

WESTWOOD HIGH SCHOOL ENGLISH DEPARTMENT
GRADING POLICIES AND PROCEDURES

Teachers: All English teachers

Grade levels: 9-12

I. Plagiarism—any work found to be copied or to contain any plagiarism will automatically receive no credit. (See *Student Handbook*.)

II. Grades

Daily Work/ Process Grades:

- Participation
- Homework
- Written and oral class work
- Pop quizzes
- Warm-ups
- Notebooks
- Response logs/journals

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 made 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) will receive a maximum score of 70 and is not accepted thereafter unless otherwise specified by the teacher.

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

- A. A student who earns an overall grade of less than 70 on an assignment or examination may elect to redo the material covered on the original assignment or examination one time.
- B. The maximum score awarded for any retest or redo will be a score of 70.
- C. A student wishing to retest or redo an assignment has up to five calendar days to complete the retest or redo.
- D. In many cases, a written review, a practice assignment, a tutorial session, or another requirement as specified by the teacher will be required before the retest or redo to maximize the potential for student success.

Please sign the Grading Guidelines section of the English Department Signature page after reading this document.