

Mecklenburg County Public Schools Fall 2020

Please note this school year is new grade/subject-specific content. Work must be satisfactorily completed, reflected by student grades, for grade level promotion and to earn standard and verified credits. There are no state waivers in place to relieve academic requirements.

General Student Expectations – All students will:

- Abide by the MCPS Student Code of Conduct and the Acceptable Use Policy whether in school or from remote settings.
- Attend school regularly whether in-person or remotely by checking in/completing assignments daily as required. Attendance may be taken in a variety of ways. One means of checking remote learner's attendance will be by the completion of a daily task or assignment – that will only be available that day – solely for the purpose of check-in. If a student cannot join Live Time – where the teacher and the students are simultaneously interacting virtually – or doesn't have internet access, they may also phone, email, or use other agreed-upon means to check in with the teacher in order to be counted present.
 - Monday through Friday are instructional days for all students. On Friday, all of our face to face elementary school students must check in/complete assignment to be counted present.
 - Secondary school students must check-in for each class/course each day – attendance is by period – Monday through Friday.
- Be responsible for completing reading(s), pre-work, assessments, and for asking questions of the teacher. While being guided and closely monitored by teachers, remote learning students must work independently (or within-group assignments/tasks) with a high degree of self-direction.
- Complete and submit all assignments on time whether in-person or online. Student Handbook guidelines for late work are still in place.
 - There are check-in/attendance assignments and there are learning assignments. Learning assignments are for students to work toward understanding or demonstrate an understanding of the objective or standard that is being taught.
- Be prepared for class(es) each day.
- Perform your work to the best of your ability and certify your work is your own using our **Honor Code**.
 - **For Assessments:** "I affirm that I will not give or receive any unauthorized help on this exam, and that all work will be my own." Signature _____
 - **For Graded Assignments:** "I affirm that I have not given or received any unauthorized help on this assignment, and that this work is my own." Signature _____
 - **For Group Projects:** "I accept responsibility for my role in ensuring the integrity of the work submitted by the group in which I participated." Signature _____
- Will write the appropriate honor code language on each graded assignment or otherwise verify they are abiding by the honor code using the method directed by the teacher.
- Participate in teacher live stream lesson(s) as scheduled if possible. A recording will be available if a student is unable to attend the live stream lesson. It is essential that a student be able to access and review these lessons.

- Interact with the teacher in some fashion during the teacher’s planning period – live time, email, phone, etc. – minimally each week, preferably daily. The teacher will share their schedule with students/families.
- Communicate with your teachers to seek extra support that may be needed via email or by the protocol that they establish in their class expectations.
- Keep your parents informed of any problems that you may be having with instruction.
- Be responsible for their MCPS issued device (Tablet/Laptop); face to face students in grades 3-5 should bring their device to school each day.
 - Please ensure that all devices are taken care of, charged, and ready for use.
 - Please keep devices clean and secure at all times.
 - Keep all passwords and login information easily accessible yet secure.
- Log-in to the live session, when applicable or appropriate, within 10 minutes of the scheduled class start time following these guidelines:
 - The mute button should be enabled and accessible to participate,
 - The video feature should be on at all times during live remote sessions (appropriate dress, please).
 - Interact with peers and teachers using respectful language
 - Eating or drinking during the session should not occur.
 - Cell phones (unless it’s being used for the remote session) should not be part of the learning environment).
- Complete remote modules (as assigned by staff) for content missed at the end of the 2020 academic year. Students may test out of modules for expedited completion, please check with your teacher(s) for more information.
- Communicate frustrations or stressful situations to your teacher or parent as soon as possible – we will find a way to support you. This is new and different and we don’t want to put pressure on students. We want to share and instill the joy of learning and help you build a strong knowledge base that will serve you well all your life.

Elementary Student remote learners:

There will be two Live Time sessions/office hours per week for remote learners:

- One 30 minute live office hours: the teacher will schedule the day (M-Th) and the time and share with all remote learners. During this Live Time session, teachers will be on the phone with parents, schedule GoogleMeet, or otherwise use this as interactive time with their remote students. Students/parents should use this time to interact with teachers, ask questions, or denote attendance.
- One 1 hour live session: the teacher will schedule on Friday the specific time and share it with all students (remote and hybrid models).
- Teachers will live stream content introduction and other things for students learning remotely. Students should plan to participate in teacher live stream lesson(s) as scheduled – these should be around 15 minutes in length. A recording will be available if a student is unable to attend the live stream lesson.

