



AC Flora 2020-2021 eLearning Guide for Students

Welcome back students! We know this year is very different with starting the school year virtually. This guide will help everyone to be successful during virtual learning. To help you #RESTARTSTRONG, we have compiled a list of etiquette and expectations for you to keep in mind during virtual learning. We have also included information about grading, make-up work, and other academic policies that you will find helpful throughout the year. While this document is not meant to be an exhaustive list of policies, it is a good general guide as we start eLearning. Go Falcons!

eLEARNING ETIQUETTE

Respect - Treat your teachers and classmates with respect during virtual meetings, emails, or any other communication. Respect others' opinions even if they differ from your own. If you need to express your differing opinion, do so in a respectful, non-critical manner. Do not make personal or insulting remarks. Students are reminded that expectations in the Richland One Code of Conduct apply during eLearning in the same way that they are applied on campus.

Active participation - Be an active participant. It may be a bit different than in-person school, but participation and engagement are going to enhance your daily learning, improve retention, and keep you focused on your goals.

Communication – Use clear, concise language when participating in any written electronic communication in Teams, email, etc. Avoid using the caps lock feature as it can be interpreted as yelling. Remember to think before you send an email; confirm your message is appropriate, and ensure you intended for an email to go to more than one person if sending a group email.

Dress - Dress appropriately and for success to help you focus on virtual learning. Remember, your camera connects you to everyone.

Muting - When you are not speaking, please mute your microphone. This will help prevent an echo during virtual meetings, distractions that come with audible typing, and background noise. All of these can be distracting and can interfere with everyone's ability to engage in the class.

eLEARNING EXPECTATIONS

Logging In to Teams - Sign on to Teams at correct class time every day (the Daily eLearning Schedule is at the end of this document). Attendance will be taken daily for each of your classes. It is a good idea to log in to your class Team a few minutes ahead of time so you will be ready when it starts.

Class Participation - During class, students should be focused and participate. Even though this is eLearning, this is still school! Anything that can distract you in a classroom can also distract you (and others) on Teams. It's tempting to text or have a side conversation going on, but please be attentive to your teacher and their directions for the class. Students should stay in a focused position and be present throughout the whole class period. Keep in mind that each teacher/class may have a different structure or activities throughout the year, so make sure you know your teacher's expectations and routine.

Staying in Touch - Students should regularly check their school emails and look for information, notifications, and attachments from their teachers and the school. Your school email can be accessed from your school laptop, synced with any mobile device, and accessed through any computer that has an internet connection. We encourage students to find the communication method that works best for them. If you have trouble with this, or any other technology issues, please visit the Technology Tab on our school web page.

Communicating with your Teacher - When communicating with teachers, please remember that your teacher may not always be able to respond immediately. A general rule of thumb is to allow your teacher 24 hours to respond to an email or message. Also remember that teachers have other responsibilities outside of teaching. While some may respond to or interact with students in the evenings or on weekends, this may not always be the case. This also means that it is important for students to plan ahead and avoid waiting until the last minute to ask questions or get clarity about an assignment. In addition, some teachers may use other messaging methods to keep students informed and to stay in touch. Individual teachers will communicate their individual communication norms/procedures/methods to their classes in the first week.

Password/Security - Remember your password should be only yours, and it protects you. Do not share your password. Change your password if you think another person knows it. In order to change your password, you will need to talk to your teacher. They can reset it for you, but you will need to come to the school and log in to the network in order for it to update. More information about this can be found on the Technology Tab on the AC Flora Web Site.

Wednesdays During eLearning - Even though Wednesday is designated as an Intervention Day, teaching and learning will still occur. This will vary depending on your course, teacher, and class period.

- For College Prep and Honors classes, Wednesdays will be a day to re-group and catch up. Your class may consist of completing an assignment or quiz, receiving extra help, small group tutoring, and/or conferencing with your teacher. Make sure your assignment or task is completed to earn your attendance credit for each Wednesday.
- For AP and IB courses, you will need to pay particular attention to each of your teachers' routines for Wednesdays. Some Wednesdays may be live class sessions, while other Wednesdays may be comprised of tasks, assessments, and/or AP/IB Exam practice. Wednesdays for AP/IB students follow the A/B rotation schedule. Remember to complete your work on Wednesdays to earn your attendance credit.

