**PLANO SENIOR HIGH SCHOOL**

**ENGLISH DEPARTMENT POLICIES 2023-2024**

Students must enroll in the **Google Classroom** for their English course. Parents may request to be listed as a Guardian to receive updates on their student's assignments through their students.

**CULTURE AND CITIZENSHIP:**

* Students should follow expectations of **digital and personal citizenship** while in class or in the hallways. Respect your teacher and other students in the classroom. At this point, you shouldn’t need an elaborate explanation of what that looks like.
* In order to respect the important work of the classroom along with the teaching and learning environment, **cell phones** must not be audible or visible during class. Violation of this will result in consequences at the discretion of the teacher.
* **A teacher will respond** to a parent or student email or phone call within 24 hours during school hours on weekdays.

**SUPPORT:**

* **Tutoring/conferencing** is available. Students should schedule tutoring and engage in conference sessions per the teacher's tutoring hours. If you must miss a scheduled tutoring session, email your teacher ahead of time out of respect for his or her time.
* **Parent conferences** may be scheduled with a teacher by emailing the teacher. If at all possible, the student should attend the conference. The Team Leader and/or Department Chair may also attend.

**SUPPLIES:**

* All students should have access to their course's **e-textbook**. Other **texts** will be provided by the teacher.
* Teachers will inform students of the supplies necessary for the course.

**GRADING:**

* In order to ensure that no plagiarism occurs, students are expected to submit major assignments to TurnItIn.com as specified by the teacher.
* Teachers may record a "Z" for the grade in Gradebook.pisd.edu to indicate that a late assignment may still be submitted. Teachers may also write a comment in the cell for the assignment indicating the grade that will be entered once the assignment has been submitted.
* **No work will be accepted after the grading period ends** unless the student has an excused absence that falls within this time frame.
* Teachers will grade assignments as soon as they can. **Please do not ask the teacher if he or she has graded an assignment yet. Late assignments do not follow this policy.**
* **Progress reports** will be sent to students and parents via email midway through a grading period, but grades are visible at any time through Gradebook.pisd.edu.
* **Late work policy: determined by team.**
* **Plagiarism** is considered academic misconduct. **This includes using AI technology**. It is the responsibility of each student to adhere to a code of honor and integrity. A relationship of mutual respect between student and teacher promotes honesty in all situations. Students who engage in cheating or plagiarism will receive consequences in accordance with the [English Department Plagiarism guidelines](https://docs.google.com/document/d/1UDRgGf-JuWJeoF-vb7rB67JUDsO8gptVkhohySipbJ0/edit?usp=sharing).
* **Major Grades** are recorded as a summative assessment, or reflect the culmination of learning in a unit or about a topic. They are a demonstration of student understanding, their ability to transfer the learning, or apply the content and skills in measurable ways.
* **Minor Grades** are recorded to communicate progress through the learning target as a unit is in process. These grades include a variety of assignments that give students the opportunity to engage with academic content, demonstrate understanding and practice skills throughout the learning cycle.
* The semester final grade shall be calculated by the following formula:

Average = 40% of 1st nine weeks + 40% of 2nd nine weeks + 20% of the semester exam:

1st Nine Weeks 2nd Nine Weeks Semester Exam

40% 40% 20%

**ABSENCES:**

* **Make-up work is the student’s responsibility**. The student is required to make arrangements with the teacher for make-up work. If a student does not make arrangements for make-up work and fails to complete the work in the allotted make-up time, the teacher will record a zero for the work involved.
* If a student is absent due to an **excused absence** the day before a major in-class assessment, the student is expected to take the assessment as scheduled with the class. If the student is absent from the class during which an assessment is given due to an **excused absence**, the student must take the assessment the day he or she returns.
* If students are absent for the entire school day, the major grade assignment is due as soon as they return to school unless the student has excused absences for multiple days; in that case, the student has the number of school days they are absent to turn in assignments unless the student communicates to the teacher the need for an extension.
* Students should proactively communicate with their teacher via email to discuss any extenuating circumstances regarding their absences and/or missing work.
* A student is considered absent if he or she comes into class more than ten minutes after class has started unless the student produces an acceptable excuse note or if the student is gone from the classroom for more than 10 minutes in, for example, the bathroom or the hallways.

[PSHS Student ID Policy](https://docs.google.com/document/d/1cIv47UOgU4gXP6MIEULs9Oj0MKWVM21PXm9GCwGb5Ho/edit)

[PSHS Cell Phone Policy](https://docs.google.com/document/d/1-z0hsYC5X6t1QZCA5E2n86YmjRJBwNm-1ouAHB2puTo/edit)

[PSHS Tardy Policy](https://docs.google.com/document/d/1UHF4wr7MNE0fhmyjZpcW_GyiaPhjWXJ0FzgU0KyYuEI/edit)

We look forward to a great year!

**Plano Senior High School English Department**