

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 her average for the quarter. 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 Fontbonne Academy web site and links on our class pages. You will need to use the student's password and code to access this information which was sent home at the beginning of the year. 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. By the end of the quarter, homework assignments can be equal to the value of a unit test. Students should expect to be turning in an assignment at least every other day. 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!

Homework is important! Students who do not do their homework will find themselves at a severe disadvantage during quizzes and unit tests. Most of the students who have failed my classes would have passed if they had done all their homework on time.

Quizzes: Most 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 assignments, and homework questions. The point value of quizzes varies from 10 to 15 points. The total number of points per quarter can be worth more than a unit test.

Unit Tests: At the end of each study unit students will take a comprehensive test on the subject material. These tests will include essays, true and false, fill-in, and other "objective" type questions. Tests in my courses require students to use their class work and readings to synthesize ideas from a variety of points of view and sources. Quantitative analysis including graphing and data interpretation are included whenever possible. There are generally three unit tests each quarter. Each test is worth 60 to 100 points. All tests are scheduled at least one week in advance and the date posted online with the unit syllabi. I have a policy of not scheduling my tests on days when students already have two or more tests scheduled. On the other hand, if other teachers schedule their tests after mine on the same day, it is the students' responsibility to work with those teachers to reschedule their tests. In my honors classes and in my junior and senior classes unit tests are occasionally open book or open notes tests. It is particularly important that students take the time to read the assigned text material and take careful notes.

All tests are returned to students with the test grade and their current overall average for the quarter. There is a place for the parent or guardian to sign these tests and return them to me. Students will receive a small amount of homework credit for returning a test signed by parent or guardian.

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: Throughout the quarter students will have an opportunity to write in several styles ranging from short critical essays, book reports, and longer research papers. The point value of these assignments varies greatly depending on their length and difficulty.

Class Folder: Students (especially ninth graders) may be required to maintain a class folder which contains their notes, homework, tests, quizzes, and other work. Students will be given a rubric for the organization and grading of their folders at the beginning of the year. The point value of the folder will be approximately 25 points. Even if students' notebooks are not graded, every student should maintain a well organized folder containing her class notes, rubrics, returned tests, lab work, etc.

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 Exams: At the end of the second and fourth quarters students take a comprehensive semester exam which covers all the material covered in the preceding two quarters. These exams give students an opportunity to demonstrate they can relate subject material and concepts from across several units of study. These exams are worth 20% of the student's final grade for the year. Seniors may be given an option of not taking the final semester exam based on their grades and attendance. See the Student/Parent Handbook for more details. In some classes an alternative assessment such as a research paper may be assigned in place of the semester exam.

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. Late homework will be accepted up to the date the class takes the next scheduled unit test. After that, late homework will not be accepted and will be recorded as a zero.

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.

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 at http://redslime.typepad.com/class_pages/.
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.