



ENGLISH 10C VIRTUAL

THIS IS DISTANCE LEARNING.

THE GUIDELINES 2.0

Welcome to English class! I know that this year is going to undoubtedly be different. Nevertheless, we got this. Every teacher is going to have their own way of implementing the virtual learning option. So, I wanted to lay down the guidelines for my class from the get-go to try and establish some sense of normalcy. Let's commence young scholars.

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PERTINENT INFORMATION

COURSE: ENGLISH 10

INSTRUCTOR: MS. FOUGEROUSSE

EMAIL: [KFOUGEROUSSE@FLATROCK.K12.IN.US](mailto:kfougerousse@flatrock.k12.in.us)

OFFICE HOURS: BY APPOINTMENT

ALWAYS CHECK (1) YOUR EMAIL, (2) CANVAS, AND (3)

THE DAILY AGENDAS PPT. FOR CLASSWORK.

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VIRTUAL CLASSROOM RULES

BE PRESENT. Be ready for Zoom or Microsoft Team class when we start the lesson. Make sure that you are actively participating in discussions and assignments on Canvas. Check and RESPOND to your emails regularly. Extenuating circumstances? Talk to me so that I understand the situation, then I will make a judgment call. See the guidelines for class attendance and the handbook for unexcused absences procedures.

BE PREPARED. Make sure that you have all the resources that you need. You can use a binder or you can create Google folders on your student Drive. Make sure that you have the texts needed for the course. Make sure you have a college-lined notebook and a writing utensil. Make sure that you create accounts for the digital resources. Rationale: To do the activities in class, you need to have the necessary materials.

STAY ORGANIZED. Organize your binders or your Google folders into six tabs/sub-folders. Rationale: This class is designed to give you a foundational understanding of literature, modalities of the English language, and foundational composition skills. My goal is to prepare you for future academic pursuits. Your assignments, if kept properly, will be a valuable resource to you later. Tabs need to include: Journals, Literary & Poetic Analysis, Research, Argumentation, Personal Narrative, and Vocabulary.

DO YOUR BEST. Do your best, and I will recognize your effort. This entails doing your assignments. Your best entails your best work- not someone else's best work. Rationale: I want to see your work, your thoughts, your ideas, and your level of understanding. It is okay to build from published works and from ideas that have been established in the past. Let different sources inspire your work. However, you must put your own spin on it, and give credit where credit is due. You cannot be creative without being a little divergent. In congruence with Academic Integrity Policy, there will be no tolerance for plagiarism (in any quantity). See the handbook for expectations and discipline procedures regarding the academic integrity policy.

BE RESPECTFUL. This has come to be a cliché, but it is a necessary component in an effective learning environment. Code switching is a thing. You need to know when it is appropriate to speak and in what ways. You need to know when it is appropriate to listen. I will not tolerance disrespect. However, there are different levels of disrespect and discipline procedures will vary according to the level of disrespect conveyed. Inappropriate language is disrespectful. I have a zero-tolerance policy for any type of bullying. See the anti-bullying policy for discipline procedures.

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ATTENDANCE POLICY

You will be expected to complete a daily check-in assignment. These will vary as the year goes on. They need to be completed by the end of the school day (so no later than 3PM). If you do not submit the daily check-in on time, you will receive an unexcused absence. Sometimes I will expect you to attend a video conference. These will also be part of your attendance. Failure to join in on these will result in an unexcused absence for my class. Some assessments will take place via video conferencing. Please keep in mind that all video conferences will be recorded and documented.

VIRTUAL ASSESSMENT INFO.

You will be assessed regarding the same standards and same skills as students that opted for in-person instruction. However, with that being said, the format of your assessments will be different in an attempt to mitigate cheating. Some assessments will be via video conferencing. Since you are a virtual student, you should always have the school day (8AM-3PM) available to meet via live streaming unless you have other class conflicts.

