count 20%.

1. **Incomplete Grades:**

A marking period grade of incomplete is given in cases of student illness or other extenuating circumstances where work cannot be completed by the close of a marking period. A final course grade of incomplete cannot be given without the approval of the Principal or Vice Principal. When an incomplete grade is issued, the student must make up the work by the mid-point of the subsequent marking period. If outstanding work is not made up by this time, a failing grade will result. It is the student’s responsibility to fulfill these requirements when an incomplete is received. It is not the duty of the instructor to constantly remind the student that work needs to be completed.

1. **Cheating and Plagiarism:**

Cheating and plagiarism are not tolerated. Any student found guilty of cheating or plagiarism will automatically receive a failing grade for the specific item on which the cheating or plagiarism occurred.

1. **Make-up Work:**

Make-up tests and quizzes are taken in the Reading/Writing Lab (Room 106). Speak to me and make arrangements to go to the lab during your free time. Tell the English teacher on duty that you have work to make up for me. The teacher will administer the test to you. Be sure to return the work to the teacher on duty.

1. **Tutorials:**

My office is located in Room 013. I am available for extra help after school as well as during certain periods of the day. I encourage you to speak to me if you are having any difficulty with the material in this course.

**Classroom Participation and Expectations:**

* **Be seated by the second bell. If you are late three times, expect to be issued a detention. If you miss my detention, expect to be written up for cutting detention.**
* **Don’t get yourself into attendance trouble. I don’t make decisions on the loss of credit for absences. I simply take attendance every day.**
* **Be prepared for class with a pencil, pen, notebook, and text.**
* **Exhibit a positive attitude and exemplary behavior.**
* **Treat peers and teachers with respect.**
* **Remain seated until dismissed by the instructor.**
* **Do not abuse bathroom pass privileges.**
* **Do not bring a cell phone into my class. I will take it.**
* **Adhere to the dress code (Yes, no hats please).**
* **Do not use obscenities in class.**
* **Do not bring food into the classroom.**
* **Bullying and Harassment are areas of great concern these days. Do not mistreat anyone in my class…verbally, physically, mentally, etc. If a get a sense of it taking place, expect disciplinary action. Also, let me encourage you to speak to me if something troubling you in the class has taken place beyond my notice.**
* **Do not sleep in my class. I will wake you up.**
* **Be sure to listen to and follow my directions concerning fire drills and lock-downs. Report to designated areas during fire drills so I can mark you in attendance. Expect more of these things than in the past, and roll with it.**
* **Do not attempt to cut my class. Yes, I check.**