



## Supplies

I need you to bring your charged Chromebook daily and a pen or pencil as a backup (I'll provide paper if needed). There may be small exceptions, but I am going paperless this semester. If you forget your Chromebook or it is not charged, bring loose leaf paper and a pen/pencil with you so that you can draft your work and transfer it on the Chromebook later.

## Schoology Updates Section

On Schoology, I will utilize the Updates section of my course to post a daily agenda for everyone. Each daily update will have details on the day's agenda and links to anything you might need. Whether you are learning in-person or from home, have a tab open with the day's post as class begins (and/or view it on my board). Each daily post will have directions on what to do for the class period, links/directions to find classwork, and more. Should there be issues with Schoology, I will do my best to e-mail a copy of the daily post as soon as I can. Please check your e-mail for any updates from me during your class period should there be any issues.

## In-Person Class Expectations

### Chromebooks

Have your Chromebook charged and ready. When the bell rings, make sure to shut it completely and be ready to start class. If you ask to go to your locker to get your Chromebook, especially if it is habitual, I will likely have you start your work by hand as a natural consequence of not having what you need. Likewise if you bring a dead Chromebook—remember to charge it each night before coming to school. Lastly, when you are on your Chromebook in my class, I expect you to work on class-related tasks and not on games or things unrelated to my class. If you abuse your work time, I may give a warning, but it can easily turn into you doing work by hand for a set amount of time.

### Tardiness

Class begins when the bell rings. **Be in your seat by that point—if it becomes an issue, I can and will mark you tardy.** Students are allowed three “freebie” tardies in the semester before serving a detention for them. Each subsequent tardy will result in a detention with the front office.

### Hall Passes

As upperclassmen, I trust in your abilities to be able to ask for and use the hall pass clipboard responsibly and as needed in my class. Upon getting my approval, fill out the log completely. Please be mindful and try to only ask to use the pass during a work time if needed and remember that I will only send one person out at a time. If you consistently ask for a hall pass in my class, you're gone for more than a few minutes at a time consistently, or this is abused in another way, I will restrict your hall/bathroom usage in this class.

### Mask-Wearing

Wear your mask properly at all times, meaning that it fully covers your nose and mouth and you are wearing it throughout the period, other classes and in the halls. If you abuse any of these things or are blatantly being unsafe, I will give you a verbal warning. If you abuse these rules again, I will send you to the office and write up a referral. On the third time, you will be sent out of class and will be virtual-only for the rest of the quarter. This is a school-wide expectation.



### Tissue & Water Bottle Usage

Due to COVID-19 and keeping a socially distant classroom, when you need a tissue, please quickly blow your nose in the doorway facing the hall and then return to your seat. No need to ask, but just be respectful. If you need a sip of water, you may lower your mask to do that, but then make sure to put it on again properly as soon as possible.

### Food/Drink Policy & Cell Phones

There will be no food/drink allowed except for water bottles, per school policy. Cell phones are not permitted in my class. I will confiscate any cell phone that I see or hear during class.

## Distance Learning Expectations (Virtual-Only/If Quarantined)

### Attendance

For reference, **synchronous** means that we'll be learning together at the same time during normally scheduled class time, and **asynchronous** means that you can choose the time that best works for you to learn for my class that day so long as tasks are completed on-time. **Each daily Schoology post under the Updates section will make it clear each day whether the day is synchronous or asynchronous.** You can also see upcoming synchronous days under the Weekly Agenda section on my posts.

**On days that are clearly marked as synchronous learning days,** I expect you to show up to the Google Meet video call during your **normally scheduled class time.** (For example, if you have English first hour, I need you to be logged in and ready to go no later than 7:20 AM). **If you are tardy, leave a message for me in the chat so I am aware that you entered into the Meet late.** I will still mark you tardy, but if you don't do this, you risk being truant in class if I don't know to look for you. If for some reason the Google Meet crashes or you leave, I expect you to join back in ASAP by following your class link (posted on Schoology) and joining back into the Meet.

