



## **Hope Academy Distance Learning Policy**

The purpose of this policy is to outline expectations of students, educators, and parents when distance learning is necessary. HA recognizes the unique nature of the model and understands the challenges this might bring. Distance learning creates an opportunity to build independence and responsibility in children. Google Classroom and the Google Suite of applications will be used to facilitate distance learning at Hope Academy. Additional educational software programs and websites will be used by the teachers, but these resources will be utilized and accessed through Google Classroom during distance learning. The following guidelines are in place to ensure each student is successful.

### **Expectations of Teachers**

Instruction will be provided in math, language arts, science, and social studies by teachers responsible for those subjects. Middle school teachers will only be responsible for their assigned courses.

Language Arts and Math classes will be held 5 days a week using Google Classroom. Google Meets will be used a minimum of 4 days a week with live instruction (also known as synchronous instruction) for a minimum of 30 minutes each of those 4 days. The teacher shall establish a schedule for this, which may include several different groups of children at varying times, especially in the lower grades.

In grades K-5 Science and Social Studies will be held via Google Classroom 2 days a week with a minimum of 30 minutes of live instruction per week using Google Meets. In middle school, teachers will provide instruction in Google Classroom 5 days a week and provide live instruction for a minimum 30 minutes a day for 4 days a week.

Teachers have the flexibility to schedule the live instruction, but the instruction must be provided during regular school hours. Middle school teachers must provide instruction within the regularly scheduled block for each class/course.

Teachers will plan and provide distance learning lessons and assignments for all assigned courses and post those lessons and assignments in Google Classroom.

Teachers will assess students as needed and maintain records of these assessments in the FACTS gradebook online weekly.

Teachers will actively check email and Google Classroom (GC) and will regularly communicate with students and parents using email and GC.

### **Expectations of Students**

Students will check each of their Google Classroom platforms daily. Keep in mind that students will have more than one Google Classroom in some grades.

All students will complete their lessons and turn them in on time.

Students will follow academic honesty and not engage in cheating or plagiarism.

Contact teachers with questions about assignments/activities in a timely and respectful manner.

Participate in daily classes via Google Meets according to the schedule provided by the teacher(s).

The expectation is for students to complete the work for each subject as assigned by teachers on a given school day. If there is a technical issue preventing a student from submitting an assignment on time, the student or parent must email the teacher and request an extension. The request must be made prior to the time that the assignment is due, and the extension will be for 24 hours, unless otherwise communicated by the teacher.

Follow all rules outlined in the “Hope Academy Technology Basics and One:One Device Agreement.” This document outlines appropriate use of technology and prohibits the misuse or inappropriate use of school-owned devices, school-issued email addresses, and school software. It is available on our school website under the Documents tab.

The teacher shall establish clear expectations for meeting times, materials needed, and GC procedures such as what the student should do if they have a question, have a tech issue, need to excuse themselves from the meeting, etc.

The teacher shall also provide clear expectations for schoolwork and deadlines for each assignment in Google Classroom in writing.

### **Student Expectations During Google Class Meetings:**

Video must be turned on during live instruction.

Remain muted unless you have a question or a response to a question.

Have all your materials ready prior to the start of the meeting, including books, writing utensils, headphones, and any other materials the teacher has requested.

Use the restroom prior to the start of the meeting. If you have a bathroom emergency during the meeting, politely excuse yourself, turn off your audio and video, and return as soon as possible. You do not have to log out.

Students must participate in Google Class Meetings while sitting in a chair at a table or countertop. Students shall not participate in class while lying down in their bed or lying down on a couch.

Students shall not be disruptive during the GC Meeting. The teacher has full discretion to exclude a student from the meeting if he/she deems the student’s behavior as disruptive to others. The teacher will contact the parent as early as possible when this occurs. If disruptive behavior becomes a pattern, the student will be referred to administration for further action.

Students shall not record or share videos of their GC meeting with anyone other than their parents/guardians.

Students who are learning from home are expected to dress appropriately, although school uniforms are not required at this time.

- Hats, hoodies, and other head coverings are not permitted.
- Pajamas are not permitted.
- Inappropriate images or messages on clothing is prohibited.
- Shirts must not be revealing.
- Other dress code requirements as outlined in the school handbook must be adhered to.

### **Expectations of Parents**

Parents will review this handbook with student.

Assist students with lessons as needed while ensuring that the graded work reflects the student's *independent* academic ability.

Contact teachers with questions about assignments/activities in a timely manner while respecting the teacher's personal time. In middle school, the students are expected to communicate on their own behalf regarding questions about assignments.

Teachers are required to respond to emails and messages in a timely manner; however, understand that teachers will not be required to reply to emails, messages, etc. during times that they are providing live instruction (rather on or off campus) nor are they required to respond to emails and messages after school hours or on the weekends.

Provide reliable internet access during school hours.

Provide a designated area for students to participate in Google Class meetings that is free of distractions and is appropriate for distance learning. Inappropriate settings would be lying in a bed or lying down on a couch, for example.

Parents shall not record or share videos of Google Classroom meetings with anyone to ensure the privacy of all involved.

If a student is unable to participate in a Google Meet, the parent must send an email to the teacher within 24 hours for the absence to be considered as excused.

### **Expectations of Hope Academy Administration**

Oversee the daily operations of distance learning.

Maintain open lines of communication with students, teachers, and parents.

Serve as liaison between teachers and families when necessary.

If a teacher is unable to provide live instruction, he/she will coordinate with administration to ensure that students have a continuous learning opportunity.

Provide all students and teachers with Chromebooks to participate in distance learning using the policies outlined in the "Hope Academy Technology Basics and One:One Device Agreement."

Troubleshoot technology issues and work to resolve them in a timely manner.

## **Attendance Requirements**

The Mississippi Compulsory School Attendance Law states that it is the responsibility and duty of the parents to ensure that their child attends school regularly. Hope Academy follows this procedure for compliance. Student will be responsible for attending Google Meets classes while distance learning is in place.

Students are required to attend all classes. Students who do not log in and participate in scheduled Google Meets will be counted as absent for that course on that day.

If a student is unable to participate in a Google Meet, the parent must send an email to the teacher within 24 hours for the absence to be considered as excused. The same policy for determining excused or unexcused absences will be used to determine absences for distance learning.

## **Grading Policies for Distance Learning**

Teachers shall post a minimum of one (1) daily grade per week. Test grades will not be issued during distance learning.

## **Student Retention**

The faculty of Hope Academy works diligently to ensure the success of all students. However, there may be instances when a student needs to be retained for academic reasons. **It is important for parents and students to understand that distance learning does not negate the reasons listed below for retaining a student.**

Retention may occur for a student for any of the following reasons:

(1) an excessive number of absences including those for face-to-face instruction and for distance learning instruction; (2) documented evidence of lack of academic success with a strong recommendation for retention from the teacher; (3) lack of passing grades in one or more subjects.

## **MIDDLE SCHOOL ADDENDUM**

### **Course Credits and Absences**

To receive credit in a course, Mississippi Law requires not only a passing grade in the course, but also a minimum amount of seat time. To receive credit, a student must attend each class a minimum of 82 class days during a one-half credit course and 164 class days during a one credit course. On this basis, any student who has more than 7 absences in a one-half credit course and more than 15 absences in a one credit course will be denied course credit, and the student will receive a grade, but no credit (NC).