MAKE-UP WORK POLICY

Make-up work is classified as work that you missed due to an excused absence. If you are sick or you know that you will be absent for an excused reason, please send me an email. Reference Canvas or my teacher website for make-up work. You will receive one day per excused day to submit make-up work. If you do not turn in the assignments in that timeframe, you will receive a zero in the grade book for those assignments. I understand that life happens. Nevertheless, it is your responsibility to request make-up work and an explanation of the assignment. If there is a valid reason for an extension, you must speak with me BEFORE the assignment is due. I reserve the right to decide whether or not the extension is permissible. For example, if the due date is on the calendar or announced well in advance (like the vocabulary work), you may still be held accountable for meeting that deadline. Communication is essential via virtual learning.

LATE WORK POLICY

Late-work is classified as work that you did not submit on time. If you do not submit assignments on time or you have an unexcused absence that hindered your submission of late work, you will receive a zero on the assignment. If you would like to receive credit for your work, you must submit all assignments on time. If you have questions about when something is due, send me an email well in advance.

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TURNING IN ASSIGNMENTS

All assignments will be due by 3PM on the assigned submission day. If you do not submit by 3PM, you will not receive credit for the assignment. If you are submitting, presenting, or being assessed via video conference, you will be expected to turn that in during the scheduled conference time. You **MUST** follow directions when it comes to the guidelines for submission. If I ask you to write a journal entry by hand, take a picture of it, and submit it electronically, but instead you just type it up and send it, I will not give you credit since you did not follow the directions. Be proactive. If you wait until the last minute and have technological difficulties, that will be on you. You have to plan ahead to meet those deadlines.

DAILY AGENDAS & OVERVIEWS

The Daily Agenda PPT. should become your best friend in guiding you through the uploads on Canvas. It will be posted on Canvas and updated weekly or daily. If you ever have questions, email me!

ABOUT CHEATING & ACADEMIC DISHONESTY

You should not cheat. End of story. It's definitely easier to do in an online course. Nevertheless, you shouldn't cheat. However, if you do cheat, I'm not going to give you credit for any part of the assignment. Administration will handle repeat offenses. Some examples of 'cheating' include: plagiarizing an essay, copying someone else's work, having the same answers (word-for-word or super close) as someone else in the course (to clarify- on assignments that are capable of heterogenous answers), using work that you used for a previous class, using outside resources that are not permitted while taking an assessment, etc.

JOURNALS. YEP. WE STILL WRITIN'

You need to make sure that you have a college-ruled notebook for this class. There will be times that I will ask you to write journals by hand and submit a picture of your writing. You need to make sure the picture is clear and good quality so that I can read it. I'm not going to play the game. If you submit something that I cannot read, you will not receive credit for it. Each week, on most Tuesdays and Thursdays, you will receive a journal prompt at the start of class. The quality and the length of your compositions will contribute to your scores. If you write something that I am legally obligated to report, I will report it. Please keep that in mind.

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VOCABULARY & THE LIKE

Each week, on most Mondays and Wednesdays, we will work on building vocabulary. The selected terms will prepare you for the SAT (Scholastic Aptitude Test). I will provide units every other week. The vocabulary assessments will be bi-weekly. As you study, pay close attention to the etymological history within words (a.k.a. Greek and Latin roots, suffixes, and prefixes). Reference my teacher website for more resources. The collection of vocabulary squares is one of those components that will not change for the make-up work policy. The only thing that excuses you from taking the exam or turning in the squares on the pre-announced due date is not physically being present the day of the exam due to an excused absence. The only other excused situation is an extended, excused absence over a week in length or more. Plan ahead and get those vocabulary squares knocked out early on to mitigate potential issues.

COLLECTING PHYSICAL NOVELS

You have two options when it comes to the required reading for this class. If I have an electronic copy, I will upload it to Canvas. However, if I don't have an electronic copy, you will need to either: (1) pick up physical copies of the novel from the school and sign the rental agreement sheet or (2) purchase your own copies of the text. The choice is completely yours- as long as you have access to the texts that we are reading.

EMAIL CULTURE & SUCH JAZZ

You **HAVE** to check your email every school day. This will be my primary mode of communication. When I can, we will have video conferences. You will need to make sure that you are monitoring your email and responding accordingly. You need to make sure that you are respectful in your emails too. Just for the record. If you email me, please give me 30 hours to respond. If you email me after 3PM, please do not expect a response after 3PM each day. My office hours are by appointment. You must reach out to me.

And that's a wrap.