

# English 3 Honors

PLANO SENIOR HIGH SCHOOL

2019-2020

Dear Parents and English Students:

The following policy conforms to the guidelines of the PSHS English Department. Please read the provided information carefully, sign and return to your English teacher.

- Students should download and print a calendar from Google Classroom for each unit and are responsible for all assignments, tests, quizzes, and discussions listed on the calendar. We strongly urge students to maintain a personal planner for time management purposes.
- No homework or daily work will be accepted late. The calendar allows students to plan ahead and be prepared.
- If a student has an excused absence on the day a long term or major assignment is due, every effort should be made to get that assignment to the teacher on the due date.
  - If a student is absent because of an approved field trip or other preplanned event, that major assignment is due to the teacher before the absence.
  - All English classes (with the exception of AP that accepts NO late work) will take a 30-point deduction for any major assignment turned in one day late. No major assignment will be accepted more than one day late.
  - If a student is in attendance at school for any part of the day that a major assignment is due, the student will be expected to turn in the assignment to the English teacher on that day.
- In order to ensure that no plagiarism occurs, students are expected to submit all major assignments to [www.turnitin.com](http://www.turnitin.com) by the time required per each assignment. No credit will be given for an assignment that has not been submitted to [www.turnitin.com](http://www.turnitin.com) even if a hard copy has been turned in to the teacher.
- Tutoring/conferencing is available. The student is required to schedule tutoring/conferencing sessions in advance with his/her teacher. Student communication with the teacher is of the utmost importance.
- Each student is expected to come to class daily with pens, pencils, a highlighter, and appropriate text(s). A student's individual teacher will indicate the type of binder with paper or spiral that should be brought each day.
- In order to respect the important work of the classroom along with the teaching and learning environment, cell phones must not be audible or visible in the classroom.

**SHELBY DOWNING**

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Plano Senior High School  
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## Make-up policy for tests, in-class writings, and quizzes:

- If a student is absent on a day when a quiz or test is scheduled, the student will be expected to take the quiz or test the class period he or she returns since all quizzes and tests are scheduled in advance and are on the calendar.
- On the day a student returns following an absence, the student is required to make arrangements with the teacher for make-up work. Make-up work is the student's responsibility. When aware of an absence in advance, the student must see the teacher beforehand to make arrangements.
- If a student does not make arrangements for make-up work and fails to complete the work in the allotted make-up time, the teacher will record a zero for the work involved.

English teachers have clear expectations for academic honesty, and it is the responsibility of each student to adhere to a high code of honor and integrity. Our students work hard and deserve to succeed. It is in an atmosphere of trust, comfort, and openness that learning will take place. This relationship of mutual respect between student and teacher requires honesty in all situations. Should cheating or plagiarism occur, the student will receive severe consequences as we do not tolerate cheating of any kind.

We look forward to a great year in English 3 Honors!

Plano Senior High School English Department

-----Parent Printed Name

-----Parent Signature

-----Student Printed Name

-----Student Signature

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