



Mrs. Tonnemacher | C304 | tonnemacher.victoria@cusd80.com |
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Course Syllabus: English 9 Distance Learning

A Welcome Note

As we begin an unprecedented year in uncertain times, I want to welcome you to English 9 via distance learning. This syllabus is designed for the use during distance learning and is subject to change, especially as we move to in-person learning. I will do my best to be as flexible as possible while still maintaining rigor and high expectations for learning in these difficult times. Please contact me by email if you have any questions or concerns. I appreciate your support and understanding as we all navigate through new waters and experience many new challenges.

Office Hours

Available by phone, email, and Google Meet
Monday-Friday between 2:15-3:00pm

Grading

Grades are based on a cumulative point total. This grading criterion allows the point value of each assignment to reflect the weight of the assignment. Most point values will be as follows: assignments/class work, 10-30 points; formative assessments, 10-30 points; Summative assessments 50-100 points.

Grades are posted weekly to Infinite Campus. Please email me if anything looks questionable. The Google Classroom grade book is for feedback only. Official grades will be posted through Infinite Campus. Please check your grades regularly.

Although we are not in class physically, the virtual classroom is still a place of high expectations and rigor. It is expected that students complete their work with effort and quality, as well as attend virtual class sessions; failure to complete assignments assigned during distance learning will negatively impact the student's grade.

Grading Scale by %

90-100	A	80-89	B	70-79	C	60-69	D	Below 60	F
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Assignments/ Late Work/Absences

Class work/assignments will be assigned on a daily basis via Google Classroom following block scheduling. If work is turned in late within 3 class days of the scheduled due date there will be a 50% penalty. Late work after three days will be given Zero credit and feedback only.

Any student who has an excused absence and is unable to participate virtually is responsible for contacting the teacher and completing make-up work upon return to class virtually. The student will receive the number of days for the excused absence to complete and turn in the work for credit.

I recognize these are unprecedented times and I will give as much flexibility as possible, while still maintaining the rigor and expectations of this course. Please communicate your situation early and often so that I can make the best decisions for your educational needs.

Digital Resources

- Internet Access
- Personal electronic device (laptop, desktop, smart phone)
- School provided GSE account: gives access to GSuite Apps and Google Classroom
(S+ID#@gse.cusd80.com)
- School provided Microsoft Outlook account: (S+ID#@cusd80.com)

If you have any difficulty procuring these materials, please let me know so that I can provide you with the resources you need.

Technology Requirements

- **Google Classroom** is a necessary tool for online and in-person learning. We will be utilizing this Learning Management System regularly, especially during distance learning. It is essential that you understand this platform and its capabilities, in addition to the GSuite applications utilized through Google Classroom (Docs, Forms, Sheets, Slides, Gmail, etc.) Log in information will be provided to you at the start of the school year. Please keep your log-in information in a readily accessible, yet secure, location. If you need help with understanding the functionality of the platform, please visit the [HELP DESK](#) here.
- **Gmail** is used for communication through Google Classroom. THIS IS YOUR @GSE.CUSD80.COM EMAIL. Students have access to a school gmail account (S+ID#@gse.cusd80.com). Please check this email frequently for important information. This is how you should be communicating with your teacher and classmates.
- Turnitin.com is an integral program at Perry High School. This website allows teachers to review the written assignment submitted and determine the authenticity of the students' papers. In many cases, this submission is the only proof of a completed assignment, as the teacher scores the paper from the website. The late work policy listed above applies to any paperless submissions. If an assignment requires submission to turnitin.com, the late work policy will apply for all students, which allows a 24 hour grace period given with a 10% reduction in the final grade. Please note, however, that any papers not submitted by the extension period will receive a zero.

In some cases, assignments assigned through Google Classroom will be submitted to turnitin.com. Students should pay particular attention to the location of submission listed on the assignment.

You will need this information when creating your account. There is a video showing you exactly how to do that, but you will need both your Class ID and the enrollment number below.

Class Hour	Class ID#	Enrollment Password
2nd	25657612	pumas

Synchronous Learning/ Google Meet

There will be opportunities for live lessons (synchronous learning) daily via Google Meet in Google Classroom. Students should log on to Google Classroom at the start of the assigned class hour and find the link to the Google Meet. It is expected that students do their best to be present during live instruction. Recorded lessons will be available for students who are unable to attend the live lessons during the assigned class hour.

