COVID-19 Distance Learning Handbook 2020-2021

Table of Contents

Section 1: Student Expectations

Technology/Equipment:

Students must abide by the school's technology guidelines and use policy found in the Parent-Student Handbook.

Students/parents will quickly communicate with school about technology and internet needs. If a student has what they need to complete online work, and it is not completed by due dates, then students may earn failing grades on said online assignments.

Students must have access to G-Suite (Google suite), which is assessable through the student's school issued email address. Google Classroom will be the primary platform used by all teachers for instruction and assignments. Students need access to a microphone and camera on their device, and we recommend that a phone is NOT the form used for online learning. You must also have dependable wireless connection, and Google Chrome as a browser.

Communication:

All students/parents will communicate using email with their teachers when there are questions. If technology is the issue, then students or parents must contact the teacher(s) as soon as they know about the technology issue to inform the teacher(s), and at that time, a new deadline can be determined. If a student fails to complete an assignment and there was no communication, then the student shall earn a failing grade for the assignment.

Class participation:
1. You are expected to read all of the material provided.
2. You are expected to use the links provided in order to complete items that are assigned.
3. It is very important to understand that online work is just as important as in person work.
4. Students should utilize links set up by teachers to ask questions during Google Meets.
5. Log in each day to check for assignments, items posted to the stream.
6. It is expected that students keep interactions online positive and constructive.
7. Check-Ins: Teachers will assign live Google Meet check-in sessions with the students. These sessions will be scheduled according to the student's schedule of classes. Students are expected to join the assigned class, on the designated day, during assigned time, as communicated by the teacher.

Students are to bring any textbooks home that will be needed to complete their online work as well as their notes and other work that will be completed during their distance learning days.

Students caught plagiarizing online material (copy and paste from another website) will earn a zero for the assignment.

Section 2: Staff Expectations

Preparing Students:

In order to assist students in organizing online work, and understanding where to go when they are accessing work outside of school, create a DEMO student account in order to show your students during week 1 how they will find and access materials, turn in materials etc...

Teachers may use the teststudent@southpointechristianschool.org as the DEMO student

account.

<u>Class Structure:</u>

On Google classroom, it is important for students to know exactly what they need to have done, and when it is due. Because of this, it is imperative that we have a similar structure to our online classes. Online classes should be structured by what should be accomplished weekly.

For this to be easiest, each week of the semester as well as the quarter should be a "topic." For example: Week 1 Quarter 1 would be the first heading. You could ultimately create each week of each quarter beforehand, and label them accordingly.   So that students know which assignments were assigned on what date, it is suggested that teachers precede the assignment title with the date assigned (*8-10-2020 Math Lesson 1*).

The classes you create can be one large class for each subject you teach, or you may make Google classrooms for each separate class. There are pros and cons to doing it each way.

This is the perfect opportunity to create a flipped classroom. For more information, see: https://omerad.msu.edu/teaching/teaching-strategies/27-teaching/162-what-why-and-ho w-to-implement-a-flipped-classroom-model

Learning at home does not mean that all of the content must be online. You could send home items for students to do on their "online" days where there is very little online learning taking place. Authentic tasks that can be done at home and shared in class, are amazing opportunities. Students can take home materials that are provided for such type tasks.

<u>Communication:</u>

With online assignments, students should know your prep hour in which you have time to answer questions. They may not remember exactly what time, but if you post it on your Google classroom, then students will know when you will be available to reply to emails about assignments. Therefore, teachers will provide online "office hours" posted on Google Classroom. Questions asked from students online should be responded to within 24 hours, not including weekends.

Section 3: Parent Expectations

- Obtain your child's school issued email address and password.   This information will assist you with logging in to your child's Gmail and Google Classroom.
- Download the Google Classroom app to their cellular device, and log-in to their child's Google Classroom
  - To upload pictures of assignments in Google Classroom. Please watch the *Uploading pictures to Google Classroom assignments (Video Tutorial)* found at https://www.southpointechristianschool.org/resources
- Set aside a calm, quiet, distraction-free space for your child(ren) to work every day, preferably not their bedroom.
- Ensure virtual learning equipment is available and charged.
- Try to keep a consistent schedule for completing classwork.
- Help your child check Google Classroom every day.
- Check your child's emails or Google Classroom regularly for online meeting links.
- Communicate with teachers regularly via email regarding any questions or issues that arise.

- If your child is having trouble completing work, email teachers to schedule a time for an online meeting.
- Help your child(ren) drop off assignments at the school as necessary.
- Help your child(ren) pick up assignments at the school as necessary.
- If your child can not attend scheduled meetings with teachers, please send an email to their teacher to explain why they will not attend;
- Reach out to the administration if you have questions.

Section 4: Attendance

Mandatory attendance:

You are expected to participate in online school daily. This means you must log in daily, and complete any check-ins, assignments, reading etc. by 4:00 pm the following day. All online instruction sessions will be prerecorded, not live. Students have until 4:00 pm the following day to complete assignments.

Failure to comply with the above information will result in an absence for the day. (See Communication section under Student Expectations concerning reporting of technical issues.)

According to the Federal Student Aid Handbook acceptable indications of attendance in an online course can include:

● Student submission of an academic assignment

- Student submission of an exam
- Documented student participation in an interactive tutorial or computer-assisted instruction
- A posting by the student showing the student's participation in an online study group that is assigned by the institution
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about an academic subject studied in the course.

From: https://resourcecenter.odee.osu.edu/course-design-and-pedagogy/attendance-online-courses

Section 5: Grading

Online assignments and material are given the same weight as they would during your face-to-face instruction. Often, you will see that reading will be assigned during your online time. You are expected to complete reading assignments just as you would during face-to-face instruction.

Resources: Grading and Assessing Online Work: Core Concepts and Key Strategies You Can Use Today by: Jonathan E.Martin https://hello.blackbaud.com/rs/053-MXJ-131/images/11043_JonathanMartin_eBook.pdf

Students caught cheating (for example, submitting the same assignment as another student) will earn a zero for that assignment, or partial credit as determined by teacher (both/all students involved).

Students caught plagiarizing materials will earn a zero, or partial credit as determined by the teacher for those assignments.

Section 6: Testing and Exams

Online Testing:

Teachers may choose to give students tests online. Teachers have taken into consideration that you will have resources available during a test, and will create tests and quizzes that will continue to challenge you.

Ensure that you have ample time to complete your test when you start online. Read all of the directions as you would a regular test, so you understand what you are being asked to do.

If there are technical difficulties take a screenshot of the problem (make sure you know how to do this on your particular computer before starting) so you can notify the teacher immediately.

Double check that you have completed ALL of the items before submitting, as you may only be able to submit once.

Exams (grades 7 through 12):

Exams will continue to be face-to-face. It is important for teachers to be able to assess your knowledge in a more formal manner at the end of each semester and students will be scheduled to take their exams in school.

*If in the event a student is unable to complete an exam in the school setting, the school will need to be notified in advance in order to make accommodations (for example: students with medical reasons).

Section 7: Google Meet Guidelines

Google Meets are a way for students to interact with their teacher while distance learning. These meets are set up for specific times and a link will be available. Know that if you are logging into a computer where several people are logged in at one time, you will need to log the others out, or you may not be able to access the student's Google meet.

In order to participate, you click the link provided by the teacher, and then click "Join". It will not allow a student to join unless the teacher has actually started the meet. Students can keep microphones on mute unless they have questions or comments. Turn your camera on so that teachers will know that it is the student who has actually signed in.

1. Students must abide by the school's technology guidelines and use policy found in the Parent-Student Handbook.
2. Students must have school appropriate dress at all times.
3. Use professional and polite language during a Google meet.
4. Attempt to keep all background noise and distractions to a minimum. Mute your microphone when the teacher is teaching, and use the chat box for questions directed to the teacher only.
5. Promptly exit the meeting when it is over, the teacher is the first one on, and the last one off of the meeting.
6. Only accept google meet invitations from school staff.
7. Give your best effort while participating.