

## Late Work, Making Up Missed Work, and Grading Policies

**Grading System:** Teachers use a variety of grading systems in their courses. The system I use is often called the "total point system." In this grading system each piece of work a student turns in for a grade is assigned a point value (e.g. 5 points for routine homework, 10 points for a quiz, 70 points for a test, 100 points for a major project, etc.). Different point values may be assigned for work in the same category depending on its length and difficulty. A student's grade at the end of a quarter is calculated by adding up the number of points she has earned for all of her work and dividing that total by the total number of possible points she could have earned with perfect scores in all assignments. Multiplying this quotient by 100 gives the average grade for the quarter. The types of assignments students in Ecology will be doing are different from other science classes, but the manner of calculating quarter grades is the same. Below is an outline of the major categories of assignments your daughter will be assigned in my courses. Student grades are available on line via the My Fontbonne Academy web portal. Online grades will be updated approximately every 7 to 10 days.

**Homework:** A detailed syllabus for each unit of study will be posted on our class pages. These syllabi contain the topics covered in the unit, important vocabulary, concepts, readings, and homework assignments. Students are expected to keep abreast of the class work by reading the assigned material before class. Students are encouraged to outline their readings and keep these notes in their folder. In our Ecology class most of the homework consists of reading and various forms of writing. On days when no written assignment is due, students are expected to catch up on their reading and outlining. In other words, **students have homework every day** whether or not there is something to pass in to me!

**Quizzes:** Quizzes are unannounced. They are intended to encourage students to keep up with their readings and homework. Students can expect at least one quiz a cycle. These quizzes are based on recent lecture material, reading and homework assignments. The point value of quizzes varies from 10 to 15 points.

**Unit Tests:** There are no tests given in the Ecology class unless it becomes clear students are not keeping up with their assigned readings and writing assignments. All tests are returned to students with the test grade and their current overall average for the quarter.

**Lab Reports:** Depending on the course and the particular lab work, students will be required to write a lab report on their work. These reports are usually due the following lab period. A rubric for writing and grading lab reports will be given to students at the beginning of the year. Each lab report will be worth between 25 and 40 points. Although students work in groups during the lab, each student is expected to produce a lab report that reflects her own work and thinking.

**Lab Tests:** Some lab work lends itself to evaluation by testing rather than lab reports. In this case students will take a short test covering the material and concepts studied during the lab. The point value of these lab tests ranges between 20 and 40 points.

**Article Summaries:** During the quarter students will be required to read articles from the popular press and magazines on various topics of science. They will then write a critical summary of the article reviewing and evaluating its content. A grading rubric for these summaries will be given to students at the beginning of the year. Article summaries are worth 15 to 25 points.

**Essays and other Writing:** Most of the assignments in Ecology are in the form of essays submitted to our class blog. Students will be required to submit an initial draft of each essay (worth 50 points), post comments on two of their classmates work (worth 15 points each), then based on these comments and their teacher's comments submit a final draft of the essay to the blog (worth 20 points). Each chapter of the text will follow this pattern of a draft essay, two comments, followed by a final draft.

**Absent Teacher Assignments:** In the event that a teacher is absent, Fontbonne Academy expects that an assignment will be posted outside the classroom for students to complete during the school day. It is the student's responsibility to check this posted assignment and complete the work by the end of the school day. Late work will not be accepted. Work not turned in by the end of the school day will be recorded as a zero.

**Semester Projects:** At the end of the second and fourth quarters students will submit a major research project based on a topic they select and related their semester class work to that topic. These projects are worth 20% of the student's final grade for the year. Rubrics for these projects will be posted on the class blog.

**Extra Credit:** There are no extra credit assignments available.

**Late Work:** Unless a student misses class because of an excused absence, all homework and other assignments are expected at the beginning of class the day they are due. Students are expected to turn in their assignments without being reminded by me. Occasionally homework will be due on a school day when class does not meet. In such a case students are expected to find me and hand their assignments to me before the end of the school day. Late homework is penalized one point for every school day it is late beginning with the day the work is due and including the day the work is actually turned in. Assignments which are worth more points such as essays, lab reports, etc. will be penalized one letter grade for every school day they are turned in late beginning with the day the assignment is due and including the day the work is actually turned in. This penalty for late work applies whether or not the student's class meets. It is the student's responsibility to find me and hand me her work. The posted comments are an exception to this policy. Since students depend on these comments to write their final drafts, late comments will not be accepted.

