

**Jasper High School English Department Guidelines**  
**2017-2018 - Grade 10**

**Late Daily Work: On-level and Honors**

If a student turns in a daily grade assignment one day late, he/she may earn a maximum of a **50** on the late assignment.

**Late Major Grade Work: On-level and Honors**

Late major grade assignments will incur the below penalties:

- 1 day late – 15 points off      2 days late – 30 points off      3 days late– 40 point deduction from final grade

If an assignment is more than three days late, the English department will determine how much credit, if any, will be awarded.

**Reteach/Retest: On-level and Honors**

**Major and Daily Assessments:**

- Students earning below a 70% on daily and major grade assignments may revise and resubmit for up to 70%.
  - Revision and resubmission must occur within 72 hours of first submission.
  - Students must attend a tutorial session with teacher (on-line comments through Google classroom or in-person).
  - If the student did not earn a passing grade due to late submission, the grade is not eligible for revisions.
  - A revised assignment in the gradebook will be mark as 70.01%.

**Plagiarism: On-level and Honors**

**Plagiarism is defined as using the ideas of another student or source without giving credit to that source. Examples of plagiarism in the English classroom could include but are not limited to: copying information from another student, copying information from a web source like Wikipedia, Spark Notes, or copying from a paper writing source.**

**Daily Grades:** If a student partially or completely plagiarizes an entire paper or assignment, he/she may earn a zero for that assignment.

**Major Grades:**

**First offense:** If a student partially or completely plagiarizes a paper or assignment, he/she may be expected to rewrite part or all of that assignment or a different assignment. **A heavily plagiarized work may be rewritten for a maximum of 50 points.** If a student chooses not to rewrite, he/she may lose credit for the plagiarized portions or may earn a zero. This rewrite would occur before or after school. A teacher may alternately choose to assign the student to a Friday Night Live.

**Second offense:** If a student partially or completely plagiarizes a paper or assignment a second time, he/she may earn a zero for that assignment and may be given behavioral consequences determined by the teacher, department head, and administrative staff.

**If plagiarism is suspected, the following steps may be taken:**

1. The teacher may question authenticity of writing and share proof of plagiarism with the student.
2. The student may be asked to write an explanation for the essay content and suspected plagiarism.
3. Parents may be contacted.
4. The English department head and administrative staff may also be notified.
5. Consequences will be determined by the teacher, department head, and/or administrative staff.

## Calendar and Tutorial Times

Students receive a tentative calendar for each unit, containing daily assignments, quizzes, tests, and project due dates. The calendar may be subject to change; students should see the teacher's daily agendas for the most current information. Each teacher sets a weekly tutorial schedule for her or her classes. Passes from a teacher are required for morning tutorials. Please refer to faculty webpages on the Jasper website for copies and updates.

## Absences and Make Up Work

If a student is absent, it is his or her responsibility to follow the syllabus and/or communicate with the teacher regarding any changes. Students will be given one day to make up work missed for each day of absence. ***Please be aware that field trips (UIL) are not considered absences; therefore, teachers can request that students' tests and assignments be completed prior to the absence.*** Please refer to the Student Handbook for details concerning absence procedures.

## Grades

Grades are made available to parents through online access at [parentviewer.pisd.edu](http://parentviewer.pisd.edu). However, **teacher updates will be made weekly (each Monday); updates are not made on a daily basis. It may take up to two weeks for major grades to be entered if the assessment is in the form of a written project or assignment.** Contact your student's teacher directly with any questions or concerns.

The English department will follow the Jasper grade coding system in the gradebook.

- X – exempt/ not factored into grade. Z- eligible for make-up work 0 – zero entered/ earned grade

Number of daily grades per nine weeks: 7

Number of major grades per nine weeks: 2 – these are usually essays that are completed in class.

## Textbooks and Novels

Students will be issued copies of all required reading novels and memoirs. Students will be encouraged to visit the school library to obtain books for book club reading and other student-selected reading activities.

## English supply list:

- Blue or black pens
- highlighters
- pencils and erasers
- designated section of a binder or folder for handouts and returned papers
- **Composition notebook** that may be turned in periodically to the teacher. It is the student's responsibility to keep track of this very important tool and bring it to class EVERY DAY. **This MUST NOT be shared with other class work; this IS your DESIGNATED ENGLISH II or II Pre AP notebook.**
- OPTIONAL: Kleenex