



EXCELLENCE BUILT ON TRADITION

ROGERSVILLE CITY ELEMENTARY

VIRTUAL SCHOOL PROCEDURES/EXPECTATIONS/ATTENDANCE

STUDENT REQUIREMENTS/EXPECTATIONS:

Students will need to have access to a reliable internet source that will support “live” video instruction.

Students are expected to log in **five minutes early each school day and be “live” with the teacher and classroom for the entire zoom lesson**. Please note that there may be multiple log-in sessions during the school day. Students are expected to completely submit all assignments required by their teacher. All assignments will have a due date.

Students are required to sign in using their correct name and their face must be seen on the zoom video. (no pictures or memes of their faces.)

Students are required to visit the school for State mandated testing or Aims Web assessments that cannot be delivered via virtual format.

Teachers will communicate with parents/students daily. Please understand that the platform for communicating may differ by grade level and teacher to teacher. Some platforms include: SeeSaw, Google, and Schoology.

Virtual learning is strictly for the student and the teacher. If parents have questions for teachers, communication will not take place via the virtual platform during the school day. Communication should be done via email, phone, Remind App or the communication tool the teacher plans to use for all parents during the school year.

Virtual learning is technology based; therefore, it may not always be reliable and working daily.

All students will be given a list of log ins and password information and the student is responsible for this information.

Students and parents need to understand that questions sent to teachers may not have an immediate response and may take up to 24 hours for a response. Please be patient and understanding during remote learning.

There may be interruptions that occur in the regular classroom that may change or interrupt virtual learning.

PARENT/GUARDIAN REQUIREMENTS/EXPECTATIONS:

Parents may be required to pick up and return curriculum materials necessary to complete assignments.

Parents are responsible for their students’ attendance and participation with in-person or virtual.

Parents/guardians should help their children manage their online learning by encouraging them to attend all classes, finish all assignments in a timely manner, and follow the guidelines set forth in this document.



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Parents/guardians should create a comfortable, distraction-free place for their children to work and attend online classes, preferably at a desk or table in a common area of the home.

Parents/guardians are not to join their children's online classes or be visible on their children's screens during classes. This helps to ensure the privacy of our students and we appreciate your cooperation.

Parents are encouraged to schedule private conversations with teachers as needed to respect the online learning environment.

Make sure your kids know how to raise their "virtual hands" and wait to be recognized when responding to a question or comment.

Teach your children that you expect them to say "please" and "thank you."

Remind them to address the teacher and other virtual school students in a respectful manner, even when disagreeing.

Treating people right and doing the right thing are always expected. Advise students to avoid using all uppercase letters with any written communication; this is often considered the equivalent of shouting.

Keep in mind that you may need to review this information (as well as when they will be working virtually/online) more than once, particularly if your children are young, energetic, or boisterous.

Although this may seem like a lot to remember, many of these rules are simply the electronic versions of traditional classroom expectations.

ATTENDANCE EXPECTATIONS FOR REMAINDER OF SCHOOL YEAR (In-Person and Total Online):

We started the school year with a process allowing students to stay home if they were not feeling well. Our intent with this flexibility was to prevent potentially contagious students from coming to school and spreading illness; however, many of our students are beginning to overtly abuse this process. Many students are simply staying home because they have slept late, want to avoid taking a test, want to avoid a particular class, or it is simply an inconvenience getting dressed and coming to school. This creates a number of issues for us and has created extremely poor work habits for many of our students. **Several of our students are suffering academically from this process.**

The following attendance policies will become effective on the date your child returns to in-person.

(February 1st – Grades K-2, February 8th – Grades 3-5, and February 17th – Grades 6th – 8th)



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IN-PERSON STUDENTS ONLY

1. Students who have elected to participate in-person should attend classes at school unless they are sick or have a legitimate reason for being absent from school.
2. If in-person students are absent, they may participate virtually during the day of the absence. **Students may participate in no more than 5 virtual days per semester if they are feeling sick.** We will start this count when your child's grade returns to in-person. Past participation in virtual classes will not be counted toward these 5 exemptions. Students will only receive 5 virtual participation days during second semester. If a student is absent, and does not participate online, a medical or parental excuse may be used. A limit of 4 parental excuses may be used the remainder of the school year.
3. Parents are encouraged to contact the school and let us know when their child will be attending virtually for a day they are expected to attend in-person. We want parents to notify us because many students were participating virtually, but their parents thought they were attending in-person. This helps to create more accountability for students. It also keeps parents better informed of where their children are during the day.
4. While students will be required to attend Monday-Thursday, some students may be required to attend on Fridays (remediation, failure to complete assignments, benchmark data, etc.). This will be at the discretion of the teacher, and attendance will be taken.

Students Opting to Stay Total Virtual While In-Person School Is In-Session

1. Students must participate fully in the entire lesson if they elect to attend virtually. The camera must be turned on, and they must be engaged throughout the entire lesson. Failure to do this will result in being counted absent for the day.
2. Students may lose their opportunity to participate in virtual sessions if they are not performing at an acceptable academic level. Students participating in total online, must participate daily for scheduled classes, and maintain at least a "C" average to continue participating and complete all assignments.
3. Students will be considered absent if they do not participate in the daily live sessions **Total online students will have due dates the same as in-person due dates. Due dates of Sunday at midnight will now be at the discretion of your child's teacher.** These absences will be counted toward their unexcused days unless a parent or doctor note is submitted. In that case, the absence will be excused.



DOCUMENTING ATTENDANCE (In-Person and Total Online)

In-Person

In-Person student attendance will be taken as “normal.” If a student is absent from school, they will be marked “unexcused” until a note is provided in the office. For those students who are absent and elects to attend virtual and submit assignments will be counted as “Virtual.” This will be allowed 4 times using a parent note, or possibly more days will be allowed if under a doctor’s order. Assignments, due dates, and other activities will be at the teacher’s discretion.

Students Opting for Total Online

Total Online student attendance will be taken at the end of each day, or the next morning. If a student is absent from all scheduled daily lessons for a day, they will be marked “unexcused” until a note is provided in the office. Students who may miss a class; however, attend other classes will be counted present for the class(es) attended. **Assignments, due dates, and other activities will be at the teacher’s discretion. A due date of Sunday at midnight will only be allowed at the teacher’s discretion for all (in-person & online) students.**

Guardians are expected to monitor student attendance and class progress. Students must be willing to complete all assignments in accordance with the deadlines established by the teacher. Students MUST continue to meet time requirements and remain on pace in each class. **Teachers will seek daily visual participation in class for attendance. Attendance will not be taken based on submitted assignments. Submitted work will be recognized through your child’s grading procedures. Attendance for a total online student will be taken daily for each class (submitted to the office no later than 2 pm, or the next morning). If a student is absent for a class, and participates in other classes, partial attendance will be granted (this would be the same as arriving late/leaving early).**

A student is considered truant on the 5th full unexcused absence. If attendance policies are not followed, parents and/or legal guardians may receive notice of entering the truancy intervention program, and if unsuccessful, a petition to juvenile court will be delivered (truancy). **Students who do not participate in zoom sessions, submit work, keep a C average, or constantly absent will be required to attend school in-person where attendance is taken daily.**



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By signing below, and returning, I agree that my student and the parent (s) will abide by these expectations listed above for total online and in-person learning at Rogersville City Elementary. I understand that if these expectations are not followed, virtual learning will no longer be an option for my student. All final decisions will be made by the building principal. Information and procedures for total online learning are subject to change.

Virtual Learning Parent Signature

Parent Signature _____

Printed Parent Signature _____

DATE _____