

# English 3

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.
- For every day that a daily work assignment is submitted late, your student will receive 15 points off their grade. The calendar allows students to plan ahead, be prepared, and, most importantly, also work in class.
- 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 pre planned event, that major assignment is due to the teacher before the absence.
  - If a major assignment is submitted late, your student will also receive 15 points off for each day it is not submitted.
  - 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.
  - For major assignments only, each English 3 teacher has an extension log, which allows students to choose up to two times per semester to discuss the need for an extension on a major assignment. If the teacher agrees with the student's reasoning, your student will have two extra days to turn their major assignment in at no penalty to them. If the student does not honor their commitment and new negotiated deadline, the same late work policy will apply to your student, and they are at risk of losing their extension log privileges altogether.
- 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. If your student fails to comply with this expectation, further consequences will be assigned.

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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. Please encourage your student to have open and honest communication with us to avoid these scenarios.

We look forward to a great year in English 3!

Plano Senior High School English Department

-----Parent Printed Name

-----Parent Signature

-----Student Printed Name

-----Student Signature

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