

# Assignment / Grade Policy

Career I.C.T.

2018-2019

1. **Assignment Points** – Awarded based on assignment attempt, accuracy, actively working, and participation (effort).
2. **Assignment Format and Notes**
  - a M.L.A. header format
  - b Saved appropriately
  - c Notes - **Cornell Style**, includes reflective summary.
3. **Time Frame** – Typical **assignments** will take **1-2 class** periods to complete. **Projects** may take up to 2-weeks to complete. Assignment **due dates** listed in ABI, but also given **orally during class**, in **Haiku**, in **ABI**, and sent via **text (Remind 101)**.
4. **Lab /Participation Points** – Students will earn **points each grade period**, for attending class, paying *full attention, following instructions/directions, being prepared, working entire class period, displaying maximum effort, making effective use of time, working up to potential, demonstrating initiative and motivation, participating in class discussion, peer collaboration, and peer tutoring.*
5. **Peer Collaborators** – *The student becomes the lead learner. Students could earn 'points' by helping other students. Points are earned based on guiding and instructing students, that promotes critical thinking. It does not include – completing the assignment, giving answers, showing where the answer can be located, or socializing. Points given at teacher discretion.*
6. **Extra Credit** - OPTION **NOT** available, but ' **Lab/Participation**' and ' **Peer Collaboration**' includes '**FREE POINTS**'.
7. **Grades / Scores** – Assignment scores will based on #4, 5. If a student has a question about *grades/scores, concern will be address during class, NOT via email, and after the assignment has been returned.* The school's '**uniform grade scale**' will apply. **FINAL grade is non-negotiable!**
8. **Assignment Access / Submission** - Assignments can be retrieved/submitted **24/7** via Haiku or shared via Office 365. **Class attendance is not required** for assignment access/submission. Assignment submission options - **Email, Haiku, Office 365/Share, Hard Copy, online account.**
9. **Refusal to Complete** - If a student is present during class and refuses to work / participate assignment **may NOT be accepted** at a later date. Assignment will reflect a '**RED**' mark in ABI.
10. **Discussion Board** – Students must '**post**' and a '**reply**' to a minimum of two students. Board will be open 24/7 during submission window. Board will close 7-days from due date.
11. **Warm-up** – Points awarded during class period only. Students called out of class will be encouraged to complete assignment, before leaving. **Warm Ups are a ONE day only assignments.** If absent, point cannot be made up.
12. **Homework** – Typing from home a minimum **two days per week for 15-30 minutes.** Assignments can be completed and submitted from home. Student responsibility to make sure assignment was properly submitted. **Coding** assignment and grading will take place vial student account.
13. **Late Policy** – Assignments submitted after the **due date.** Score will **drop one letter grade each day late**, until point have been depleted. Please review syllabus for more information. Assignment not accepted after 7-days.
14. **Expired Policy** – Assignments not submitted *within 'late policy' and 'time frame' period.* Assignments **cannot be made up** and will reflect a '**red**' mark in ABI (Aeries).

**Period OCI / Truancy** – Students **suspended or truant** can submit missed assignment. Late/Make-Up policy will apply. Extra time not extended. All assignments accepted at **teacher's discretions.**

**Office Hours** – Students can get extra help or make up work during Office Hours, class, home, school's library.

### **Parent Grade Inquiry Instructions:**

- Grades updated throughout the week. **Monday** is the **worst day** to check grades, **Wed-Fri** best days. If questions, please follow the procedures **listed below – Why does my child have that grade**, before making contact.
  - **Parent Emails:**
    1. **Please be patient** as parent emails are answered in the order of receipt and as time permits.
    2. Please send inquiries to [drice@murrieta.k12.ca.us](mailto:drice@murrieta.k12.ca.us)
    3. Response could take up to **1-2 days**.
    4. Email Subject Box - Please include student - **First Name, Last Name, and Period**.
    5. **For a quicker response, encourage the student to confer with me** during class. After the conference I will locate your email and reply within 24-hours.
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### **'Why do I' or 'Why does my child' have that grade?**

**Please follow the steps below, before inquiry**

6. Check ABI, towards the **end of the week**. ABI updated daily.
7. Parent / Guardian, **Do not accept - 'I turned in my assignment' response**. Student should provide **digital** record.
8. **Absent Students** – Check '**Haiku's Discussion Board / Calendar**', or **Inbox** for assignment / instructions.
9. **Email / Share** – Log into Work Email, check '**sent**' or '**shared**' folder. Produce the digital record.
10. **Email / Share - Verify teacher email address** – [drice@murrieta.k12.ca.us](mailto:drice@murrieta.k12.ca.us)
11. **Late Assignment submission** - Not a grading priority. Grading as time permits.
12. **Teacher Reply** - Check for **teacher reply** via email, Haiku Inbox, Haikus assignment message, announcements, text.
13. **Office 365** – Check **assignment document** for teacher comments.
14. **Haiku submission** – Did you submit. Is there a number '**1**' under '**Handed In**'?
15. **Hard Copy submission** – Produce the document.
16. **Discussion Board** – Did you '**post**' and '**reply**'.
17. **Parent/Student Email** – Please reply and/or comment to email.
18. **If all the above steps failed, please speak to me during class.**