


Grading Policy

Please monitor your grade, and if you find an error, bring me the graded assignment so I can make the correction. **I will not entertain discussions about grades via e-mail;** you can see me in person at an agreed upon time. Whenever you do a practice for an IB assessment, I will issue an HCPS grade, and I will ALSO issue an IB grade. The grade for IB Assessments will not affect your grade, but it will help you see how you are progressing in terms of developing the skills you need for those assessments.

Homework and Classwork Completion and Submission Policy

Policies and Procedures	Related Learner Profile Trait(s)
<p>Late work: Work submitted within two weeks after the deadline will be eligible for a maximum grade of 80%. Work submitted more than two weeks late will receive a maximum of 55% Late counts as anything after the deadline, whether it's 2 seconds, 2 minutes, or 2 hours. Please make sure to test the dropbox prior to the deadline to ensure that it works, and that you know how to do it. If you genuinely have a problem with the dropbox, submit a screenshot of the error message in an email to me, along with the completed assignment!</p> <p>I will not accept any late work during the last week of any quarter. Please keep this in mind.</p>	<p>Knowledgeable Principled</p>
 <p>The clocks on turnitin.com, Schoology, and my email account are considered to be definitive, whether they match your computer's clock or not. If the submission box has closed, or if your submission is tagged LATE, then your work is late. DO NOT PLAY CHICKEN WITH ANY DEADLINE! If you cannot submit work to turnitin.com or Schoology from home, then make sure that you arrive at school in plenty of time to submit before 9:00. Give yourself extra time in case of traffic or other problems. It's worth repeating; I will no longer give concessions to work that is submitted late due to technical errors. Please check your turnitin account frequently in order to make sure that it is functioning correctly.</p>	<p>Knowledgeable Communicators Principled</p>
<p>You must have proof that your submission went in on time to override the record on my end. The excuse of malfunctioning technology will not suffice unless you can show me a ticket from the help desk confirming that your computer is indeed being repaired. If you send something via email and it doesn't get to me, you will have to produce your time- and date-stamped copy of the sent email. If you submit something to Turnitin.com, you will have to produce the receipt from turnitin.com with the time stamp, or you will have to show me that the file is in your turnitin.com box even though it does not show on my end. If you submit something to Schoology, it will be labeled LATE if you missed the deadline. See above. <u>Screen shots of document lists or of the last version of a document (or of anything else!) are not sufficient.</u></p>	<p>Knowledgeable Communicators Principled</p>


<p>Know WHAT you are submitting to any electronic site. <i>Submitting the wrong file, an incomplete document, an old version of your file, or the assignment sheet by mistake will not be considered an excuse for late work.</i> Submitting the document to the wrong site or folder will not be considered an excuse. Such errors will result in the work being counted late. <u>If I have to be involved in any way to get your work to the right place, then it will be considered to be late!</u></p>	<p>Knowledgeable Communicators Principled</p>
<div data-bbox="82 373 418 766" data-label="Image"> </div> <p>Some deadlines are negotiable IF YOU COME TO ME IN ADVANCE. Do not wait until your life is a shambles before seeking solutions. No extensions will be permitted 24 hours prior to a deadline unless the circumstances are catastrophic (house burning down, death in the family, personal hospitalization). I am always willing to work with you if you come to me in advance with a problem, but I will not enable procrastination.</p>	<p>Knowledgeable Thinkers Communicators Principled Balanced Reflective</p>
<p><u>All summative assessments (essays or projects) are due on time even if you are not at school.</u> This rule was implemented several years ago to stop a formerly widespread practice of students staying at home to complete major assignments and then turning them in the next day on their return. It is unprincipled to stay home to complete work, and students who miss other classes to complete homework do themselves a disservice and harm their chances to do well on the IB assessments in those classes. Summative assessments that are due electronically can be submitted from home; assessments that are due in hard copy must be delivered to school by the deadline. Another student can bring it, or a parent can drop it off. If none of these solutions are possible, <u>I must hear from you before the deadline.</u></p>	<p>Communicators Balanced Principled</p>
<p>IB Assessments (those that will be submitted to IB to count as part of your diploma) are due by the deadline NO MATTER WHAT!!! For these assessments, we are working with IB regulations, NOT HHS or HCPS regulations. If some dire emergency happens, then no matter what, you must contact Mrs. Biddle immediately, so that she can secure permission from IB for you to reschedule your assessment. Failure to meet that deadline and failure to contact Mrs. Biddle could result in the loss of your IB diploma. <u>DO NOT</u> decide for yourself that your excuse is good enough! Mrs. Biddle must make that call in accordance with IB regulations! For English, the IB</p>	<p>Knowledgeable Balanced Communicators Principled</p>