2020-2021 ACADEMIC POLICIES

Make – Up Work - A student will be allowed to make up any work or assignments missed due to an excused absence within five (5) class days of the student's return to school. It is the student's responsibility to provide proper documentation to the attendance office immediately upon returning from the absence. If a student misses work or assignments due to an unexcused absence, the student will have two (2) class periods to make up the work. It is the student's responsibility to contact the teacher regarding work missed due to absences. All work should be completed, even after the five or two class periods, so that there is no gap in the student's learning. Work completed after the five or two class periods is considered late and the student may not receive full credit for this work.

Re-Do Policy - Students will be allowed to re-do major assessments if the grade is below a 70; students who earn a 59 or below on any major assignments are *required* to redo the assignment in an effort to achieve mastery of the content. Student's grade will be determined by taking the higher of the first assessment and the re-do assessment. The highest grade a student can earn on the redo is a 70.

- Students are not allowed to re-do nine weeks exams, with the exception of extenuating circumstances. (Must be approved by an administrator)
- Students are encouraged to attend tutoring (this may occur on Wednesdays or at other times arranged by your teacher) and take the re-do test no later than one (1) week from the day he/she received the grade. The final re-do assessment must be given at least a week prior to the end of the quarter.
- Major assessments (ex. projects) completed outside of class that include a rubric and graded check points must be turned in on time to qualify for a redo.
- Teachers should remind students of the need to complete re-do and make-up assessments.
- Students are expected to complete re-do assessments with the goal of mastering the content and improving their grade.

Cheating Policy/Honor Code - Cheating includes (but is not limited to) giving or receiving answers for material represented as individual work. Any student caught cheating (including plagiarism) will receive the following:

- 1st Offense: Parent contact made by teacher. Student receives a discipline referral and earns a zero on the assignment. The student is allowed to redo a comparable assignment for up to a 50.
- 2nd Offense: Parent contact made by teacher. Student receives a discipline referral, zero on the assignment and additional disciplinary consequences.
- Note: 3rd and subsequent referrals may result in parent conference, zero, and suspension.

AC Flora 2020-2021 eLearning Daily Schedule

For students participating in e-learning, they will be logged on during the times below. The exact nature of each block will be at the teacher's discretion, depending on the learning strategies and objectives planned for the day.

Block	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Student Intervention & Teacher Office Hours	8:00 a.m. – 8:50 a.m.	During this time, teachers will engage in one or more of the following: <ul style="list-style-type: none"> • Get prepared for student activities and lessons • Contact parents via e-mail, telephone, physical letters • Virtual meetings with parents, students, or administrators 				
1st Block	9:00 a.m. – 10:00 a.m.	MS Teams Virtual Class Meeting	MS Teams Virtual Class Meeting	Intervention Time	MS Teams Virtual Class Meeting	MS Teams Virtual Class Meeting
2nd Block	10:30 a.m. – 11:30 a.m.	MS Teams Virtual Class Meeting	MS Teams Virtual Class Meeting	Intervention Time	MS Teams Virtual Class Meeting	MS Teams Virtual Class Meeting
Lunch	11:30 a.m. – 12:15 p.m.					
3rd Block	12:30 p.m. – 1:30 p.m.	MS Teams Virtual Class Meeting	MS Teams Virtual Class Meeting	Intervention Time	MS Teams Virtual Class Meeting	MS Teams Virtual Class Meeting
4th Block	2:00 p.m. – 3:00 p.m.	MS Teams Virtual Class Meeting	MS Teams Virtual Class Meeting	Intervention Time	MS Teams Virtual Class Meeting	MS Teams Virtual Class Meeting
Common Planning	3:15 p.m. – 3:40 p.m.	During this time, teachers will engage in one or more of the following: <ul style="list-style-type: none"> • Common planning and teacher collaboration • Virtual faculty meetings • Parent/student outreach and communication 				