

Big Bay de Noc
Online Learning
Handbook
2020-2021

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Section 1: Student Expectations

Technology/Equipment:

Students/parents will quickly communicate with school administration about technology and internet needs. If a student has what they need to complete online work, and it is not completed by due dates, then students may earn failing grades on said online assignments.

Students will have access to the G-Suite or Google suite on their Chromebooks or other school issued devices. Chromebooks are used in the schools, so students have familiarity with them. Students will have access to a microphone and camera on their device, a phone is NOT the form used for online learning. You must also have dependable wireless connection, and Google Chrome as a browser.

Communication:

All students will communicate using email with their teachers when there are questions. If a student fails to complete an assignment and there was no communication, then the student shall earn a failing grade for the assignment. If technology is the issue, then students or parents must call the school as soon as they know about the technology issue to inform staff, and at that time, a new deadline can be determined.

Staff and students can use Google Meet, school email, or Google Classroom as a “chat” area if a quick question. The best time to ask questions is during classroom instruction.

Class participation:

1. You are expected to read all of the material provided.
2. You are expected to use the links provided in order to complete items that are assigned.
3. It is very important to understand that online work is just as important as in person work.
4. Students should utilize links set up by teachers to ask questions during Google meets.
5. Log in each day to check for assignments, items posted to the stream, or to interact with peers.
6. It is expected that students keep interactions online positive and constructive.
7. Attendance during teacher instruction is mandatory during online learning.
8. Students are responsible for arranging a time to pick up their materials in the event that they are not able to attend school.

Students are to bring any textbooks home that will be needed to complete their online work as well as their notes and other work that will be completed during their distance learning days.

Students caught plagiarizing online material (copy and paste from another website) will have earned a zero for the assignment.

Section 2: Attendance

Mandatory attendance:

You are expected to participate in online school as often as you participate in face-to-face school. This means you must log in daily and be present as you would during a regular school day.

If you are absent from your daily log-ins it will count as an unexcused absence.

Students must actively participate in Google classroom and/or Google Meet in order to be considered in attendance.

Students may be excused from daily participation if they are too ill to log-in and participate online. Parents/guardians must contact the office to excuse their student's absence.

Section 3: Grading

Online assignments and material are given the same weight as they would during your face-to-face instruction. Often, you will see that homework and reading will be assigned during your online time. That reading will be utilized during your in-school instruction, therefore it is very important to complete all assignments/reading in your online classes.

Students caught cheating (for example, submitting the same assignment as another student) will earn a zero for that assignment, or as determined by the teacher (both/all students involved).

Students caught plagiarizing materials will earn a zero, or partial credit as determined by the teacher for those assignments. The school will follow the same cheating and/or plagiarism disciplinary action found in the Student Handbook..

Students who have excused absences will have as many days to make-up their assignments as days missed.

Section 4: Testing and Exams

Online Testing: Teachers may choose to give students tests online. They may also use Google Forms to do online testing which has an option to block outside sites to open while taking the test. Teachers have taken into consideration that you will have resources available during a test, and will create tests and quizzes that will continue to challenge you.

Ensure that you have ample time to complete your test when you start online, you may not be able to start over once you have begun a test. Read all of the directions as you would a regular test, so you understand what you are being asked to do.

If there are technical difficulties take a screenshot of the problem (make sure you know how to do this on your particular computer before starting) so you can notify the teacher immediately.

Double check that you have completed ALL of the items before submitting, as you may only be able to submit once.

Section 5: Google Meet Guidelines

Google Meets are a way for students to interact with their teacher while distance learning. These meets are set up for specific times and a link will be available.

In order to participate, you click the link provided by the teacher, and then click “Join” it will not allow a student to join unless the teacher has actually started the meet. Students can keep microphones on mute unless they have questions or comments. If a student has the ability to use a camera, we ask that they do so in order to know that it is the student who has actually signed in.

1. Students must abide by the school’s acceptable use policy signed each year.
2. Students must have school appropriate dress at all times.
3. Use professional and polite language during a Google meet.
4. Attempt to keep all background noise and distractions to a minimum. Mute your microphone when the teacher is teaching, and use the chat box for questions.
5. Promptly exit the meeting when it is over, the teacher is the first one on, and the last one off of the meeting.
6. Only accept google meet invitations from school staff.
7. Give your best effort while participating.