

Late Work, Make Up, 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 (5 points for a simple 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. A student can calculate her current grade at anytime by following this procedure for work done up to that date. Extra credit is separately incorporated into this average. Below is an outline of the major categories of assignments your daughter will be assigned in my courses. Student grades and class attendance reports will be available on line at my class pages. You will need to use the student's password and student code to access this information which were sent home at the beginning of the year. This information will be updated approximately every 7 to 10 days.

Homework: Students will be given a detailed syllabus as we begin each unit of study. 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 fail 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 should 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 synthesis 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. 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 sometimes 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 20 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.

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.

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. 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 work will be accepted up to the date the class takes the next scheduled test or exam. After that, late work will not be accepted and will be recorded as a zero. Students who submit their work via e-mail are expected to have done so before the class the assignment is due meets. Work submitted via e-mail after that time will be considered late. Students who have been absent for an excused reason are expected to turn in their work upon their return to school. Extenuating circumstances will be evaluated on a case by case basis.

Under no circumstances should a student leave her work on my desk, in my mailbox, with another teacher or student. Students must hand me their work to me in person. 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.

Make Up Work and Snow Days: The Student/Parent Handbook outlines Fontbonne Academy's policy for making up work missed because of absences. The Science Department will implement this policy in the following manner. We 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. Any student who misses a test, quiz, or other work due to an excused absence must make up that work on the Tuesday afternoon following her return to school. The Science Department make ups will be held at 2:10 PM in room 204 every Tuesday.
2. The student must make arrangements for this make up with her teacher the day she returns to school.
3. Conflicts with extra curricular activities, sports practice, and work will not be considered as adequate reasons for missing the Tuesday make up date.
4. A student who cannot make up her work at this time because of extenuating circumstances must make alternative arrangements with her teacher in advance.
5. Students and their parents are responsible for making alternative transportation arrangements home after make ups.
6. A student who does not make up her work as scheduled will be subject to a failing grade for that work.

Snow Day Policy

The Science Department has the following policy with regard to the make up of work missed due to inclement weather or other unexpected school cancellations.

1. Students are expected to anticipate the cancellation of school when poor weather is predicted and bring home all study materials necessary to be prepared for class upon their return.
2. If students miss an exam, quiz, or other work due to poor weather or other conditions, they should expect to complete that work during the first class after their return.
3. 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.