assessments to which this rule applies are the Individual Oral and the HL Essay.	
Extra or additional credit will not be accepted late <i>for any reason</i>. That means if you are out sick, you must get extra credit to school in your absence. Extra credit is extra; you can earn an A without doing any extra credit—the regular credit assignments are more important.	Knowledgeable Balanced Communicators Reflective
<p>Make up work is due depending on when it was assigned.</p> <ul style="list-style-type: none"> • If you are absent on a due date, any summative assessment (major project or essay) is due by the deadline, regardless of your absence. • Regular homework assignments that were due on the day you were absent are due at the beginning of the next class when you are back. • If you are absent on a test day, you should expect to make up the test in class on the day of your return. • Assignments that are announced for the first time in your absence will be due a week from the day of your return. (Since everything is on the agenda this should be easy to track) • Work assigned in advance on the agenda, however, does not necessarily merit an extension unless you negotiate it. • If you are absent for a week or more or if there are extenuating circumstances to your absence and return, an extension of the deadlines may be negotiated. 	Knowledgeable Communicators Reflective
If you are made to quarantine at any time during the school year, you can keep up with class by checking the agenda and Schoology. We can work together to get you any materials that you may not be able to access on the agenda or Schoology. This will require you to be in touch via email throughout your absence. If you don't have access to email at your house, please let me or another adult at the school know and we can work with you to help get you what you need.	
Keep grades in perspective: <i>no grade is an indicator of your personal worth</i>. You are developing skills; in the process of developing them, you will sometimes produce an effort that is less than perfect. This does not mean that you are a failure as a person. Keeping your HCPS Link page open during every class so that you can see if any grade is updated is a sign of an unhealthy obsession.	Balanced Reflective Principled
For maximum learning, give yourself “think” time in advance to ruminate on your ideas before you start writing. DO NOT PROCRASTINATE!	Inquirers Thinkers
Plan ahead. Think about whether you need to make any special arrangements to get your work turned in on time. Is the assignment due electronically? Do you have Internet at home? Do you need to arrive at school early so that you can submit your work on time? Do you need to take your work to the library or to a friend's house in order to submit it? Do you need to negotiate an alternate deadline? Do it in advance!	Thinkers Balanced Principled


Notetaking and Study Policy

Policies and Procedures	Related Learner Profile Trait(s)
<p>Laptops are to remain closed at all times, unless I specifically instruct you to get them out. There are several reasons for this: the idea that we are capable of effective multi-tasking is a myth which has been debunked numerous times through research. Here is one of many articles which document the problem, here is another: Google “multitasking problem” and you will find many others. An open computer is a temptation to multi-task, and, inevitably, what is on the computer becomes more important, mentally and psychologically speaking, than what is going on in the room.</p>	<p>Inquirers Thinkers Principled</p>
<div data-bbox="94 554 474 974" data-label="Image"> </div> <p>All notes are to be taken by hand, with the exception of direct annotation of texts. The reason for this is that there is a great deal of research that establishes the inefficacy of using laptops to take notes. Here is an article from <i>Scientific American</i> which details the problem:</p> <p>http://www.scientificamerican.com/article/a-learning-secret-don-t-take-notes-with-a-laptop/ and another one from NPR: http://www.npr.org/2016/04/17/474525392/attention-students-put-your-laptops-away. Google “laptop notetaking” and you will get a long list of additional articles providing evidence for the fact that retention and understanding are greater when notes are taken by hand.</p>	<p>Inquirers Knowledgeable Thinkers Reflective</p>
<p>You are expected to take notes every day, whether I tell you to do so or not. You are responsible for your own learning; your choice to avoid taking notes unless a teacher specifically tells you to do so abrogates that responsibility. Lectures are not the only source of information, so you should take notes about the content of discussions, films, and activities to remember later on. Notetaking during seminars is particularly critical, as it is through seminar that you will learn the literature that you need to know for your IB assessments.</p>	<p>Inquirers Thinkers Principled Reflective</p>
<p>You are expected to look up words you do not understand in advance of class discussion. For poetry and essays, which are short, you may not come to class and ask what any word means! There are not very many words in a poem, and you cannot possibly expect to interpret a poem insightfully or effectively if you don’t know what every single word means—including nuances!</p>	<p>Inquirers Knowledgeable Communicators Principled</p>
<p>You are required to study twice a week, per the instructions in the Study Assignment handout. Studying is an activity in which you review material already covered, research material we’ve covered in order to gain more information or greater understanding, re-read material we’ve already read, quiz yourself to check for understanding, re-read and augment your notes or interactive journal, generate a list of questions you need answered, and so on. Studying is an activity you undertake in order to improve the quantity and quality of your learning. It is not the completion of an assigned task such as a worksheet, reading with questions, essay or project.</p>	<p>Inquirers Thinkers Knowledgeable Principled</p>

