

Alabaster City Schools

**Remote Learning**

**Student/Parent Expectations**



**ALABASTER**  
CITY SCHOOLS

CHAMPIONS OF OUR FUTURE

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## **Remote Learning Student/Parent Expectations of Alabaster City Schools**

Remote learning may occur for a variety of reasons including:

- Students at home due to quarantine or extended absences.
- Extended building closure due to health guidelines.
- The school moving to an alternate schedule, such as:

	Group A	Group B
Day 1	Face-to-face traditional instruction	Complete assignments remotely
Day 2	Face-to-face traditional instruction	Complete assignments remotely
Day 3	Full remote instruction	Full remote instruction
Day 4	Complete assignments remotely	Face-to-face traditional instruction
Day 5	Complete assignments remotely	Face-to-to-face traditional instruction

This document addresses student and parent/guardian expectations for remote learning.

### **Methods of Lesson Delivery & Communication with Teachers:**

- Chromebook
- Google Classroom/Schoology
- Google Meet
- iNow for attendance and grades
- Alabaster City Schools student Google account
- Teacher-chosen forms of additional communication such as Remind, Bloomz, SeeSaw, etc.

### **Classroom Expectations for Remote Learning:**

- School hours are 8:00 AM - 3:15 PM, Monday - Friday.
- Students should check the weekly message on Google Classroom/Schoology every Monday. It will be posted by 8:00 AM. The message will give clear expectations for the week including assignments and deadlines.
- Students should check daily lessons, assignments, and reminders on Google Classroom/Schoology. They will be posted by 8:00 AM each day.
- Students will receive a similar amount of assignments as compared to their traditional classroom. They will have regular due dates and deadlines. It is critical that students

pace themselves each day through their lessons so that they do not get behind or miss a deadline.

- Assignments and exams will be graded and posted in iNow just as they are in the traditional classroom.
- If a student begins to struggle in any class/subject, immediately contact the teacher for additional assistance.
- For extended closures and alternate schedules, teachers will post their office hours on Google Classroom/Schoology. This is a time for parents/guardians to meet with the teacher, students to participate in intervention sessions, or for the teacher to communicate with individual students.
- For extended building closure, students will attend at least two Google Meets every week for each class. Teachers will post the dates and times on Monday by 8:00 AM. After a brief check-in, the majority of the time will be spent interacting with the teacher on concepts and assignments. Parents/Guardians will be contacted when their students miss Google Meets.

#### **Attendance Expectations:**

- Daily attendance is required of students. Consequences for unexcused absences and truancy will follow the Alabaster City Schools Code of Conduct.
- For an alternate schedule, daily attendance is required.
  - For remote learning days, this is satisfied by successful completion of daily progress goals/assignments.
  - For traditional on campus learning days, attendance is taken in person as normal.
- Attendance will be taken daily, whether remote learning or traditional learning is taking place. Successful completion of daily progress/goals will also be considered.

#### **Communication Expectations:**

- Communication is KEY to success in the virtual classroom! Students, parents/guardians, and teachers should be in constant contact.
- Teachers should respond to student and parent/guardian emails within 24 hours.
- Students and parents/guardians should know how to access the teacher's chosen supplemental means of communication such as Remind, Bloomz, SeeSaw, etc.

### **Classroom Management Expectations:**

- Students are expected to follow the Alabaster City Schools Code of Conduct during remote learning.
- For any disciplinary infractions, teachers will contact parents/guardians. For continued infractions or those of a more severe nature, the school administrator will contact parents/guardians.
- The Alabaster City Schools dress code policy is in effect for students during virtual meetings. Please refer to the Student Code of Conduct for detailed information on the dress code policy.

### **Plagiarism and Academic Dishonesty:**

- All work must be completed by the student alone.
- Any collaboration among students must be pre-approved by the teacher.
- **Plagiarism will not be allowed in any form. This will include copying or using the ideas or words of others and presenting them as one's own.**
- Students will not allow others to copy their work.
- Content from the internet or other sources will not be misused or misrepresented.
- If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences outlined in the Alabaster City Schools Code of Conduct.

### **Instructional Technology Expectations:**

- Teachers are the “first line of defense” when it comes to troubleshooting student and parent/guardian technology issues. Please report technology issues to teachers.
- The only video conferencing platform supported by Alabaster City School Informational Technology (ACSIT) is Google Meet. Zoom, WebX, and other platforms will not be supported.
- ACSIT will only support ACS-owned devices. Personal devices will not be supported.
- Teachers will use Google Classroom/Schoology for assigning and grading student work.
- Google Meets for students should only be scheduled through the Google Meet app (located in the “waffle”) or Google Classroom. No students should be invited to a Google Meet from Google Calendar.
- Teachers should always be the first to join a Google Meet with students and be the last to leave. Students should not attend a Google Meet without a teacher present.
- Video conferences and lessons via Google Meet may be recorded for intervention and reteaching purposes. Recordings will not be shared on any public platforms.

### **Special Populations:**

Case managers and general education teachers will be in frequent contact concerning continuing services for special populations.