

Centralia City Schools  
#135  
Remote Learning  
Student Handbook  
2020-2021

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This handbook is intended to serve as a guide for those who are participating in remote learning with Centralia City Schools #135. We understand that this is a new process for everyone (students, families, teachers, and staff). Patience and understanding from everyone involved will help ensure that we have a successful year, despite any obstacles that come our way!

**\*This document is considered to be complete as of the time it was released. Families will be notified of any changes or additions that may be made.**

## 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 (Google suite) on whichever device 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. Please note that a phone may NOT be used as the device for online learning. Families must also have a dependable wireless connection, access to Zoom, and Google Chrome as a browser. If any of these requirements present issues, please don't hesitate to contact your child's school to determine what arrangements can be made to assist with these issues.

### **Communication:**

All students will communicate with their teachers using email or Google Classroom (when appropriate) when there are questions. If technology is the issue and an email cannot be sent, then students or parents should call the school as soon as they know about the technology issue to inform staff, and at that time, a new deadline can be determined if necessary. Texting or messaging through social media is NOT an appropriate means of communication. \*Please note, for younger students, it is likely that parents will be the person communicating with the teacher rather than the student.

### **Class participation:**

1. Students are expected to attend all synchronous (live) lessons daily.
2. Students are expected to read all of the material provided.
3. Students are expected to use the links provided in order to complete items that are assigned.
4. Students are not permitted to submit blank assignments in Google Classroom.
5. Students should utilize links set up by teachers to participate in Zoom sessions.
6. It is expected that students keep interactions online positive and constructive.
7. Students are expected to follow all classroom rules set forth by the teacher, even when participating remotely.

\*For our younger learners and for students who may have an IEP or a 504 plan, these expectations may be adjusted to meet the developmental needs of the student.

## Section 2: Staff Expectations

### **Class Information Sheet:**

Teachers will provide families/students with an information sheet that is clear regarding the expectations for online learning. Sample items that **may** be included on the information sheet are:

1. How will work be collected?
2. How will online work look and be graded?
3. How will attendance be taken for online learners?
4. What will the students need at home to be successful when online?
5. What forms of communication are available for talking with teachers?
6. What is the participation policy?
7. Do you have rubrics, extra credit, and how is late work assessed?
8. When is the best time to contact the teacher?
9. What will be taught in the class/subject throughout the year? (not a specific list, but possibly a general idea of the content)

\*Please note that this is a general list of possible pieces of information. Information will vary by teacher/grade level as appropriate for the level.

### **Class Structure:**

Teachers will be using Google Classroom to communicate information. This will look very different in lower grades than it will in the higher grades. Students will be taught how to use this tool, and parent tutorials will also be provided. Additionally, the district will work to ensure that teachers have the tools they need to make their Google Classroom pages as organized as possible to help with locating information. The necessary information on the organization will also be shared with parents for ease of use. The levels in which Google Classroom is used will vary based on the grade level.

### **Communication:**

Students and families will be made aware of available times in which the teacher is best able to answer questions. Questions may not be able to be responded to immediately (ex., teacher is in class, etc.), but students/families should receive a response within 24 hours (not including weekends and holidays).

## **Section 3: Parent Expectations**

Parents and families play a vital role in their child's education in any setting. This role becomes even more important during remote learning. Just as there are expectations for students and staff, below are ways in which the support of the family is necessary:

- Parents and families will work together with the school staff to support children's academic needs.
- Parents and families will be responsible for supporting their children in establishing positive remote learning routines, managing behavior, and monitoring learning engagement.
- Parents and families will be responsible for checking Skyward, email, and teacher-specific information to keep up with their child's progress.
- Parents and families will contact the school with questions or concerns as they arise.
- Parents and families will understand that younger children will need a great deal

of support when learning remotely. As the age of the child progresses, children **may** need a different level of support, but it is up to the parent to ensure that they provide the appropriate level for their child's needs. Keeping in contact with the child's teacher will help ensure this is taking place

## **Section 4: Attendance**

### **Mandatory attendance:**

Students are expected to participate in online school according to the school calendar and the hours provided in a student's schedule. This means a student must log in daily, attend synchronously as required, and complete any check-ins, assignments, reading etc. by the deadline given by their teacher. If there are extenuating circumstances that prevent students from learning synchronously (on their assigned schedule), the parent/guardian should contact the building administrator immediately to determine the next steps.