Secondary Student remote learners – interaction beyond class period live time:

There will be Live Time session/office hours scheduled each week:

- Each of the student’s four instructional periods daily are to start with a thirty-minute Live Time session. Students should make every effort to join these sessions remotely.
- Teachers will schedule 45 minute Live Time office hours daily. Each teacher will schedule for M-F the time of these sessions and share it with all learners who are invited for that session. Teachers will be on the phone with parents, schedule GoogleMeet, or otherwise have interactive time with remote students. Students/parents should use this time to interact with teachers, ask

questions, or even address attendance or other matters. The idea of this time is that a teacher may meet only with students from a certain class or on a certain topic.

- Participate in daily teacher live stream lesson(s) as scheduled. (30 minutes) A recording will be available if a student is unable to attend the live stream lesson.
- Participate in all activities needed to demonstrate task completion of CTE competencies.
- Participate in CTE certification pre- and post-testing.

Parents

- Learning remotely will not look like traditional classroom instruction. It is through the tasks, demonstrations, and discovery activities the teachers provide students that students will learn - but with frequent and close supervision by the teacher.
- We know other than safety, the academic success and well-being of a student is a parent's top priority. During this time, especially for our remote learners, we need parents more than ever as partners to help students access information, manage their time, and ensure students are engaged in the work of learning.
- Please notify the school if your child will be absent from school or any remote class each day – daily attendance is being taken.
- Assist in preparing a distraction-free space at home for your remote learning student(s) to attend to schoolwork and complete assignments.
- Ensure that all devices are taken care of, charged, and ready for remote learning.
- Communicate with the teacher to get a class schedule, learn about expectations, and learn how to best help their student(s).
- Help your student organize and prioritize due dates for work and study for assessments.
- Assist in keeping passwords and login information available and in a secure location.
- Communicate with staff regularly to monitor student learning and progress.
- Ensure that students complete all assignments and activities on time.
- Monitor student's progress toward completion of Career and Technology Education (CTE) competencies.
- Provide a secure testing environment for remote CTE certification testing.
- Parents are expected to monitor their student's progress throughout the school year by arranging appointments with teachers during office hours. Teachers will share their office hours for each course.
- All parents should contact their student's school and sign up for Parent Portal. Parent Portal should be monitored regularly for grades and attendance.
- Contact your child's teacher directly via email, REMIND text, or call the school and the secretary will pass along your message to answer questions about the course that you may have.
- Parent Conferences may also be made by appointment by contacting the teacher or the school counselor.
- Please monitor your student's frustration/stress level and offer opportunities to talk about their feelings. This is all new and different and students will handle this stress in many ways; we want them to be safe. If you feel your child needs help, please reach out to your school counselor and they can be a resource.

Notes for Teachers

- Teaching to remote learners is not like, should not be like, and cannot be like regular face to face instruction. It is through the tasks chosen, the projects assigned, resources made available, and the activities designed that students will be learning.
- Live Time is intended to be a scheduled time for live interaction between students and teachers and students and students. This is synchronous learning time. The live time sessions are recorded for students to access at any time. There is no guarantee all students will be on at once. It cannot be required that a student participate in Live Time as some students may not have internet access.
- Assessment will be different with remote learners. All students must attest they are bound by the honor code for all assignments and assessments. Some teachers may plan or need to give timed assessments, such as tests or quizzes. These will be made available in the learning platform - Canvas - for students to access. Teachers may set up specific windows for the assessment to start and end and set up multiple testing sessions.
- It is appropriate to have assignment completion due dates. Late work turned in will be treated according to the handbook/syllabus guidelines.
- If a secondary school teacher is ill and unable to come to work that day, they will notify students there will be no Live Time that day, upload/unlock the daily check-in assignment, and provide students with their assignments for that day. There will not be a substitute teacher who will 'pick up' the class that day/period for secondary students.
- Attendance may be documented through multiple measures but must be recorded daily and by period (for secondary students) in our student information system.
 - A student being present for Live Time is the most obvious present indicator.
 - Each day, and open only for that day, there should be a check-in task or assignment for students to complete and submit. Completion/submission of that task/assignment will count as completion. Please note, a student may not (should not be able to) complete this assignment in advance or after the date and then be counted present for that day.
 - It is possible, with no internet access, that a student or their parent will need to call in each day or message via a tool such as Remind that the student is present for the day. This will be worked out between the family and the teacher.
 - Teachers will record absences in our student information system daily and communicate all corrections/changes via email to the attendance clerk by Friday.