



Saint Basil Academy  
English Department  
**English III**  
Mrs. Emily Kleinle  
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**Expectations:**

- 1) Demonstrate respect - for yourself, others, your school community, and world. **This expectation applies to in class/online discussion, responses to literature and assignment choices.** Some of the literature we will read will deal with material you or others may find sensitive. We will work together as a class to understand and support one another. Additionally, some of the material may occasionally contain crude language or situations. We will come to class prepared to handle discussions maturely and responsibly.
  - 2) Come to class prepared (**charged electronics**) with necessary materials. You will be expected to bring books (literature/vocabulary/grammar) on specific days- they will be outlined in the Homework Assignment tab on Teams.
  - 3) Use professionalism in all class-related communications. **Emails to me** should be written in complete sentences using appropriate language and standard punctuation (periods at the end of sentences, proper capitalization of names and I, ect.) Similarly, **all assignments turned in should be written in complete sentences with proper standard punctuation and all spell-checked words revisited.**
  - 4) Be responsible; do your work and **turn in all assignments** on time.
  - 5) Listen and participate in class; **actively engage in your learning.**
  - 6) Communicate with me **promptly** regarding any issues affecting you and your work or class. I can be reached via email or through the chat function on Teams. Please be aware that emailing/messaging me at midnight regarding an assignment due the next day is **not** an adequate means of communication.
  - 7) **Do your absolute best!**
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**Class Information:**

All class activity will take place through Microsoft Teams. This includes the posting of homework, assignments and class announcements. All powerpoints, handouts, class materials etc. will also be in folders on Teams. You must check Teams EVERYDAY!!!!

## **Homework/Assignments:**

- 1) **Homework:** On the days that students attend in person instruction, any assigned homework must be turned in on Teams by 11:59pm that same day or it will be considered late.
- 2) **Assignments:** On out of school work days, assignments will be posted on Teams by 8:00am and must be turned in on Teams by 4:00pm that same day or it will be considered late.
- 3) **Any work assigned on Friday** – whether in person or remote – must be turned in on Teams by 11:59pm Sunday evening or it will be considered late.

## **Course Assessments:**

Grades for this course are calculated on a total points scale.

Assessments fall in to three main categories:

- 1) **Major Assessments:** These can consist of items such as tests, final drafts of essays, individual or group presentations, final projects, mid-term/final exams, etc. Point range usually between 40-100 points.
- 2) **Intermediate Assessments:** These can consist of items such as quizzes, homework, off-day assignments, class work, short writing assignments, etc. Point range usually between 20-40 points.
- 3) **Minor Assessments:** These can consist of items such as reading checks, class work, short writing assignments, homework, participation and preparation during in-class discussions etc. Point range usually between 5-20 points.

Grades will be updated by the 15th and 30th of each month.

Students and parents are encouraged to check Blackbaud on a regular basis. Any designation of “M” for any assignment means that I have not received the assignment and the students should check-in with me as soon as possible.

**IMPORTANT:** Work that is required to be turned in on Teams as part of the assignment **must be turned in on Teams** in order to be considered “received”. Emailing me an assignment without having received permission from me prior to submit via email will not satisfy the requirements of the assignment and will not be accepted as turned in on time.

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### **Cell Phones:**

Pursuant to the student handbook, students are only permitted to use cell phones before school, during lunch period and after school. **Unless specifically instructed by the teacher, phones are not to be used in the classroom. If I see a phone in a student's possession during class time I will confiscate the phone** and the student can retrieve it at the end of the day. Use of the phone during class time results in a detention.

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### **Missing/Late Work:**

Points will be deducted when student work is turned in late.

5% - same day but not when required by the assignment

10% - one day late

15% - two days late

20% - three days late

If the homework assignment is something that is essential for participation/discussion in the class on the day due, a zero will immediately be assessed for that day's homework.

Under normal circumstances, assignments that are submitted more than 3 days past the due date will not be accepted. In the case of extenuating circumstance, I will gladly discuss alternative arrangements with the student and, if needed, the guidance department. It is the student's responsibility to arrange a time to discuss an extenuating circumstance.

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### **Absence:**

In the event of an absence from school it is the student's responsibility to find out what was done in class and complete any work that was missed. The class Team page will have all important information posted to it.

When absent, please do the following:

- 1) check the Teams page
- 2) watch any recordings of class posted to Teams
- 3) check for any handouts etc. that were distributed

- 4) check with a classmate
  - 5) check with Mrs. Kleinle to answer any unresolved questions or issues
  - 6) Arrange a time to make up any missed assessments – please do not attempt to have a conversation with me about scheduling a make-up assessment during class instructional time.
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### **Technology:**

Use of electronic devices in class is at the discretion of the teacher. Misuse of an electronic device in class may result in the following:

- 1) confiscation of the device for the remainder of the class
- 2) inability to use the device for a short period of time
- 3) inability to use the device for the remainder of the semester

Please review the school's acceptable use of technology policy if you are unsure what constitutes misuse of a device.

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### **Academic Integrity:**

Please review the SBA Honor Code, the Acceptable Use of Technology policy, and the school policy regarding plagiarism. Using the work product of others, without proper acknowledgement is not acceptable or tolerated for any reason.

Students who violate these policies are subject to partial or complete loss of credit for the assignment in question.

Cheating, including the inappropriate use of electronic devices to give/obtain answers (text message/email) is unethical and contrary to school policy and philosophy.

Engaging in cheating of any kind may result in partial or complete loss of credit for the test or assignment in question. All violations of the school's academic integrity policies will be reported to school administration.

**Best practice: when in doubt give credit and/or do your own work.**

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**Office Hours:**

On work from home days, I can be reached via [ekleinle@stbasilacademy.org](mailto:ekleinle@stbasilacademy.org) every day. I will check my emails daily before 12:00 PM, and I will always be available from 4-5pm. If you have a question, please send me an email and I will respond either via email or request that we chat or meet on Teams.

On in person days, I do not have a permanent location. Although I frequently teach in the library, other classes do use that space. However, if you send me an email, I will happily make an appointment with you and find a suitable location to meet.

No student can do her best work if she is worried, confused or feeling overwhelmed. Please do not hesitate to ask questions if you do not understand directions for an assignment or any part of a lesson.

I am looking forward to getting to know all of you. It is going to be a great month!