If you do not show up on a synchronous learning day and/or do not leave a message in the chat if you were late and/or have no excused absence marked, I will mark you **truant** for the period. **If you are experiencing legitimate internet issues (in the case of a tardy or truancy issue),** please take photos with your phone to help show this to me, and send me an e-mail explaining the situation. I will make the fairest decision on your attendance that I can on a case-by-case basis. Remember, good communication is essential, especially in these situations.

### Video Call Expectations

All handbook rules apply, including dress code (for those with their cameras on). Use your camera responsibly and according to school policy. Students may choose to turn their cameras off. Mute your audio prior to joining the stream/Google Meet. Be respectful of your teachers and classmates when using the stream/Google Meet features. Ask and answer questions during the lesson via the chat and/or unmuting your mic, but don't interrupt others.

### Classwork/Deadlines

If there is a legitimate tech issue as to why you are not able to submit your work by the communicated deadline, I expect you to reach out to me via e-mail ASAP with specific details. In most cases, I will ask you to share your Google Doc with me (with editing permission on so I can see the timestamp and the "notify" box checked) and expect that your work was at least done on-time. Once again, good communication is key, and I will handle any issues on a case-by-case basis.

**Final Note:** Contact tech support for technology-related issues. With the exception of teacher error—forgot to turn audio on/share screen, etc.—all technology questions need to be addressed through the technology department.

### Grades

Grades are earned, not given. Both students and parents are encouraged to use the online grading book Skyward to check for weekly grade updates as well as messages from me regarding assignments. Although the internet allows 24-hour access to grade updates, please be patient—longer assignments take at least a week to evaluate. Also, keep in mind that while other platforms might reflect some of the grades you've earned, I will use the Skyward grade book to reflect your most up-to-date and accurate grades throughout the semester. If you think something was entered in error, please kindly e-mail me stating the specific issue or question you have so we can get to the bottom of it.

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<b>Quarter One 45% Semester</b>	<b>Quarter Two 45% of Semester</b>	<b>Final Exam 10% of Semester</b>
<b>Summative:</b> Major writing/essays, quizzes, tests, projects 65%	<b>Summative:</b> Major writing/essays, quizzes, tests, projects 65%	<b>Cumulative Final</b> 10% (Second-semester seniors <b>MUST</b> take the final).
<b>Formative:</b> In/out-of-class work/activities, smaller writings 35%	<b>Formative:</b> In/out-of-class work/activities, smaller writings 35%	After all grades are entered (including final or exemption), if your semester grade falls within a tenth of a percent to the next percentage, I will round up. (Ex: 83.9% → 84.0%)

**Tests/Quizzes:** I will be running these assessments through Schoology this year. Test/quiz items will ask for subjective responses, and I expect you to complete them with honesty and follow all directions given.

**Exam Exemption:** As long as the school allows for exemption slips again this semester, you'll be able to exempt my final if you have a 90% or better between both quarters after all grades are entered (I will also need your physical exemption slip). Additionally, students looking to exempt are allowed no more than 5 total absences for the semester from class (excused or unexcused—could be subject to change in Spring '21). **Note: Second-semester seniors MUST take the final—no exceptions.**

### **Late Work Policy/Absences**

Before getting into specifics, please know you can always talk to me if something is happening in your life and you're really struggling. If there is an emergency or special circumstance, please talk to me. While I treat everything on a case-by-case basis, I am as fair as I can be, especially if you communicate with me in a timely manner.

**Formative Assignments:** All assignments are due by the communicated time and date, which I will verbalize and write in the Schoology update post. Late class work/homework will be accepted only one day past the due date and will receive a 10% deduction. Please be aware of this policy to avoid any problems. If you are running into issues with Schoology or Turnitin, either e-mail me the issue you're having with pictures to reflect the situation and/or e-mail me the assignment as a last resort. Make sure to communicate with me as soon as possible if this happens, or else it might be too late. ALWAYS keep your work on a Google Doc so that it is easy for me to see time stamps and help your case if needed.

