

# Rancho Mirage High School English/ELL Department Grading Policy

This grading policy has been adopted by the RMHS English/ELL Department and approved by the administration. All teachers in the department will enforce it.

## **Grading Scale:**

A+ 97 and above

A 94-96

A- 90-93

B+ 87-89

B 84-86

B- 80-83

C+ 77-79

C 74-76

C- 70-73

D+ 67-69

D 64-66

D- 60-63

F 59 and below

Grades are based on overall points accumulated throughout the semester. The final grade is not the average of two quarter grades.

## **Credit:**

Per district policy, students who earn a D- or better will receive five credits per semester. Those who earn an F will receive no credits.

## **Grades:**

Grades are the responsibility of the student. Students and parents are encouraged to check StudentVue at least once a week. Progress reports are sent out quarterly. If there are questions, please email the teacher or make an appointment with the teacher during office hours. Grades are based on a point system; assignment categories will vary and will be determined by teacher discretion.

## **Final Exams:**

Each student might be required to take a final exam, as well as complete all final projects and papers within the time that is allotted for finals; these activities and assignments have a major impact on the overall semester grade.

### **Late Work Policy:**

- Assignments are due at the beginning of the period or when requested by the teacher. Assignments turned in late will lose 34% of the grade earned.
- No late work will be accepted after 10 **calendar** days.
- Students who miss class for scheduled school activities (sports, performing arts, etc.) must meet the same assignment deadlines as other students and turn in assignments that are due *before* their scheduled event. **Participation in a school activity does not extend the due date.**
- If an assignment or project was assigned with a specific deadline, that deadline must be met regardless of unexcused absences. Students with excused absences will turn in work on the day they return.

### **Make-up Work:**

- If a student is on campus for part of a school day, it is the student's responsibility to turn in their work that day and collect any work from the English class they missed.
- Make-up work from an excused absence receives full credit if made up within one school day per excused absence day.
- For every day that the student is absent (excused), they will have one day to complete the required assignment. For example, if a student has four days of excused absences, they will have four days to make up the work.
- Students should discuss make-up work with the teacher during his/her office hours or via email, not during instructional time.
- Students who are tardy must make up missed work the same day.
- **Students must discuss any missed assignments or gradebook discrepancies within five days after a grade has been posted.**
- Students who know in advance they will be absent longer than five days should request independent study through the main office.

### **Tracking Your Grades:**

Students are responsible for keeping track of their grades. Teachers will update the electronic grade book by Wednesday of each week. If the date falls on a holiday or vacation day, then grade books will be updated by the next nearest school day. **Teachers will grade late work or make-up work at their convenience.**

### **Cheating and Plagiarism:**

All students must display academic integrity and do their own work. Students involved in cheating (or enabling someone else to cheat) or plagiarizing will **automatically receive a zero** on the assignment (or project, test, etc.) and will not be able to make it up. Additionally, the teacher will contact the parent, or refer the student for disciplinary action.

### **Definition of Cheating**

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes,

but is not limited to: lying; copying from another's test or examination; discussion at any time of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent the same.

### **Definition of Plagiarism**

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate references; i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to the following: the submission of a work, either in part or in whole completed by another; **failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another (copy-pasting)**; failure to use quotation marks (or other means of setting apart, such as the use of indentation or a different font size) when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing without credit or originality; **use of another's project or programs or part thereof without giving credit.** (taken from *academicprograms.calpoly.edu*)

### **Definition of Mosaic plagiarism**

Lifting ideas, phrases, and paragraphs from a variety of sources and joining them together without careful identification of their sources. The result is a mosaic of other people's ideas and words.

(taken from <http://webs.purduecal.edu/integrity/dishonesty/definitions-plagiarism/>)

### **Extra Credit:**

Students are given ample opportunities to achieve success through the completion of **regular** assignments, tests, and other activities. Any extra-credit given is at the sole discretion of the teacher and may not exceed 5% of the student's total average.

Note: Students will not need a parent signature during distance learning.

Due Date: \_\_\_\_\_

## Signature Page

### RMHS English Grading Policy

I have read and agree to abide by all course policies contained in the syllabus.

**Print Student Name** \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parents:**

Please sign to indicate you are aware that your son/daughter agrees to the course policies attached.

**Print Parent Name:** \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_