

Honors English 3 Procedures

Daily Routine

Being on Time

During virtual instruction, you should be signed into the class Google Meet or other platform by the time class starts. Similarly, during in-person instruction, you should be in the classroom when the bell rings, hand on the door handle doesn't count as on time.

Cell Phone Use

Avoid using your phone for non-school related purposes during class Google Meets.

Google Meet

Make sure that your camera is on. Mute your mic unless you are talking. During lecture/notes, you can type questions in the chat and I will answer them or you can use the wave feature and I can call on you. If someone else is talking, just wait until they are done and then you can talk.

Asking a Question

During a lecture or class activity, raise your hand (literally for in-person instruction or virtually through Google Meet) and wait to be called on by the teacher. During class discussion, wait until a peer has finished talking and then pose your question – eventually our circle discussions will feel and function more like a conversation versus a stilted class interaction where you wait to be called on.

Pre-session/Virtual Hours

We will use the Google Meet link at the top of our Google Classroom page for class meetings and virtual office hours. If you want to conference on your writing, ask questions about homework assignments, or get just extra help on anything from class, please schedule a meeting with me during conference hours – we will have a working document in Google Classroom. For the first week of school, I will be available for scheduled meetings for the morning (7:15-8:45) session.

Assignments

Plagiarism

You will submit ALL papers and major assignments through Turnitin.com. Papers submitted with more than a 30% similarity index will receive a zero. Incidental plagiarism will result in the loss of a letter grade for each example present in your assignment. If the similarity index reveals that one student's text is identical to another student's text, both students will receive a zero. Students MUST use parenthetical citation for all paraphrased and quoted text found in every assignment.

Turning in Homework

Every day you should make sure that you have your homework out in front of you at the start of class – I may ask you to submit it electronically or complete in person checks (when we return to school). Late homework will not be accepted (vocabulary, study guide checks, etc.). If you are absent the day a Turnitin assignment is due, you still need to submit the Turnitin assignment by the assigned time. If you are absent the day an in-person instruction homework assignment or project is due, it is your responsibility to submit the assignment to me the day that you return. Late homework earns 0 points. Late projects lose a letter grade for each day late, unless otherwise specified.

Additional Routines

When a Student is Absent

You may check your missed work by looking online at Google Classroom or Roncoroni.org, where homework assignments will be posted on a weekly basis. Major assignments will also be posted online in the genesis grade book. Sometimes I will send out classroom texts through the Remind App, to remind you of upcoming assignments or assessments. And, you can contact me through email or Remind if you have any questions. When possible, work ahead in class or ask about assignments in advance.

Restroom Breaks

During our virtual class, you should use the bathroom before or after class – you have a 15 minute break period between classes and you should use that time wisely. If it is an emergency, use the bathroom and return to your screen asap. If it turns into a problem, I'll talk to you.

Working in Learning Groups

Teacher-chosen groups, unless otherwise specified, are reminded of the procedures for group work. If there is someone that you have had an issue with in the past, please let me know after class today so that I can make a note of it and prevent putting you in a group with that person.

1. Maintain a positive attitude – don't complain about your group members or assignment.
2. You are responsible for your own work.
3. You ask a group member for help if you have a question.
4. You must help if you are asked for help.
5. You may ask for help from the teacher after the entire group agrees on a question.

Conferencing

Throughout the year you will write papers. At times you will have the opportunity to conference on your writing during class. To make conferencing more effective for you, follow the rules below.

1. On conferencing days, 10 students can sign up per class period, and I will try to get through as many conference sessions as possible. It is not uncommon to only get through about 5 conferences a period.
2. When you sign up to conference, you need specific questions/topics prepared. For instance, you may want me to check that your topic sentences for your first two body paragraphs directly relate to your thesis. You may want me to check the clarity and conciseness of your thesis. You may want me to check that your analysis derives from your source evidence and isn't surface level. If you ask me to check a general paragraph or any other question that isn't specific/clear, I will ask you to go back to your seat, clarify your question, and wait for your turn again.
3. If you aren't correctly prepared for your class conference, then you will be asked to return to your seat. Once I have finished all other conferences, you will have another chance to conference, time permitting.
4. Each conference session is limited to 1 paragraph worth of writing, no more than half a page long.
5. If you need more time conferencing, please sign up for 1 of the 6 spots available during pre-session. Again, I will do my best to get through all 3 conferences, but it is not a guarantee that I will have time for all 3 conference spots. And, the same rules apply for conferencing during pre-session as in class, so come prepared with specific questions on short passages.

Honors English 3 Grading

Late Work Policy:

- Homework is not accepted late – it must be submitted at the start of class when it is assigned or by the Turnitin submission time.
- You may hand in projects late, but you will lose one letter grade each day the work is late – submit assignments through Turnitin or share through Google Docs over the weekend to lose fewer late points over a weekend.

Absenteeism Policy:

If you are absent the day a Turnitin assignment is due, you still need to submit the Turnitin assignment by the assigned time. If you are absent the day a homework assignment or project is due, it is your responsibility to submit the assignment to me the day that you return. If you are absent the day I assign a task, you have 5 virtual office hour sessions to complete it.

Formal Writing and Turnitin Similarity Index:

Submissions with more than a 30% similarity index will result in one of the following outcomes, depending on the assignment and the nature of the similarity:

- One letter grade reduction
- Zero
- Disciplinary action

Homework and Turnitin Similarity Index:

The similarity index for homework assignments does not factor into your assignment score; however, if portions of submissions, outside of a properly cited text, are marked similar to an electronic or print resource or another student's work, you will get no points for the assignment. I will conference with students and possibly contact guardians.

Setup the following platforms now, using the information below:

Technology Platform	Period 1 Login Info	Period 2 Login Info
Google Classroom	Code: vbvcojw	Code: rptpvcw
Remind	Text: @ronc1 To: 81010	Text: @ronc4 To: 81010
Turnitin	Class ID: 26263524 Enrollment Key: ronc1	Class ID: 26263735 Enrollment Key: ronc4