**Summative Assignments:** Major projects and papers are always due on the day they are assigned regardless of whether you are in class or not; this is not to punish you, but this is to keep due dates consistent. If you are absent, it is your responsibility to submit the work through e-mail. As for papers, it's always in your best interest to keep a finished copy of your work that is done on-time, and share it with me if you need to (with editing permission on). If there is truly an issue, talk to me sooner than later—if you wait too long, I will not be able to do much to help you. If you do not get it to me or contact me and work something out, it will be considered late.

If you hand in any summative assignment past the set deadline (this includes quizzes and tests if you were present/unexcused absent), the first day late will be a 30% deduction, the second day late will be a 60% deduction, and anything past that, it will be a zero. You will be not be able to hand it in past 11:59 PM of the second day late. No exceptions.

**Absences:** If you have an excused absence, you have the number of days you were out plus one day to make up an assignment (Ex: If you were out on a Monday and are back on Tuesday, your work is due Thursday.) This includes all tests and quizzes as well, but NOT major papers or projects that have a set due date (as mentioned above). It is your responsibility to communicate with Mrs. Von Haden to find out what you missed and make arrangements to make up the work. If you are out for an extended period of time with an excused absence, I still need you to have an open line of communication with me so that we can create a plan for you if need be.

If you are truant or have an unexcused absence, it is up to my discretion as to whether or not I will accept smaller assignments, but more than likely, you will receive a zero on the day's activities, homework, quizzes/tests, and papers/projects that might be due or occurring that day in class.

**Oops Pass:** Sometimes, life happens. Students will be given one “oops” pass in the semester. An oops pass grants you one extra week from the original due date to complete an essay, no questions asked. Simply turn in the “oops” pass in lieu of the paper. Extra credit will be given on the final to those who do not use their oops passes and hand them in at the end instead. I will be tracking when you use these, so please do not try to use someone else’s pass as a second pass for you.

**The Bottom Line:** If you turn in nothing, you will receive nothing. Remember, partial credit on an assignment is far better than receiving a zero!

## Turnitin.com

Most work, including but not limited to shorter writings and summative essays, will be processed using Turnitin.com and/or the Turnitin extension through Schoology. This is to help discern that all work being turned in is original. Summative essays must be uploaded by 11:59 PM of the due date. Uploading after the designated time may result in a late essay especially if there is no communication in advance.

## Plagiarism

Plagiarism is the act of copying someone else’s words, thoughts, ideas and using them as if they were your own (this includes copying a friend’s work). This is extremely unacceptable and will not be tolerated. I follow the GHS handbook rules on Minor and Major Academic Dishonesty consequences. Avoid plagiarism by doing your own work, using MLA citations to cite ideas coming from another source, and having a full MLA works cited of sources reference. **In support of Academic Integrity at Germantown, Turnitin will be used to review the papers that you submit in this class.**

## Communication/Extra Help

When you find yourself needing some extra help or have a question, you may do one of many things:

- E-mail me & share Google docs (with editing permission on) to: [svonhaden@gsdwi.org](mailto:svonhaden@gsdwi.org)
- Look at the Updates section for daily direction posts on the Schoology class as well as the general resources folder under Class Materials
- Visit the class website, which serves as a backup space for file hosting if needed: <http://vonhaden.weebly.com/>

## E-mail Etiquette

Sending an email to a teacher is like turning in an assignment; it reflects who you are as a student. **Take a look at this example below that uses a descriptive subject line, states the class period, and concisely states an issue/question:**

To: STEPHANIE VON HADEN

Subject: Research Paper

I am in your 5th period Comp. for College class, and I wanted to ask about switching my research paper topic to something different. Would it be okay to write on the topic of pollution? Please let me know what you think.

Thank you,  
Jane Doe

## Paper Headings

All essays should have the following in the top-left corner:

John Smith (First Name, Last Name)

Instructor’s Name (Mrs. Von Haden)

Course Name (Comp. for College)

Day Month Year (Due Date)

## Final Note

I am very excited to work with all of you this semester, and please don’t hesitate to reach out to me when you need something! Being your own advocate is a powerful thing, and it will get you far, not just in my class, but also as you progress towards adulthood. Communication is a two-way street! ☺