



Macon County School District

Remote Learning Plan

Purpose

Macon County School District Remote Learning Plan will provide continuity of learning for our students. The content found in this plan was developed in conjunction with the Tennessee Department of Education and will meet the needs of students with access to digital tools as well as those who do not have digital access. While the delivery of content will be different for most students, the goals for students are to continue to engage, grow, and learn in the 2020-2021 school year. An emphasis on relationships and support for students and families of Macon County is at the forefront of our work. This plan will be in place to support remote learning in Putnam County and provide guidelines for student work and expectations. It will be adjusted to follow the current Tennessee Department of Health and CDC guidelines. The Macon County Schools Remote Learning Program will utilize content from the Edmentum educational platform supported by Remote Learning Instructors via Google Classroom.

Remote Enrollment

Parents who wish to enroll their child(ren) in the Macon County School District Remote Learning Campus will attend on-site registration on August 3rd, 2020 at 8am or 2pm. Parents will be eligible to receive a district owned device for online instruction to be used at home. Parents and students MUST sign a device contract and AUP(acceptable use policy) to enroll. Any student enrolled in the Macon County School District Remote Learning Program will remain enrolled in the program for the duration of the 2020-21 school year(see exception for program removal in Remote Attendance section below). Parents choosing to enroll their child in the Macon County Schools Remote Learning program will forfeit participating in all on-site school events and athletics.

Remote Attendance

- Attendance- Computer application log-in time information to assigned educational applications must be met at specific times of the school day per class schedule. If the student does not maintain acceptable attendance practices, a citation to Juvenile Court will be manifested as failure to meet the Compulsory Attendance and Truancy laws of the State and District. If failure to meet daily attendance requirements is not satisfied, the remote learning privilege will be taken away and the student will be expected to return to the traditional school.
 - Participation- Time-on-Task will be monitored to gauge the participation of the student. If the student cannot maintain acceptable and appropriate time-on-task practices for assignments given, the agreement will be revoked by the program supervisor, David Flynn, at the next 4½ week progress period and attendance in the traditional setting will be required.
 - Compulsory Attendance/Truancy Laws- **All laws and Board policies pertaining to school attendance are still in effect.** This agreement does not give students the right to be absent from “school” (absent as in not following stated attendance and participation guidelines). Parents have the privilege of using up to 5 Parent Notes per semester. Any excuse documents (parent/doctor) will be submitted to the attendance designee at each school and will follow the same procedures as if in the traditional setting.
 - Students with a diagnosed medical condition preventing them from traditional/remote school attendance may be eligible for instructional services through a Homebound educational plan and should contact your school for further information.
 - Any student participating in extracurricular activities must be enrolled in the “traditional” (face-to-face) setting.
- **Remote Learning Student Class Expectation**
 - Students are required to complete all assignments given by their teachers in Google Classroom.
 - Student work will be graded and count towards the student’s nine-week average.
 - Students will receive quality, timely feedback from their teachers.
 - Students should expect to spend approximately 6 1/2 hours per day participating in instruction and completing school work. Some students may need additional time or complete the work in slightly less time. The goal is the submission of quality work for all assignments.
 - Remote learning assignments must be submitted digitally through Google Classroom.

Program Specifications for High School Students

- Students in Virtual Camps will not be eligible for high school honors courses
- Dual Enrollment courses will be available to students in virtual campus
- Students in virtual campus will be required to meet the 28 credit district requirement for graduation.
- All high school students enrolling in virtual campus MUST be on track to graduate and will be verified by the high school guidance counselors prior

approval to attend school thru virtual campus.

- Students in virtual campus may graduate early if all requirements met
- Students in virtual campus will not be allowed to attend Tri-County Vocational School
- Virtual Campus students will graduate with their class and will be allowed to participate in the graduation ceremony.
- Virtual Campus students will not be eligible to attend prom
- Virtual Campus students will be eligible for Band, extracurricular activities or sports participation
- Workbased learning programs are not available to virtual campus students
- ACT as required by the State of Tn will be required for virtual campus students

Teacher/School Communication

- The remote learning teacher will be the primary contact for families. The remote learning teacher will be available during class time to assist your child with any questions or problems they may be experiencing. Additional assistance will be provided by the district remote learning team, when needed. Modes of communication may include but are not limited to Remind, Google Classroom, email, ZOOM, Google Meet, and/or phone calls.
- Technical assistance will be provided as needed.
- The Remote Learning Program will be under supervision of Technology Director, David Flynn. Additional teaching staff will be reassigned/hired based on program enrollment.