The *Parent/Student Handbook* clearly states that students who miss class work or assignments due to tardiness must see their teacher as soon as possible to turn in their assignments or make arrangements to make up missed quizzes or test. Not following this process will subject the student to a failing grade for the assignment.

The policy for turning in work for the *Ecology and Natural History* class is somewhat different than that explained above. Since the assignments in this course become part of our class blog and are critiqued by other students in the class, it is important that work be turned in on time. Therefore, first drafts of essays turned in late will be penalized one letter grade for every school day they are late up to the day before the student comments on the first draft are due. After that, late work will not be accepted. The comments submitted by a student are used by their classmates to improve their work. Therefore, comments will not be accepted late. Final drafts of essays will be subject to the standard late work policy.

Students must hand me their assignments in person. Under no circumstances should a student leave work on my desk, in my mailbox, or with another teacher or student. Students who fail to follow this policy are entirely responsible for any work lost, misplaced, or stolen. In such a case the work will be considered late when it is finally turned in to me.

Students are encouraged to submit their homework, lab reports, and other assignments via email. However, students must use their Fontbonne Academy email account for this. I will not accept work submitted from any other email account. Students who submit their work via e-mail are expected to have done so before the class period when the assignment is due meets. Work submitted after that time will be considered late. In the event that the Fontbonne email server is off line, print out your assignment and turn it in during class.

**Extra Help:** All students at one time or another in my classes will need assistance with the course material outside of our regularly scheduled time together. If I recognize that a student is in need of help, I will approach that student and suggest she see me for help. However, in the end, it is the student's responsibility to take it upon herself to use the resources I've made available for extra help and to use them often. I will schedule four extra help sessions during my unscheduled time to work with students or groups of students who need help with the class material, writing lab reports, preparing for tests etc. The specific times and places will be posted in the "Resource" section of our class blog by the end of the first cycle of school. Because of scheduling limitations there may be some students who cannot meet with me at these times. I am available before school and after school for these and any other student who would like to work with me. I specifically try to set aside Tuesday and Thursday before and after school for this purpose. I ask that students let me know the day before that they want to meet with me to avoid conflicts with other competing duties that may have come up unexpectedly.

**Make Up Work and Snow Days:** The Student/Parent Handbook outlines Fontbonne Academy's policy for making up work missed because of absences. I will implement this policy in the following manner. I realize that this policy can be an inconvenience to both students and their parents. However, it is important that students make up missed work as soon as possible with as little disruption to our extra help periods and classroom time as possible.

#### Make Up Policy

1. Homework: students who have been absent for a brief period of time are expected to turn in routine homework assignments the day they return to school or email this work to me during their absence whenever possible.
2. Tests and Quizzes: students who have been absent for a brief period of time and have been present for material covered on the missed test or quiz or have studied this material in their homework assignments should expect to take the make-up on the day they return to school. Whenever possible, this make-up work will be scheduled during the school day or after school if necessary.
3. Labs: students who miss a lab due to an excused absence are expected to make arrangements with me make up the lab work the day they return to school. Usually labs are made up after or before school.
4. Extended Absences: students who have been absent for an extended period of time must make arrangements with me to schedule their make-up work upon their return to school. The scheduling of this make-up work will be evaluated on a case by case basis.

## Snow Day Policy

I have the following policy for making up work missed due to inclement weather or other unexpected school cancellations.

1. Important! The online class pages have a detailed schedule for homework assignments and tests as well as updated information for class work. It is expected that students will make frequent use of this resource in the event of school cancellations. Our class pages can be accessed through the My Fontbonne Academy web portal.
2. Students are expected to anticipate the cancellation of school when inclement weather is predicted and bring home all study materials necessary to be prepared for class upon their return to school.
3. If students miss an exam, quiz, or other work due to weather or other conditions, they should expect to complete that work during the first class after their return.
4. If students are scheduled to take a test, quiz, or other work the day they return to school after period of canceled school days, they should expect to complete that work as scheduled.