

RHS English Department Policies & Procedures

Student Headings

1. MLA formatting will be used for all typed assignments (12 pt font, Times New Roman, 1-inch margins).
2. A proper heading should be used on all hand-written *and* typed assignments. The heading includes the student's name, period, and date written on the left side of the page, and the student's *last name only* in the upper right hand corner. The assignment title should be centered.

Potter
Harry Potter Period 4 October 8, 2015
Timed Writing #1

An example of a proper heading and title

Late Work

Late work will be accepted for 7 days after it is due. Within the 7 day period, students may go to the library and complete the work for a maximum grade of 100% on the assignment. If the work is completed at home, the maximum grade will be reduced to 70%.

Note: *Please see your individual teacher's syllabus for specific rules pertaining to late work. Teachers may modify or change the late work policy at their discretion.*

Standards-Based Grading

Grading categories will reflect the five strands of the CA Common Core State Standards, which are:

- Reading Informational Text (RI)
- Reading Literature (RL)
- Writing (W)
- Speaking and Listening (S)
- Language (L)

Academic Integrity

The RHS Academic Integrity policy will be followed. If students are found cheating or plagiarizing in any way, this will result in a score of "0" for the assignment, and a discipline referral will be written. All of the student's current teachers will be notified of the violation. Each teacher will review the definition and parameters of plagiarism with their classes within the first month of school.

Technology and Devices

All electronic devices are to be silenced and out of sight for the entire school day, except when directly stated or permitted by the individual classroom teacher. The use of phones to text, take photos, or access social media is strictly forbidden during class time. In addition, students who misuse school-provided technology (iPads, Chromebooks, desktop computers) will face disciplinary consequences.

School Gmail

All students have access to a school Gmail account, which they can access using their student ID number and their birthday. For example:

Username: S123456@fsusd.org

Password: 04121998

School Gmail accounts should be checked weekly for important news, assignments, and information. Students may access their Gmail accounts in the school library if internet is unavailable at home.

Google Drive

Students will often be required to submit assignments through Google Classroom or Google Drive. Please contact your teacher if you have any questions about their use.