Special Education

- *Any student receiving IEP services who is considering moving to a remote learning plan should notify their child's special education teacher or therapist to schedule an IEP meeting to develop expectations related to daily participation in learning activities, accommodations, and intervention.*
- *Parents with questions related to their student's Individualized education plan may contact Cathy Stafford at 615-666-2125 ext. 1108 or cstafford@maconcountyschools.org*

English Language Learners

- *Any student receiving ELL Services who is considering moving to a remote learning plan should notify their child's ELL teacher to schedule a meeting to develop expectations related to daily participation in learning activities, accommodations, and intervention.*
- *Parents with questions related to the ELL plan may contact Cindy Gammons at 615-666-2125 ext 1125 or cindy.gammons@maconcountyschools.org*

Teacher/School Communication

- The remote learning teacher will be the primary contact for families. The remote learning teacher will be available during class time to assist your child with any questions or problems they may be experiencing. Additional

assistance will be provided by the district remote learning team, when needed. Modes of communication may include but are not limited to Remind, Google Classroom, email, ZOOM, Google Meet, and/or phone calls.

- Technical assistance will be provided as needed.

Grading

- **Elementary/Middle School/High School**

- Grades and/or feedback will be issued for student assignments.
- Students will be monitored for their progress toward mastery of skills. Progress will be reported to parents frequently.
- Grades will be entered into Skyward! weekly.
- Assessments to be completed independently will be specified.
- Student assignments will be graded as applicable.
- Time and rigor expectations will parallel that of the traditional classroom.
- All assignments must be completed on time at the discretion of the remote learning teacher.
- Mid-term progress reports and report cards will follow the district schedule

Technical Assistance with Remote Learning Platforms

Assistance related to the use of devices and software applied to distance learning will be available from school district staff. Please contact your teacher first with any technology problems.

- **Edmentum/Google Classroom Support:**

Remote Learning Program Instructors

- **Technology Problems Related to Your Device:**

- Technology Office: David Flynn 615-666-2125 ext 1114 or flynnd@maconcountyschools.org
- Live chat/troubleshooting assistance will be available via ISLOnline

Responsible Internet Use

The use of the Internet must be in support of education and research and consistent with the educational objectives of the school system. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network.

Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material that is protected by a trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

- **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school system administrators will deem what

is inappropriate use, and their decision is final. Also, the system administrators may suspend privileges at any time.

- **Net Etiquette:** Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Avoid offensive or inflammatory speech.
- Be courteous and polite.
- Use appropriate language.
- Profanity or obscenities are not permitted at any time.
- Do not use the network in such a way that would disrupt the work of others.
- All communications and information accessible via the network should be assumed to be private property.

- Users may not quote personal communications without the author's consent.

- **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

- **Exception to terms and conditions:** These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral and written agreements and understandings of the parties.

With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the internet as an educational tool outweigh the negatives. We especially appreciate partnering with parents to teach responsible Internet use. Students who are in violation of responsible Internet use may be put on academic probation or dismissed from Macon County Schools Virtual Learning.

Withdrawal from MCSD Virtual Learning

Any student participating in the Macon County School District Remote Learning Program who plans to withdraw from Macon County Schools for any reason should contact their designated

school's main office with a parent/guardian. The correct procedure will be explained to the student at that time. All obligations such as turning in books, technology devices, paying fees and/or fines, etc., must be taken care of before withdrawing to another school. Records will not be forwarded until all obligations are cleared.

How to Support Your Child(ren) during Remote Learning

1. Support your child's engagement with their class and school

- Help your child develop a schedule and routine for remote learning at home.
- To provide opportunities for listening and speaking English, encourage your child to attend and participate in online class meetings and remote work as much as possible.
- Remind your child that using English with their teachers and classmates is the best way to learn English-- try to actively use their listening, speaking, reading, and writing skills to communicate and explore new ideas.
- Get additional English language practice by reading, using educational websites, or watching educational videos or television shows.
- Talk to your child about their schoolwork:
 - Ask about the ideas and subjects your child is studying. What topics or activities is your child excited about? What assignments are difficult?
 - Ask how your child feels about remote learning: What is going well? What is difficult?
 - Spend time together doing things your child enjoys. Tell stories, sing songs, read a book, play a game. Ask your child for ideas about activities you can do together.

2. Read with your child, or encourage independent reading for older children daily. Find different ways for your child to write at home.

There are many benefits and options for daily reading for children young and old. Materials may include traditional books or e-books, picture books, or books in your home language. No matter the story, you can talk about who, what, when, where, why, and even your own personal experiences. The possibilities are endless, and the discussion can be multilingual. Help your child write a letter to a family member. Read the first part of a book and have your child write their own ending to the story. Ask your child to draw a picture about a story in the book. Make a weekly journal recording activities, events, and feelings. **Also, don't forget your local library.** Libraries do so much more than simply lend books. Check with your library to find out if they will have summer reading programs even if they are only available remotely. They also often have books in other languages.

3. For Parents of High School Students: Connect with Your School Counselor

Continue to connect with your school counselor online or by phone for additional support with your child's individual college and career plan. You and your child can prepare by bringing questions about specific needs. For your high school student, review the graduation requirements provided by your district and work with your child and counselor to understand what courses your child needs to graduate and what enrichment opportunities and electives are available to help your child explore career and college options. Your child's counselor will also help you find testing associated with courses, such as Advanced Placement exams, which are being administered online. If you have a high school senior who is applying to college, continue to connect with your school for support. Also, visit the National Association for College Admissions Counseling for updates on college events and due dates.

