

English Department Grading Policy

Effective School Year 2016-2017

Common Scenarios

<i>Reassessment for Mastery Scenario</i>	<i>Application of Policy</i>
Brian failed an exam in his AP English III course.	Brian cannot retake any AP assessments.
Taylor failed her English II GL <i>Antigone</i> exam.	Taylor can retake the exam after making arrangements with her teacher.
Brian failed his Pre-AP English I <i>Night</i> exam.	Brian can retake the exam after making arrangements with the teacher.
Brian failed his Pre-AP English I essay over <i>Romeo and Juliet</i> . He has already taken one retest this nine weeks--the <i>Night</i> exam.	Because Brian has already taken the maximum number of reassessments allowed for a Pre-AP course, he cannot rewrite his <i>Romeo and Juliet</i> essay.
Taylor failed her English I GL <i>Night</i> exam. Her teacher offered two dates and times for retakes. Taylor failed to attend either retake date.	Because she missed these two opportunities and failed to make other arrangements, Taylor's failing grade stands.
<i>Late Work Scenario</i>	<i>Application of Policy</i>
Brian missed the deadline for his AP Language <i>The Grapes of Wrath</i> project. The project was due in class and he turned it in after school on the same day.	Brian's project is one day late. Using the late work guidelines, a maximum of 85% of the grade earned could be recorded (100 for assignment x 85% for late penalty of one day). However, his project earned an 81 using the established rubric. Therefore, the grade recorded for Brian's project is a 69 ($81 \times 85\% = 69$).
Taylor has an essay due 4th period, but her printer ran out of ink and she was unable to print the essay at home. Taylor asks her teacher if she can leave class to print her essay.	Classwork is due at the beginning of class. It is Taylor's responsibility to have a hard copy of her work before class begins. Students can print in the CRC or Library. Because Taylor does not submit a hard copy of her essay at the beginning of class, her essay is late and will be assessed according to the late work guidelines for her course.
Taylor has an essay due 4th period, but her printer ran out of ink and she was unable to print the essay at home. Taylor submits the essay electronically, even though her teacher has requested a hard copy.	Taylor did not follow the assignment correctly. It is Taylor's responsibility to have her work in hand before class begins. Students can print in the CRC or Library. Because Taylor does not submit a hard copy of her essay at the beginning of class, her essay is late and will be assessed according to the late work guidelines for her course.
Brian has a project due, but he left it at home and has no way to pick it up.	Brian's project is late and will be assessed according to the late work guidelines for the course.
Taylor left her homework in her car and forgot to bring it to her English IV class.	Taylor's homework is late and will be assessed according to the grading policy.

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Work Missed Due to Excused Absence or ABX Absences

Excused Absence (*from AHISD Student Handbook*)

- Students must realize that not all work can be made up.
- The student must arrange for make-up work with each teacher immediately upon return to class.
- Announced tests missed due to an excused absence will be made up the day the student returns to class.
- All work previously assigned will be due the day the student returns to school.
- Special arrangements can be made when a student has been out due to extenuating circumstances. Students should not expect to use class time for make-up work.

<i>Scenario</i>	<i>Application of Policy</i>
Taylor is in class on Monday. A test is announced for Thursday of that week. Taylor is sick on Wednesday and returns to class Thursday with an Excused Absence.	Taylor will take the test on Thursday as previously scheduled.
Taylor receives an assignment for a major project on Friday, 5/16. The project is due Friday, 5/23. Taylor has excused absences for Monday-Thursday.	Taylor's project is due on Friday, 5/23 as previously scheduled.

ABX Definition (*from AHISD Student Handbook*)

- Students will receive this type of excuse when they are engaged in off-campus activities accompanied by school personnel and in on-campus activities requiring absence from class which are approved by the principal.
- Students absent by ABX are technically considered to be present.
- When ABX'ed from a class, students are required to hand in work on time and to make up any graded work on the first day of return to class.
- It is the student's responsibility to see that his work is in on time and to obtain assignments given during his absence.
- It is emphasized that any makeup work allowed is strictly dependent upon the student's initiative and is completely the student's responsibility. Any deviations from absence policies must be approved in writing by the principal.

<i>Scenario</i>	<i>Application of Policy</i>
Brian has an essay deadline on Tuesday. The deadline has been announced for weeks. Brian learns that his team will be travelling to a tournament on Monday and Tuesday, thus preventing him from physically handing in a hard copy of the essay on Tuesday.	Per the ABX policy ("students absent by ABX are present"), it is Brian's responsibility to ensure his essay is submitted by Tuesday's class. To achieve this, Brian has several options. He could arrange to submit his essay electronically (then submit his hard copy immediately upon his return to class). He could have a hard copy of his assignment submitted by a third party (parent, sibling, friend, agent, etc.). He could conference with his teacher during non-instructional time to determine the teacher's preference. Brian could also submit the essay prior to his team's departure.