Participation, Engagement, and Seminar Policies

Policies and Procedures	Related Learner Profile Trait(s)
Come to class. If you are not here, you cannot benefit from lecture, discussion or activities.	Principled Balanced
Stay in class the whole period every day. Tasks you need to complete for purposes other than this class need to be completed at other times. Stay in class. Please don't make it a habit of leaving the class for the restroom. I will not excuse you to run errands or visit the copy machine or another teacher's class. If you need different privileges for medical reasons, I need to know that, and then I will gladly accommodate. Work through the nurse's office to authenticate the need. If you feel that you need to miss my class for someone else's class or to help with an extra-curricular activity scheduled during the day, secure my permission in advance. <i>No other teacher can give you permission to miss my class!</i>	Principled Balanced
 <p>If you don't know something, ask or look it up. Make sure, however, you use the most reliable sources. All my materials will be on Schoology or in the agenda, so please make that the first place you look if you are confused, have been absent, or have any questions. If you choose to ask a classmate, consider which classmate(s) to ask!</p>	Inquirers Knowledgeable Thinkers Communicators Open-Minded
Don't be afraid to be wrong! If you only ever offer ideas that you know are right, then you will necessarily not venture into new territory. Learning requires a journey into the unknown. "Wrong" is not an indication of personal failure: it is an indication of a willingness to learn! Being wrong is very often evidence of real thinking about possibilities, as opposed to reliance on rote or pat ideas. Please! Take the chance! I will as well.	Inquirers Thinkers Communicators Open-Minded Risk-Takers
Learn from your mistakes. We are all human, and, therefore, we all make mistakes! If you err, learn from it so that you never do it again! That is a sign of adulthood!	Open-Minded Risk-Takers Balanced Reflective
Don't be afraid of ideas that challenge your previously held beliefs. Think about them. You may discard the new or the old, but give all ideas a chance.	Risk-Takers
Think for yourself! Doubt, discover, debate!	Risk-Takers
Have all of your materials in class with you. As a matter of principle, you need to be prepared to learn, and having your materials will enable you to get more out of the class period.	Thinkers Principled
Respect your classmates and their ideas. There will be no ridicule. We may disagree or even disapprove of--or disprove--an assertion but it will be done in a way that respects the dignity of everyone. Disagreement is the pathway to clarification, refinement of ideas, and learning, but ridicule and bullying are the pathway to failed social relations and the development of all sorts of undesirable character traits!	Principled Balanced
Respect yourself: listen to the language you use when you talk about yourself and your abilities. Self-denigration is as damaging as denigration from others! Being wrong is not a character flaw! If you knew everything already, you would not need to be in school, let alone in a program as difficult as the IB program. If you are only willing to speak up when you know you are right, you can never identify or correct the things you think you know but do not!	Open-Minded Caring Risk-Takers Balanced

