

PSHS Standard English Department Policies (2007–2008)

The following policies hold true for each teacher and each assignment in every English course at Plainfield South High School. Teacher discretion is applicable where appropriate. These policies coincide with District 202 handbook policies.

- ✓ **Calendars** are for the benefit of the student and the student is responsible for all assignments (reading, oral, written, etc.) on the calendar. The calendar provides students with advance warning of any work to be completed (though it may not be a comprehensive listing). Students, even if absent the day before, are responsible for the work as noted on the calendar and will be held accountable for the work. A lost calendar is not an excuse.
- ✓ **Presentations and Speeches:** All presentations and speeches are due and to be presented on the day assigned including any accompanying documents. In the case where a student is not ready to present, he or she may present the next day for half (½) credit.
- ✓ **ALL Essays, Papers, Written Projects, etc.:** Assignments will not be graded until turned in to www.turnitin.com. For each day in delay, 10% will be garnished from the grade. After five (5) days, the assignment will no longer be worth any credit. Students know in advance how to access www.turnitin.com and should seek help from their teachers in accessing the site should there be any concern or problem. Students should seek help before the last second of the deadline. The inability to access the site and /or load the paper/assignment does not represent a reason for a late paper/assignment.
- ✓ **ALL Essays, Papers, Written Projects, etc.:**
 - All assignments must be physically turned-in in paper format (no floppy disk, jump drive, etc.) Assignments may be emailed to a teacher only if prior arrangements have been made. Assignments are to be in students' possession when they enter class. Any assignment not turned into teacher when requested is considered late.
 - The inability to print or a broken printer does not constitute an acceptable excuse for not turning in the assignment. Plan ahead. Be prepared. The Media Center printers are available before, during, and after school for student use.
 - Each assignment (requiring the use of outside sources) must have its own Works Cited/Bibliography page. Any assignment without one (where necessary) will receive zero credit. Absent Works Cited Page=Plagiarism. Teachers may also require denoted copies of the used sources as part of the process (see plagiarism policy).
 - Assignments are due on the date assigned. Assignments are due to the teacher on the given date if student has been in attendance (for any part of the day) on that given day. For example, if student will be attending a field trip on the day an assignment is due then it is the student's responsibility to get the assignment to the teacher before leaving. Should he or she not get the assignment to the teacher, the assignment is considered late when actually turned in.
 - Long-term assignments (such as research papers and projects) are to be turned in on the date assigned despite an excused absence the day before the due date. Missing the class or being absent the day before an assignment is due is not a reason not to turn in an assignment or take a quiz or a test upon immediate return.
 - Student work will be penalized 10% for each day the assignment is late (up to 5 days, after 5 days no paper/assignment will receive credit).
 - Should a weekend pass and an assignment has not been turned in on its due date, every 2 days of that weekend will count as a 10% penalty.
- ✓ **Late Work:** There will be no credit given for minor assignments (e.g. homework, daily assignments). Major assignments may be penalized by 10% for each day the work is late. No credit for major assignments will be given after five (5) days. Sophomores, juniors, and seniors **will not** be given any credit on the next day for minor assignments.
Exception: Freshman **will be** able to turn in minor assignments for half (½) credit the next day with teacher approval.
Exception: All acceptable (see teacher), late Journalism assignments will be accepted at 50% after one day (no matter minor or major assignment and the daily penalty of 10% is voided as 50% or less is automatically assigned).
- ✓ **Absent Work:** No work will be accepted after 8 absences (excused or unexcused) without doctor's note
 - Students are responsible for discussing and arranging needed due dates/schedules for extended projects. This discussion must happen immediately upon student return (before or after school).
 - Students are responsible for scheduling make-up tests. Should the student miss the arranged date for a make-up test, the test will remain a zero. Tests must be made up in a reasonable amount of time.
 - Suspensions: see handbook. All work is due on the day of return.
 - Excused absences: 1 day for every excused day missed
 - Vacations: see handbook. All work is due on the day of return if absences are excused and have not exceeded the 8th absence.
 - Pre-Arranged absences: Student must collect work before leaving for planned activity. Any assignment due during the arranged absence that the student had advance knowledge of is due before leaving. Any work missed during the absence is due the day of return. A late penalty may be assessed if work is not turned in the day of return.
 - Unexcused absences: No work may be made-up including tests, quizzes, projects, etc.
- ✓ **Plagiarism**-see plagiarism policy on opposite side

I acknowledge that I have read and understand or am aware of the above English department policies.

Student Signature

date

Parent Signature

date