

Bandusia Tutorials Policies and Expectations

Student Access Site

Students are expected to sign into the Student Access site (www.courseaccess.bandusiatutorials.com/phpBB3) regularly, at least once a week. Although I go over upcoming homework at the end of class, students still need to read each week's assignment instructions posted on the website in order to be sure they are fulfilling all the components of the homework. The weekly schedule, also posted on the website, is where students will go to find each week's reading assignments as well.

Parental Involvement

Parents are responsible for making sure that their children work hard and turn in assignments on time in order to get as much as possible out of the course.

- *Read the instructions for each assignment with your child.* While many students, especially high-school-age homeschoolers, are capable of working on their own, the class works best when parents know the components of each assignment and know that their children are completing the assignment as instructed.
- *Encourage your child to distribute homework throughout the week.* Because class meets only once per week, each assignment is intended as an entire week's worth of work. If students save everything for the day it is due, the quality of their work will suffer.
- *Read my comments on your child's homework, and know the grades your child receives.* Each week, I return homework to students with comments and a grade. It is the parents' responsibility to be aware of their child's progress and to see that their child does indeed address my comments and corrections in his or her next revision.

Some parents wonder if they are helping their child *too much* with homework. A good guideline for this is that all parental assistance should help the student learn to find errors and problems independently, rather than simply make the work easier.

Communication

I check my email multiple times each day, and I am always happy to help students in individual meetings (as time permits). If a student does not understand an assignment, it is his or her responsibility to contact me for clarification—the earlier, the better. (If a student contacts me with questions about how to *begin* an assignment on the morning of the day it is due, I am unlikely to be able to help in time.) Students should also keep in mind that, while I am happy to provide as much help and encouragement as possible, this can never obliterate the fact that reading and writing—analytical thought, imaginative creation, getting words on paper—is very hard work.

A word about students' emails to their teacher: I expect students to use Standard English when they email me. This means that they should observe rules of grammar, punctuation, and capitalization to the best of their ability, and they should generally begin with a salutation (e.g.,

“Dear Elena”) and end with their name. Students should be aware that sending emails along the lines of “hey i dont understadn the homework when can we meat” is rude.

Late Assignments

Students are required to turn in their work by the deadline. Depending on the assignment, late work will receive a point deduction or may not be accepted at all. A typical essay draft worth ten points receives a one-point deduction for each day it is late.

Parents may, however, ask for an extension of a writing assignment deadline if the student is going to be out of town or if an emergency occurs before an assignment is due. Requests for extensions should be submitted (1) by a parent (2) by email (3) before the assignment deadline. If I grant an extension, the parent and I will negotiate a new deadline.

The following are a few common circumstances that do not warrant an extension:

- a busy week
- friends or relatives visiting
- miscalculation of the amount of time needed to complete an assignment
- difficulty with an assignment.

I do not grant retroactive extensions.

Attendance

Students may have six excused absences over the entire course. After this, each absence will lower the overall course grade by half a letter grade. (Please note that students should always let me know beforehand when they will have to be absent.) When students are not present, they or their parents are responsible for contacting me to find out what they missed.

Assignment Submission Format

All assignments should be sent as attachments to bandusiatutorials@gmail.com. Please do not send me homework in the body of an email message, since this does not preserve formatting or page numbers and does not allow me to check word count. (If you do not know how to attach a file to an email, ask me to show you how before the assignment deadline.) Normally, .rtf, .doc, and .docx files are the easiest for me to work with. If you have questions about other file types I will be able to open, please discuss this with me.

Student Access Site Folder Map