Ethical Policy

Policies and Procedures	Related Learner Profile Trait(s)
<p>Be honest at all times. Do your own work. Malpractice will not be tolerated and will be penalized according to HCPS and IB policies, which you have to sign at the beginning of each year. Malpractice comes in many forms other than blatant copying or plagiarizing; for example, uploading a document with an appropriate title on a blank page to get credit for turning something in is dishonest. Missing a deadline then emailing the teacher that you had technological trouble is dishonest. Those assignments – as well as assignments, assessments, tests or projects that are accomplished with an unfair advantage or deception will earn a zero.</p>	<p>Principled Balanced Reflective</p>
<p>You must use legal copies of all texts that we study. I will provide the poems and essays which we will use under the Fair Use law. For full-length texts, you must purchase your own copy or arrange to get a copy from the library or some other legal way. Sometimes people upload illegal copies of works which are still in copyright to the Internet; you may not use those works. If you have difficulty obtaining your own copy of a work, just let me know. We can find a solution together.</p>	<p>Knowledgeable Principled Balanced Reflective</p>
<div style="display: flex; align-items: flex-start;">  <div style="margin-left: 20px;"> <ul style="list-style-type: none"> ● Reflect on what your behavior suggests to others about the kind of person you are. What character traits do you imply you have if you: procrastinate, miss a deadline, and then beg and plead for another chance? Deliberately defy some of these guidelines on the presumption that you won't be caught? Turn in work that was done in haste at the last possible minute? Lie to try to get out of consequences for your behavior? ● As a corollary, reflect on what character traits you imply you have if you: consistently turn your work in on time? Take proactive steps when you've made a mistake or run into a problem? Ask for help when you need it? Plan ahead and arrange for alternate deadlines when you have to deal with many demands at once? Participate willingly in class discussion, even when you aren't sure you know the answer? ● Reflect on any mistakes you made so you don't make them again. ● Reflect that a mistake is NOT a catastrophe or a fatal flaw. Everyone makes mistakes; people who make mistakes are still good people. </div> </div>	<p>Inquirers Thinkers Risk-takers Balanced Reflective</p>

Communication Policy

Policies and Procedures	Related Learner Profile Trait(s)
<p>Handle email communication responsibly. Generally speaking, I don't check email after 5:00 p.m. I know this seems early, but we are discouraged from putting our work email on our phones, and I cannot ensure that I will check my computer every evening. That's not to say that I never check email from home, but I do not do so routinely enough that you should count on an evening email being received prior to the start of school the next day. I'll do my best to keep up with emails though, and should respond within a day. If you are going to email me, please introduce yourself with a brief salutation (EX: Hi Mr. Young, it's Sean) and CLEARLY state the reason you're writing. Brevity is wonderful.</p>	<p>Knowledgeable Communicators Principled</p>

<p>You may not email me about grades AT ANY TIME! The reasons for this are as follows: 1) I can fix a problem with a grade once we figure out the issue - there is no emergency! 2) I have found that most people cannot control their tone appropriately when writing an e-mail about grades. 3) Most people who send email about grades do so because they are in someone else's class and they just discovered an error in the grades. NO ONE should be checking grades during any class unless that teacher specifically asks you to do so. Caveat: There will be a couple of times over the course of the year when I give you permission to e-mail me about grades because you will need to check grades before the end of the term and will not have a chance to see me again in person before the deadline by which I will accept work prior to the end of the quarter, but I will tell you when you can do so and for how long the window will be open. Otherwise, come and see me. I am DELIGHTED to correct any errors in your grade. Sincerely.</p>	<p>Knowledgeable Communicators Principled</p>
<div data-bbox="94 667 462 892" data-label="Image"> </div> <p>Participate in class regularly without being told to do so. You will be expected to participate in class through the asking and answering of questions, the offering of interesting ideas, and the honest appraisal of your feelings about certain things. One major reason for this is that half of your IB assessments for English are oral, and the balance of written/oral work in the curriculum reflects that. Another is that class discussion is an important time to try out new ideas, share your thoughts, and hone your critical thinking skills. We will be using Socratic circles throughout the year, and by utilizing daily class as a practice time you will ensure your success not only on the IB assessments, but also in the Socratic seminars.</p>	<p>Knowledgeable Communicators Principled</p>
<p>Again, if you are having life troubles, communicate with me as soon as you can. First, I may be able to assist you – or at least commiserate with you. Second, if you need some breathing room, we can work out a reasonable schedule for you to turn in work. I generally cannot do this less than 24 hours before a deadline, but if you have a dire emergency, talk to me anyway and we can work it out!</p>	<p>Inquirers Communicators Principled</p>
<p>Inappropriate communication will earn consequences. The inappropriate use of laptops for Gchat or IM or browsing or any other activity which is not required for the lesson which we are currently undertaking will result in your being forbidden to use your laptop during class. Inappropriate language will also garner disciplinary consequences.</p>	<p>Inquirers Communicators Principled</p>