e2020 Course Syllabus and Procedures

Welcome to Class!
This syllabus is a guide to the things you should know and implement to be successful.

Program Goals
The objective in the e2020 classroom is to provide students the opportunity to make up credits, retake courses, or take elective courses for the purpose of meeting the credit requirement for graduation.

e2020 Online Class Overview:
e2020 is different than a traditional course because it is self-paced and online; you will learn all the concepts covered in a regular class at your own pace in an online environment. Much of your coursework (listening to lectures from online instructors, completing vocabulary activities, homework questions, lab activities, and online quizzes/tests) will take place during this class period; however, **you will be required to access the program through the library and/or home access if you fall behind. A strong internet connection is required for access outside of the building.** The advantage of being self-paced is that you can move quickly through material that you know well and spend longer on things you need more help with.

Because e2020 is self-paced though, you will be taking on more responsibility for yourself than you do in a traditional high school class. To be successful with this course it is essential that you are present and on time every day, on task at all times within the class, and be able to track/maintain your progress through the course. You will need to move efficiently through the material. Once the semester is finished, you are out of time. Help will be here to support you, but the ultimate responsibility for your success lies with you.

Note: e2020 is very dependent on reading material, and listening to and comprehending online lectures. The time requirement outside of class for this course will be directly related to your language abilities, your work ethic, and your processing speed within the class time. At the end of the semester, if you have not completed 100% of the course, you will earn 0% for all remaining components. It is essential to keep on target. Also, since this is an Internet based program, there may be some days when the Internet is not accessible in class. You are still responsible for completing 6% of your course that week.

E2020 Guidelines
- Each student will be enrolled in and complete coursework using the Education2020 Virtual Lab @ http://student.education2020.com
- Each completed course satisfies the credit requirements for our school and curriculum requirements for our state.
- You must complete a course in the same semester in which you were enrolled.
- You may take more than one class during the semester, but they must be taken one course at a time.
- All general education students taking e2020 courses will report to the online study hall classroom during their assigned e2020 class period.
- All special education students taking e2020 courses will report to the special education classroom during their assigned e2020 class period.
- You may be withdrawn from the course if you are not making satisfactory progress or fail to

follow classroom rules.
- You must complete the appropriate e2020 course application and sign student and parent contracts to be considered for an **E2020** course. Acceptance requires teacher and counselor/principal approval.

Requirements for Student Success:
In order to be successful within the e2020 program you MUST:

- Remain on-task in the e**2020** classroom
- Have average to above average English reading skills
- **Work for a <u>minimum</u> of 4 hours per course per week DURING the school day and for a <u>minimum</u> of 3 hours per week OUTSIDE of class to stay on track.**
- Come prepared and ready to work daily on your course
- Complete all assignments independently
- Track your progress
- Take organized notes as directed
- Get one-on-one help when you need it from the teacher of record
- Respect school rules, equipment, students and teachers

Classroom Expectations
These expectations help provide an atmosphere where **YOU** can put forth your best effort and learn. The consequences for not following these expectations can range from a warning, a call to your parent/guardian, an after-school detention and/or a referral to the principal. In all cases, the consequences will be appropriate to the situation and the individual. Repeated infractions will lead to progressive disciplinary actions.

This is only a partial list of expectations. The ones below have been highlighted because of their importance. The teacher may add or change the expectations/rules at any time should it become necessary.

- Be in class on time and prepared to work when the bell rings. School tardiness policies apply in the e**2020** classroom.
- The learning process requires alertness. Students are expected to be responsible for staying awake and paying attention during class.
- You must properly wear headsets during all vocabulary and lecture activities.
- Since this is a self-paced course, as such, there is no need for student-to-student interactions; therefore, absolutely no talking will be permitted among students without teacher permission.
- Using the computers for any purpose other than the online course material will not be permitted. This includes accessing the Internet, email, games, instant messaging, music sites, or paint programs. You may only access the e**2020** program and the sites it links to. Not abiding by this will result in a detention upon the first offense. There will be no warnings. A second offense will result in a referral to the principal.
- Respect others and their property, including items provided to you in class.
- Give your full attention to the person who is addressing the class. If directions are given, follow

them the first time.
- Proper use of language is expected. Swearing or vulgar language is not appropriate.
- Work on the assigned task diligently and work to the best of your ability.

Cheating:
Cheating involves giving or receiving unauthorized help by talking, by using written notes, or by any other visual, oral, or tactile means. It is claiming someone else's work as your own. In accordance with school board policy, cheating will result in a grade of **F**, a phone call home, and a disciplinary referral. You may be withdrawn from the virtual lab and/or fail the course in which you are enrolled.

Course Structure
Lecture
A virtual teacher will provide lecture-style instruction for each lesson. Viewing and taking notes over these lectures is an essential component to e2020 course success.   It is also recommended that students review these lectures when necessary to help clarify their understanding of course content.

Assignments:
Students are required to take notes daily, either in e2020 or a notebook, reflecting the content of the subject and corresponding activities. These notes will be useful when studying for and taking online quizzes/exams. Each course is divided into topics and lessons. Each lesson should take no more than 45 minutes with a **10** question quiz after each lesson. That being said, a **TOPIC TEST** should be completed every 2-4 days if you are progressing as expected through the course.

Feedback to Students:
As needed, the e2020 supervisor and/or content area teacher will conference with you regarding your performance and progress in class. Phone calls home will be made as needed (positive or negative). It is imperative that the student seek help when needed!

Assessments:
- There will be a quiz, and often a lab assessment (in Math and Science courses) as part of each lesson. You must get a minimum score of **60%** on these in order to proceed with the program. If you get less than **60%** you must contact the teacher or lab tech and will be provided with re-teaching assistance.
- If you are on target with completing your course on time, then you will be given **2** assessment retakes to work at increasing your grade if you do poorly the first time you take an assessment. No matter what you scored on your first attempt, you will have **2** additional chances to take each assessment to raise your grade, if you wish, as long as you are on target for finishing your course. If you do not obtain this minimum score you will see your teacher for a bypass and your highest score will be manually entered into the Gradebook. If you are not on target, unfortunately you will <u>not</u> be permitted retakes until you work to get yourself on target. These rules apply to topic tests and cumulative exams as well.
- Prior to taking all quizzes and tests you will be prompted within the program to get a "proctor review".
- Your supervising teacher will review your online work, as well as your notebook to ensure that you have learned the required lesson material and are prepared to take the quiz/test. Your teacher may require you to revisit your work for the given lesson and/or, at their discretion,

alter your grade to reflect your efforts for the given assignments.

- You will be able to use your notes on all tests, quizzes and lab assessments. The better the notes you take, the easier the assessments will be!

Evaluation:

- The course grades are weighted according to the following components: tests, quizzes, assignments, cumulative exams, and additional work. It is the teacher of record's discretion on what percentage of the grade to assign to each component.
- The grading scale used for e2020 is also the scale explained in the Earlham Student Handbook.
- Students taking an e2020 for credit recovery will receive a Pass/Fail grade on their report card for the semester, which will be determined by the "Actual Grade" within e2020. The passing threshold will be set at 60%. The original grade earned in the classroom will remain on the transcript.
- If the e2020 course is not being taken for credit recovery, your semester grade(s) will reflect your "Actual Grade" within e2020. If you are on "target" this grade will match your "Overall Grade". The more diligent and accurately you work, the higher your grade will be.
- If a course credit is not earned by the end of the semester, the appropriate grade will be recorded in the grade book, as stated above. The student will be expected to complete the course the following semester by a new assigned deadline. School and state eligibility rules will apply in this situation.
- You can monitor your progress report with the e2020 Organizer. You'll see these terms often:
    - Overall grade: The grade you've earned on the portion of the course you've completed.
    - Actual Grade: Based on the overall grade in relation to the percentage of coursework completed vs. the percentage of coursework that should have been completed. If you are on-track or ahead of schedule with your course, the Actual Grade will be the same as the Overall Grade. Only when you begin falling behind in completing your coursework will the Actual Grade be lower than the Overall Grade.
    - Relative Grade: The grade you earned including 0% for all components remaining incomplete.
    - Complete %: The percentage of the course that you've completed.
    - Target Completion: The percentage of the course that should be done thus far in order to be on track to finish the course by the course end date.
- Remember that grades are NOT GIVEN to you by the teacher. Grades are EARNED.
- Proper planning and preparation prevents poor performance!

Education2020 Student Contract

Teacher's Name:

Student's Name:

Class Name/Semester:

To continue forward in e2020, this form must be signed and returned by:

By signing below, I am indicating that I accept and agree to abide by the terms, outlined requirements and rules of being a part of the Education2020 program listed here and within the course syllabus. I also understand that if I disregard any part of this agreement I risk progressive disciplinary action.

I agree to all of the behavioral expectations and consequences as outlined here and within the course syllabus.

I agree to protect my username and password. I will not share my log in information with others.

I will be present and punctual to class. I will work diligently on my online course in order to complete it by the end of the semester. I understand that I will earn 0% for all remaining components that I have not completed by this time. Appropriately, I will use access at the school, public library and/or within my home to complete at least 6% of my coursework per week.

I understand that I am to be quiet, non-disruptive, productive, and steadily working on my e2020 course during class. If I am not, I understand that my parent/guardian may be contacted, and that disciplinary action will be administered appropriately and progressively.

I accept that my teacher holds the rights to log me off, give me additional activities, make me redo

activities, and/or suspend my home access privileges if they deem it necessary or beneficial to me.

Student's Signature: Date: _____

Parent(s)/Guardian(s) — Signing below indicates you have read, understand, and will support the expectations and guidelines of the e2020 classroom as outlined in the course syllabus, above contract and parent letter. You acknowledge that participation in the e2020 classroom is a privilege, not a right, and that your child may be removed from the e2020 classroom for violations of the e2020 handbook or student contract.

Parent/Guardian's Printed Name:

Parent/Guardian's Signature: Date: _____

e2020 Course Application

Student Information

Name: Parent Email:

Student Email Address: Parent Phone:

Parent Name: Parent Phone #2:

Course(s) requested: Requested Start Date:

Reason for e2020 request: Credit Recovery
Elective   Scheduling Conflict
Requested class period for e2020 course:

What are your concerns about taking an e2020 course?

Do you have internet access at home?

Student Signature: *Date:*

Parent Signature: *Date:*

Teacher of Record Signature: *Date:*

Counselor or Administrator Signature: *Date:*

Office Use Only

What are student course grades in requested content area?

What is the student's reading level as identified by standardized test?

_____

Is student in Special Education or another educational plan?

_____

2013-2014 School Year

Dear Parent(s) and/or Guardian(s),

Your child has requested enrollment in a unique class that allows them to self-pace their learning through the online tool Education2020.

Your child's grade will come from their work in the online class. Much like an independent study, s/he will individually work his/her way through the curriculum with online video lectures, lab activities and assessments, journaling, vocabulary, searching for online information, and quizzes/tests. They will also be able to actively monitor their status and get instant feedback on their progress. If you provided your email address on the course application form and your child's enrollment in an e2020 course is approved, I will set you up to receive weekly progress reports.

Your child should have shown you the e2020 Course Handbook. Please read it and then sign the course application and student contract along with your child and have them return it to me by _____. This is necessary for your child to continue forward within the program. Thank you in advance.

If you have any questions you can reach me via email at ddupre@ecsdcards.com or by calling me at the school at (515) 758-2214 x449, and if you wish to learn more about the online program itself, you can gather information about the student experience at http://www.edgenuity.com/The-Experience/Student-Experience.

Sincerely,

Danielle Dupre
School Counselor
ddupre@ecsdcards.com