Rules and Expectations for Google Meet:

1. **Privacy:** do NOT save, record, screenshot, photo, share, or post ANYTHING from our meeting. Do not invite anyone else or change the name.
2. **Audio/Video:** please MUTE your mic and TURN OFF your camera unless told to do otherwise. If you have questions, you may ask them in the chat feature, as long as they pertain to our lesson. If you have a private question, please email me. If you will be on camera for any reason, please adhere to school dress code guidelines.
3. **Citizenship:** follow all rules and expectations you would normally follow in school. This includes respect for others and following dress code if asked to be on screen. Inappropriate behavior, either visually or in messaging, will not be tolerated and will result in disciplinary action, including administrative referral.
4. **Chat feature:** only use the chat feature to ask a lesson-pertinent question or when directed to do so. This is NOT the place to say hello to your friends or to post inappropriate comments.
5. **Participate:** turn off other distractions (music, Netflix, etc.) Pay attention. Stay focused. Participate!

Any misconduct or inappropriate behavior will result in a disciplinary referral.

Attendance

Per district guidelines, "Attendance is based on engagement, rather than minutes." A student who is not present for live instruction, but completes the assignments assigned during daily instruction will be marked "present." A student who attends live lessons, but does not complete the daily assignments, will also be marked "present" for attendance purposes only. Students have 24-48 hours (until the next class meeting) to complete daily assignments. If a student does not attend live meetings AND does not complete the daily assignment, they will be marked "absent." Please allow for 48 hours for attendance to be taken. This process is new for all of us and we appreciate your patience as we navigate the new procedures.

Promptness is a quality that is absolutely necessary for success in school and at work. Students are expected to be online at the start of class and remain an active participant for the allotted lesson/class hour when possible. It is expected that students attend and participate in live instruction during their specified class hour or complete assignments daily. If there is any difficulty with attending class at the specified time or completing assignments in the allotted time frame, please contact me ahead of time.

ACADEMIC MISCONDUCT/ PLAGIARISM POLICY

Cheating is any form of dishonesty in an academic exercise. It includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the school or a member of the faculty or staff; and (d) fabrication of data, facts, or information.

Plagiarism is a form of cheating in which a student falsely represents another person's work as his or her own – it includes, but is not limited to: (a) the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; (b) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (c) information gathered from the internet and not properly identified.

Self-Plagiarism occurs when an author reuses her/his own previously written work or data in a 'new' written product without letting the reader/instructor know that this material has appeared elsewhere. This includes reusing any portion of an assignment previously written and/or submitted to an instructor for a grade and/or an assessment. Self-plagiarism is a form of cheating and is academically dishonest.

Digital or Online Media Any student caught cheating, including digitally or via social media, (giving or receiving answers/work) will receive a zero on the assignment. These infractions are taken **VERY** seriously and will not be tolerated. **This includes texting someone answers and other forms of digital sharing.** In accordance with the Perry Student Handbook:

"Copying the work of another person and submitting it as your own, obtaining unauthorized or undocumented material from the Internet or other sources, or securing teacher materials or work in a dishonest or unauthorized way are all considered cheating. Allowing another student to copy your work is considered cheating."

Using unapproved internet sources during online quizzes, assignments, and assessments are also strictly prohibited.

Any act of cheating, plagiarism, or self-plagiarism, intentional or unintentional, or acts of academic misconduct will result in a penalty determined by the instructor, based on the estimation of the severity of the infraction.

Penalties may include rewriting an assignment, receiving no credit for an assignment, and/or failing the course.

Source: taken in part from 2.3.11 MCCCCD Policies | "Academic Misconduct"

First Offense: A zero on the assignment and contact home.

Second Offense: A zero the assignment, contact home, and a referral to Administration.

Third Offense: The student will be dropped from the class with an "F".

In order to receive credit for your first assignment you must copy and paste the following statement into an email to your teacher, **using your GSE**, and including your parent/guardian on the email.

"I have read and understand all of the expectations, guidelines, and policies listed in the syllabus."

Subject line: Period # Name - Syllabus Acknowledgement

Here is an example of what it should look like:

