Addison Community Schools
Online Remote Learning
Handbook
2020-2021
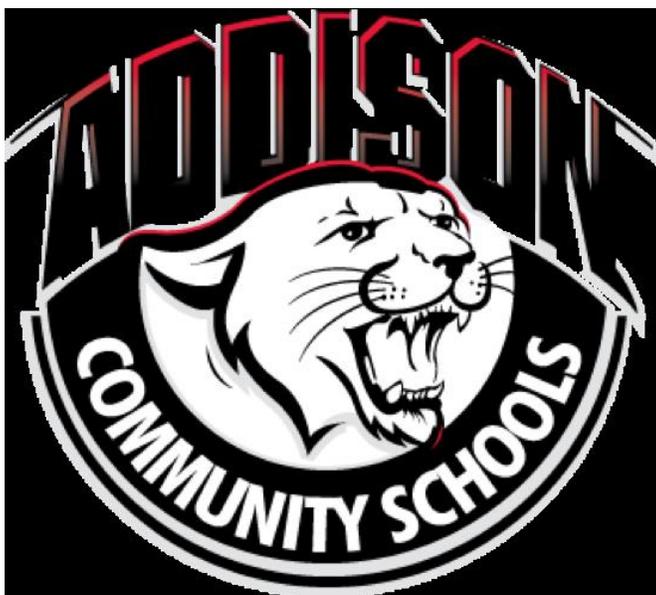
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Section 1: Student Expectations

Technology/Equipment:
- 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 the G-Suite or Google suite on whichever platform they decide to use. Chromebooks are used in the schools, so students have familiarity with them. 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 will communicate using email with their teachers when there are questions. If a student fails to complete an assignment and there was no communication, then the student shall earn a failing grade for the assignment. If technology is the issue, then students or parents must call the school's technology support hotline : 517-547-6999 Brain Eccles as soon as they know about the technology issue to inform staff, and at that time, a new deadline can be determined. Staff and students can use Google Hangouts as a "chat" area if a quick question needs to be asked instead of logging into a Google meet or an email.

Class participation:
1. Students are expected to read all of the material provided.
2. Students 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 school day to each class prior to 12:00 pm (noon) to check for assignments, items posted to the stream, or to interact with peers.
6. It is expected that students keep interactions online positive and constructive.

Section 2: Staff Expectations

Syllabus Creation:
Each teacher will provide a syllabus during the first week of school with in person and virtual learning (Google Classroom)
1. Each teacher will provide procedures for collecting work.

2. Each teacher will provide a grading scale for online work.

3. Each teacher will explain their attendance procedures.

4. Each teacher will provide the students with a list of what will be needed at home to be successful online.

5. Each teacher will provide contact information (email, direct phone line, office hours etc.) and time that they will be available to answer phone calls and emails from students and parents.

6. Each teacher will provide an expectation for what student participation will look like.

8. Each teacher will follow their daily class schedule but will designate specific days that the class will meet in google meet/zoom that follow the traditional class schedule as if they were face-to-face. The google meet/zoom time would be allocated to going over online work, introducing new content, presenting a project or an assignment, etc.

9. Each teacher will address their procedures on what steps to take if students are not able to login during a certain day.

10. Each teacher will create a weekly lineup of assignments/concepts etc, and will use that as a guide for weekly instruction.

11. Students caught cheating

1st offense: (for example, submitting the same assignment as another student) will earn a zero for that assignment/test - reported to the principal, (both/all students involved). 2nd offense: zero for that assignment/test- reported to the principal. Repeated offenses in the same class may result in failure of the class.

DAILY SCHEDULE - Follow the class periods to schedule zoom meetings/Google Meet

8:00-8:30	8:35-9:21	9:26-10:12	10:17-11:03	11:08-11:54 (HS) 11:38-12:24 (MS)	12:29-1:15	1:20-2:06	2:14-3:00
1st hour	2nd hour	3rd hour	4th hour	5th hour	6th hour	7th hour	8th hour

Class Structure:

On Google classroom and for students working from flash drives, it is important for students to know exactly what they need to have done, and when it is due.

Authentic tasks that can be done at home and shared virtually, are amazing opportunities.

Communication:

Questions asked from students online outside of the designated office hours will be responded to within 24 hours (school days).

Section 3: Attendance

 Mandatory attendance:

To meet State requirements for attendance students are expected to participate in online school as often as you participate in face-to-face school. This means you must log in daily before 11:00 pm, and complete any check-ins, assignments, reading etc. by the time frame given by your

teacher. If you are absent from your daily log-ins it will count as an absence. Multiple absences will result in an email from the teacher notifying the principal of your absences.

