**Ms. Koth’s Class Policy**

Email: [kayla\_koth@bismarckschools.org](mailto:kayla_koth@bismarckschools.org) (preferred method of communication)

Phone: 701-426-1521 call only; available 8a-4p

School Address: 1221 College Drive Bismarck, ND 58501

 As in a face-to-face classroom, your completion of all coursework and turning in assignments on-time will impact your success in the classroom. In an online class, you are responsible for being a relatively independent learner. Your own initiative is very important. Online class requires responsibility, communication, and time management. I strongly encourage you to attend our hands on learning day, to meet your classmates, and do the projects. It is a great way to build a relationship!

**GRADES/ASSIGNMENTS**

* All assignments, unless otherwise stated, are due on Friday’s at 11:59pm CST.
* Assignments that are 2 or more days late, are worth 50% of your score.
* “Real” Tests will be scheduled for 1 day and reminders will be posted several times prior.
  + If a “real” test is missed, unless absent, it will NOT be reopened.
  + “Real” tests are 1 attempt
* Quizzes will be open all week, most have 2 attempts, be sure to read prior to taking.
* When you submit a late assignment, you MUST email me a list of all assignments you have turned in. Failure to email will result in assignments not getting graded.
* Grades will, almost always, be updated by the end of Monday. Failing grade emails will then be sent out.
  + If you receive a score of “2”, it means you need to check comments and redo the assignment. You have 1 week to redo. Email me when completed.
  + <https://westernndctc.ps.state.nd.us/public/>   is the link to check your grades. This is the most accurate. Please only go off of this. Our grade scale may be different than your schools.
    - A 92-100, B 83-91, C 74-82, D 65-73, below 65 is an F
    - Bonus opportunities are rare. Take advantage of the opportunity if it arises.

**ABSENCE POLICY:**

Exceptions to late grades are absence. Please let me know via email if you are going to be gone or are out sick, if able. I may ask for office proof of absence.

* You will receive 2 days for every 1 day absent, excluding weekends.
  + Once that time has passed, the late grade policy goes into effect.
* All grades, regardless of absence, will be entered as a “0” until submitted.