Student Acceptable Use Policy and Agreement

Macon County Board of Education

MACON COUNTYBOARD OF EDUCATION Internet Acceptable Use Policy and Agreement
Reference: Board Policy 4.406 Issue Date: November 11, 2001 POLICY STATEMENT Internet access is now available to students and teachers in the Macon County School System. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The Macon County Board of Education recognizes that computers are used to support and enhance instruction. We believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing Internet service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. Electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. The Board expects that the staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Teaching students to navigate the Internet gives them the opportunity to identify and evaluate useful sources of information. In addition to enhancing information literacy, the Internet puts millions of information resources at a child's fingertips. It is amazing to see how young people are using the Internet to learn about the world. Telecommunications, electronic information sources, and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, instructional and library media materials could usually be screened, prior to use, by committees of educators and community members intent upon subjecting all such materials to reasonable selection criteria. Because the Internet was not designed with children in mind, classrooms will be open to electronic information resources that have not been screened by educators for use by students of

various ages. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Macon County School System recognizes that on a global network it is impossible to control all materials and an industrious user may discover controversial information. For years educators have worked diligently to create and promote increasing numbers of K-12 resources available on the Internet. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the School System. To gain access to the Internet, all students must obtain parental permission and must sign and return the attached student authorization form to the school office. Ultimately, parents and Student Acceptable Use Policy and Agreement Macon County Board of Education. Guardians are responsible for setting and conveying the standards that their children should follow on the use of the Internet just as they do on the use of all media information sources such as television, telephones, movies, and radio. Macon County Schools do not condone the use of inappropriate materials and do not permit usage of such materials in school environments. When access to the Internet is granted, it is extremely important that rules be followed. Access is a privilege, not a right, and as such this educational opportunity entails responsibility. Students are responsible for NOT pursuing materials that could be considered offensive. Misbehavior could result in temporary or permanent loss of access to the Internet. Violations may result in disciplinary action up to and including suspension/expulsion for students and termination of employment of employees. When applicable, law enforcement agencies may be involved. It is important that employees, students, and parent/guardians read and understand the following guidelines from the Macon County School System.

STUDENT RESPONSIBILITY Students using Internet access provided by the Macon County School System must first have the permission of and must be supervised by Macon County's professional staff. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is provided to students who agree to act in a considerate and responsible manner. Student signature and parent/guardian permission are required. Access is a privilege, not a right, and entails responsibility. Individual users of the School System's computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreement they and their parent/guardians have signed. Network storage areas will be treated like school lockers. Macon County School System reserves the right to review, monitor, and restrict information stored on or transmitted via Macon County School System's equipment and to investigate suspected inappropriate use of resources. This includes reviewing files, bookmarks, and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on School System's servers will always be private.

The following are NOT permitted: • Sending or displaying offensive, obscene, threatening messages or pictures • Using obscene language • Harassing, insulting, or attacking others • Damaging computers, computer systems, or computer networks Student Acceptable Use Policy and Agreement Macon County Board of Education • Violating copyright laws and illegal installation or transmission of copyrighted materials are prohibited • Using another's password • Trespassing in another's folders, work, or files • Intentionally wasting limited resources • Employing the network for private, commercial, or illegal purposes • Any action which violates existing Board Policy or Public Law Network Etiquette. You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- Be polite. Do not get abusive in our messages to others.
- Use appropriate language. Do not swear; use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone numbers of students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.
- Report security violations to the principal/appropriate teacher immediately

Macon County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. Macon County School System will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Macon County School System specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security.

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a principal or teacher. Do not demonstrate the problem to others. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

Vandalism. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses. Having read the Internet Acceptable Use Policy and Agreement, my signature on the Internet Use Permission/Agreement Form is legally binding and signifies that I have carefully read and understand the term and conditions for Internet use in the Macon County Schools. Student Acceptable Use Policy and Agreement Macon County Board of Education Page 4 of 4 Macon County School System Internet Use Permission/Agreement Form Student Agreement. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is

unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or legal action may be taken. Misuse can come in many forms, but can be viewed as any messages sent/received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above.

User's Full Name (Please Print): _____

_____ User's Signature:

Date: _____

Parent or Guardian. As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. I also recognize it is impossible for Macon County Schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby grant permission for my child to use the Internet and certify that the information contained on this form is correct. I understand and accept the conditions stated and agree to hold harmless, and release from liability, the school and school system. Parent/Guardian's Name (Please Print): _____

_____ Parent/Guardian's

Signature: _____

Date: _____

Sponsoring Teacher. I have read the Internet Use Agreement and agree to promote this agreement with the students. Because the student may use the Internet for individual work or in the context of another class, I cannot be held responsible for the student use of the Internet. As the sponsoring teacher, I do agree to instruct the student on acceptable use of the Internet and proper Internet etiquette, and to supervise students in the use of the Internet. Teacher's Name (Please Print): _____

Teacher's Signature: _____

Date: _____