Student's must do more than "log-in" to a Google classroom in order to be considered in attendance. Acceptable indications of attendance in an online course can include a combination of one or more of the following activities for each scheduled course:
1. Documented attendance in a virtual course where synchronous (live) instruction occurred with the teacher.(Zoom/Google Meet)
2. Documented completion of a course assignment.
3. Documented completion of a course lesson or lesson activity.
4. Documented pupil access to an on-going lesson; (this is not a login.)
The student must complete at least one of the four indicators listed above in each class for attendance documentation on the following dates:
September 30,
October 7, 14, 21, 28
November 4
February 3,10,17,24
March 3 and 10

Section 4: Grading

Online assignments and material are given the same weight as they would during your face-to-face instruction. Often, you will see that homework and reading will be assigned during your online/ flash drive time. That reading will be utilized during instruction, therefore it is very important to complete all assignments/reading in your online classes.

Students caught cheating

1st offense: (for example, submitting the same assignment as another student) will earn a zero for that assignment/test - reported to the principal, (both/all students involved).

Student caught cheating 2nd offense: zero for that assignment/test- reported to the principal with a meeting a

Repeated offenses in the same class may result in failure of the class

Section 5: Testing and Exams Online Testing:

- Teachers may choose to give students tests online or alternative assessments

- They may also use Google Forms to do online testing which has an option to block outside sites to open while taking the test. 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.

Student Responsibilities during testing/quizzes/exams:
- Ensure that you have ample time to complete your test when you start online, you may not be able to start over once you have begun a test.
- 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.

Section 6: 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. If a student has the ability to use a camera, we ask that they do so in order to know that it is the student who has actually signed in.
1. Students must abide by the school's acceptable use policy signed each year.
2. Students must have school appropriate dress at all times. Family members present in the home must abide by dress and appropriate language policies during video conferencing.
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 some questions.
5. Backgrounds must be appropriate, virtual backgrounds are encouraged
6. Promptly exit the meeting when it is over, the teacher is the first one on, and the last one off of the meeting.
7. Only accept google meet invitations from school staff.
8. Give your best effort while participating.

Section 7: Google Classroom Tools Available:
Hear text read aloud

You can hear full pages read aloud with Chromebook's built-in screen reader or hear parts of a page, including specific words, read aloud with Select-to-speak.

 Listen to all text

 To have pages read aloud to you, turn on your Chromebook's built-in screen reader:
1. At the bottom right, select the time. Or press Alt + Shift + s.
2. Select Settings .
3. At the bottom, select Advanced.
4. In the "Accessibility" section, select Manage accessibility features.
5. Under "Text-to-Speech," turn on Enable ChromeVox (spoken feedback).

Section 8 : Technical Support Contacts

If at any time you are experiencing technical issues with your technology and are unable to complete an assignment please start with contacting Brian Eccles at 517-547-699.
Other points of contact
Mr. Guerra at 517-547-6900
Ms. Yeider at 517-547-6950
Mrs. Huston at 517-547-6910
We will do our best to resolve the issue and will notify your teachers of the technical issue.

Section 9: Social and Emotional Support Contacts

In an effort to promote the overall health and wellbeing of students who elect virtual-learning, virtual-students will still be provided with Social and Emotional Learnings (SEL) lessons geared at addressing issues related to social, emotional, and mental health. The Michigan Cares Portal offers hundreds of digital lessons designed to help nurture these SEL qualities, and are tailored to a student's specific grade-level and needs. Each student-lesson is accompanied by a parent-lesson that offers information and tips for having helpful conversations with your student about each topic or skill. The lessons cover a variety of topics to help students learn to:
• 	Understand and manage their emotions
• 	Set and achieve positive goals
• 	Feel and show empathy for others
• 	Establish and maintain positive relationships
• 	Make responsible decisions
• 	Recognize signs of poor mental health in themselves and others
• 	Develop healthy coping techniques, and many more!

Students and Parents must first visit https://360.michiganvirtual.org/ to register. In addition, support staff will always be available to help navigate the social, emotional, and mental-health needs of our virtual-students. Please never hesitate to contact Monica Flores at (517)547-6990 or Monica.Flores@AddisonSchools.us with any mental health concerns so that we may do our part in helping each and every one of our students be successful here in Addison. We are committed to ensuring your virtual-student is supported academically, socially, and emotionally; and we look forward to partnering with each of you toward achieving this goal.