

GWYNN PARK HIGH SCHOOL

13800 Brandywine Road ~ Brandywine, MD 20613 ~ Office: (301) 372-0140 ~ Fax: (301) 372-0149

ENGLISH DEPARTMENT Grading Guidelines and Classroom Procedures

Course Description

English 12

This course gives the students an opportunity to explore a thematic approach to the universal ideas found in world literature, literature of the Commonwealth, and British literature. Selected fiction, non-fiction, poetry, and drama will be explored using all facets of language arts—listening, speaking, reading, and writing. Vocabulary and critical reading reflective of the SAT will also be included. The course includes the study of language usage and the writing process.

Teachers

S. Wise C. Williams
L. Weber M. Osborne

Statement of Purpose

The purpose of all English classes is to provide students with the opportunity to improve communications skills through reading, writing, listening, viewing, and speaking. The English Department of Gwynn Park High School believes that all students can think and learn. We will do our best to create an atmosphere in which students will choose to think and learn and become the best person each can be.

In order to provide this type of atmosphere, the English Department believes that each class should exemplify rigor which is defined as providing a quality of content that enhances students' ability to learn challenging, complex, higher order thinking skills specifically in regard to SAT and HSA.

Recommended Grading Policy

The goal of grading and reporting is to provide the students with feedback that reflects their progress towards the mastery of the indicators and objectives found in the Reading/English Language Arts Curriculum Framework Progress Guides.

Classwork	This category might include all work begun and/or completed in class, class discussions, group activities, student journals, warm-ups, and other assigned tasks.	10%
Homework	This category might include all work completed outside of the class setting. Assignments might include readings and/or accompanying tasks, written assignments, and practice exercises.	10%
Assessments (Oral and Written)	This category might include tests, quizzes, and quarterly assessments. Some assessments must be in the selected response format.	50%
Written Assignments, Presentations	This category might include BCR's, ECR's, essays which evaluate student performance in writing or presentation of ideas.	30%

Student Attendance

- ◆ Students must be in class on a regular basis.
- ◆ According to PGCPs Administrative Procedure 5113, *Pupil Attendance and Absence*, “5 days of unlawful absence per semester in a semester course, or 10 days of unlawful absence in a full year course shall result in a no grade (N) for the course.”
- ◆ When absent, a student has 2 days in which to bring in a note that excuses him/her for the absence. After that time, the absence becomes UNEXCUSED.
- ◆ For excused absences, the student is responsible for acquiring his or her make-up work.
- ◆ According to PGCPs Administrative Procedure 5121.2, *Assessment and Grading for All Secondary Schools Programs*, “students who are considered lawfully absent from school will have the opportunity to make up missed work in a timely fashion (a maximum of three days for each day’s absence).”
- ◆ Students who fail to complete missed work in a timely fashion will receive a “zero” (0) grade for those assignments.
- ◆ Students are responsible for notifying teachers ahead of time if their absence will be due to a school sponsored activity.

Supplies

Students will need the following supplies

- Notebook (3-ringed)
- 5 Dividers
- Blue and black ink pens
- #2 Pencils
- White out liquid or white out tape
- Notebook paper

Textbooks are to be brought to class daily where classroom sets of textbooks are not available. Each book is to be covered. On the inside cover of the book should be the student’s name, teacher’s name, issued school year with teacher’s initials. Report any lost book immediately. You will be charged for any lost book as soon as a replacement book is issued.

Classroom Guidelines

- ◆ Arrive to class on time
- ◆ Be in your seat when the bell sounds
- ◆ ID Badges have to be visible at all times
- ◆ Food, gum and beverages are not allowed
- ◆ All work is to be completed in blue or black ink unless otherwise stated by the teacher
- ◆ The bell does not dismiss you, your teacher does
- ◆ Maintain a sense of personal dignity and respect for others and others will respect you.
- ◆ Obscenity, profanity, or any behavior designed to dehumanize anyone or to incite aggressive behavior will not be tolerated. Violations in these areas will result in the submission of a Student Discipline Referral (PS-74) to the grade level administrator.

Approved: _____ (Carletta Marrow, Principal)

ENGLISH DEPARTMENT
Grading Guidelines and Classroom Procedures

Student Form

I have read and understand the English Department grading guidelines and classroom procedures.

Student Name (Print)

Student Signature

Teacher: _____ Period: _____

Date: _____

Parent Form

I have read and understand the English Department grading guidelines and classroom procedures.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Home Phone: _____ Alternate Phone: _____

E-mail Address: _____

Date: _____