



Charleroi Area Middle School

Remote Learning Addendum to the Student Handbook 2020-2021

The full Student Handbook can be found at www.charleroisd.org. Go to the Middle School page and look under the Student handbook and forms tab.

When in a remote learning environment, students are expected to adhere to the policies outlined by the Student Handbook. The following addendum addresses additional expectations and responsibilities pertaining to remote learning.

Attendance

Student attendance is extremely important in the educational process. During remote learning, the student is expected to work on his/her classes daily. Attendance will be taken DAILY by the student logging in to his/her Google Classroom Homeroom. Students will have a daily attendance assignment to which they will simply click "submit." This action will record the attendance for the day. Attendance must be submitted between the hours of 6:00 am and 3:00 pm daily and will be documented. Students are expected to comply with the PA compulsory attendance policy found on page eleven (11) of the Student Handbook.

If your student is absent, please email the student's excuse to excuses@charleroisd.org. If an excuse is not submitted, the absence will be considered unexcused.

Access to Each Google Classroom

Students are required to join the Google classroom for homeroom and each scheduled class. Your teachers will provide you with the code to join. Please check your email for the codes and make sure that you have joined all of your classes. If you did not receive a code, please email the teacher immediately.

Teachers will be following a normal bell schedule. Therefore, you will have the ability to log into your teacher's live stream of class at the times according to your normal school schedule.

Assignments are to be submitted through the appropriate Google Classroom. Do NOT email completed assignments to your teachers.

Student Academic Expectations

The Charleroi Area School District understands that online education is challenging and rigorous. We want our students to succeed in *any* classroom setting and strive to provide additional support for our students. However, it is very important that students take an active role and responsibility for success in this platform.

Students must:

1. Communicate regularly with the classroom teacher and other staff members. All school employees have an official Charleroi email account and check email regularly. (firstnamelastname@charleroisd.org)
2. Check your email and visit all of your Google Classrooms daily to make sure that you have the most up-to-date information.
3. Act with academic honesty and integrity. The school staff will investigate any suspicions of academic dishonesty including, but not limited to, plagiarism, collusion, and/or any other form of cheating.
4. Meet course deadlines and ask for help in a timely manner. Do not wait until the last minute to email your teacher for help.
5. Be aware of course and teacher expectations and grading policies. Utilize teacher office hours to get help and ask questions.
6. Meet regularly with the class during livestreaming lessons.

Student Behavioral Expectations

Video conferencing and live group chat sessions are essential components of the remote learning process. During these sessions, students are **required** to adhere to school policies pertaining to appropriate student behavior (as outlined in the Middle School Student Handbook).

Students are to behave online as they would in a regular classroom. Additionally, the following “Netiquette” guidelines apply:

- Dress appropriately.
- Be mindful of inappropriate surroundings or potential interruptions of the online session.
- Sessions are intended for the learners in the particular class and should not include individuals who are not a part of the regular group.
- Be polite, respectful and tolerant of views expressed by others.
 - In the online environment you may feel anonymous. Remember that there are real people reading your messages and seeing your image on the screen.
 - When reacting to someone else’s message, address the ideas, not the person.
 - Avoid using sarcasm and do not include any obscenities in your messages. Remember that online communication is absent of emotion and others may not know how to take a particular comment. Please word your communications carefully.
 - Think carefully about what you write about others. Always assume that your messages will be forwarded. Do not write anything that you would not broadcast to the entire class.

Parental Responsibilities

Parent involvement is the key for student success in any school learning environment. Email will be utilized, as the initial and primary, form of communication. **ALL** parents should have an email account and **check it regularly**. Please communicate with your child's teacher and school staff members in order to ensure that your student is participating regularly.

Parents should become familiar with Google Classroom and the Google platform (parent guide is included). This platform is used for remote learning throughout the Charleroi Area School District. Trust your children when they say "I finished my work for the week;" but verify that they actually completed and submitted their work.

Edmentum has a great article for parents explaining how parents can support their students during remote learning. Experts suggest that parents do these five things to support their students:

1. Build a schedule.
2. Model hard work and persistence.
3. Set up a designated workspace.
4. Get to know the online learning platform.
5. Stay in communication with your student's teacher.

The entire article can be found at <https://blog.edmentum.com>.

Grading

GoEdustar will continue to be our official gradebook for school. You may see grades in Google Classroom for certain assignments, but teachers may give assignments that are graded outside of Google Classroom. All graded assignments will be entered in GoEdustar. Be sure to check your child's grades on a regular basis using GoEdustar. Your account from last year will continue to work this year. If you have problems signing in to GoEdustar, please contact your guidance counselor Mrs. Wagner (last name A-L) at brittanywagner@charleroisd.org or Ms. Johnson (last name M-Z) at tarajohnson@charleroisd.org.

Classwork Tab vs. To Do List

While working in Google Classroom, students should **not** use the To Do List. Instead, students **must** follow the assignments and due dates found under the Classwork tab.

Technical Support

If you need to reset your Google password, please call the middle school at 724-483-3600.

For other technical issues, please visit www.charleroisd.org. Go to the COVID-19 tab. From the drop down menu, choose Distance Learning. Here you will find the Technology Support Request form. At this same page you will find important information and guides for using our technology programs. This request can also be found at <https://bit.ly/CASDtechhelp> (case sensitive).

If you have questions about a particular assignment, please email your teacher; speak with them during your class time, or communicate through your Google Classroom.