## **Section 5: Grading**

Online assignments and material are given the same weight as they would be given during face-to-face instruction. Often, students will be assigned work and reading that must be completed as "homework". That reading may need to be utilized during instruction or assignments; therefore it is very important to complete all assignments/reading in your online classes. This may vary based on the grade level of the child (ex., junior high students may be given more independent work than a first grader would be given).

Students found to be cheating (for example, submitting the same assignment as another student, copying and pasting information directly or with little variation from a website, etc.) may earn a zero for that assignment, or partial credit as determined by teacher (both/all students involved) In addition, other consequences as outlined by the teacher at the beginning of the year may be given.

## **Section 6: Tests/Assessments**

Teachers may choose to give students tests or other types of assessments online. They may also use Google Forms or other appropriate technology tools to do online assessments. Teachers are aware that students may have resources available during a test that they may not normally have access to during an assessment (using the computer, etc.). Centralia City Schools #135 will work with teachers to create assessments that will continue to challenge them. Assessments may be more task-driven or performance-based rather than traditional tests/quizzes in order to authentically evaluate students' knowledge. Assessments will also vary greatly depending on the grade level and subject.

Students will also be taking i-Ready literacy and math diagnostics regularly to measure

student progress and to assign needed interventions. It is expected that students complete this required work.

If there are technical difficulties (with the device, etc.) during an assessment, students should take a screenshot of the problem (make sure students know how to do this on their particular device before starting--school can help with this) so they can notify the teacher immediately, sending the screenshot in the email. Parents are able to do this as well, especially for younger students. Information on how to do this can be provided.

Students should ensure that when they are doing any work, but especially an assessment, that they have ample time and quiet space to work. They should always continue to try their best. They should also double-check that they have completed ALL of the items before submitting, as sometimes they may only be able to submit once.

An assessment is designed to determine what the child knows about a skill, concept, topic, etc. Please note that for **all** grades and **all** assessments, the work should be done by **only** the student. It can be difficult to see your child struggle with an assessment, but the teacher's job is to determine if the child has mastered the target; therefore it is extremely important that students complete this work without help from an adult. Parents are welcome to provide them with encouragement, but please refrain from helping them with answering questions.

## **Section 7: Zoom Guidelines**

Zoom is a way for students to interact with their teachers and peers while distance learning. These sessions are set up for specific times and a link will be available to students. Tutorials will be made available to students and families.

In order to participate, students will click the link provided by the teacher on Google Classroom, and then click "Join." It will not allow a student to join unless the teacher has actually started the session.

Students should keep microphones on mute unless they have questions or comments. Student cameras should be turned on so that participants may see and interact with each other in a similar manner to if they were in class.

### **Student guidelines:**

1. Students must abide by the school's acceptable use policy signed each year.
2. Students must have school-appropriate dress at all times.
3. All participants should use professional and polite language during a Zoom session.
4. Participants should attempt to keep all background noise and distractions to a minimum. Microphones should be muted when the teacher is teaching or when others are talking, and the chat box may be used for appropriate questions. Students may also use the "raise hand" feature when they need to ask a

question.

5. The teacher will start the meeting and end the meeting. Students will not be permitted in the Zoom without the teacher's approval. The teacher may also remove a student from the session if necessary.
6. Backgrounds (if using a virtual background) should remain the same during the entire session. The teacher may give specific instructions on what is permitted for the background for devices that allow virtual backgrounds.
7. Students should not pick up their device and move to a different room, etc. during the session (unless there are specific circumstances).
8. When posting in the chat feature, it should be appropriate, relevant to the topic, and necessary for learning. The chat feature is not an opportunity for social conversations.
9. Only accept Zoom invitations from school staff.
10. Students should give their best effort while participating.

### **Section 8: Meeting Needs for IEP accommodations/504**

As with in-person learning, accommodations may need to be made in accordance with an individual's IEP or 504 plan. These will be made by the appropriate teachers in the appropriate settings. Centralia City Schools #135 is committed to ensuring that we are in compliance with providing the necessary supports for all students, especially those with individualized needs.