

Calhoun County School System

Virtual Classroom Expectations for Students and Parents/Guardians

Students at all levels are now engaging in virtual class check-in sessions on Google Meet. To ensure a positive, productive and enjoyable learning experience for all participants, it is important that all students and parents/guardians adhere to these [Google Meet Expectations](#), which include online behaviors for students and privacy guidelines for parents.

Behavioral Expectations for Students

Students at all levels are now engaging in virtual class check-in sessions on Google Meet. To ensure a positive and productive learning environment during these sessions, it is important that all students adhere to the following behavioral expectations.

- Always be respectful and courteous to other students and teachers during Google Meet virtual check-in sessions. Inappropriate, offensive or threatening comments; misrepresentation of identity, and/or disruptive behavior by any participants during Google Meet virtual check-in sessions will not be tolerated.
- Students must use their CCSS email account to log into a Google Meet virtual check-in session.
- Login credentials must not be shared. Sharing of login information violates other students' and teachers' rights to confidentiality, and could allow class participation by unauthorized persons and/or lead to disruptive behaviors that detract from a productive and positive learning environment.
- Students who are disruptive and/or "trespass" Google Meet virtual check-in sessions will receive appropriate consequences in accordance with the [Student Code of Conduct](#). Consequences may result in temporary or permanent loss of technology access, which would prevent the student from participating in Google Meet virtual check-in sessions. Students receiving this consequence would have assignments provided to the student's parent/guardian.
- Students should adhere to the provisions identified under the [Calhoun County School System Internet Safety Policy](#).

Privacy Guidelines for Parents/Guardians

To maintain a positive, productive learning environment and assure confidentiality for students and teachers during distance learning, all parents/guardians are asked to follow the following privacy guidelines.

- Google Meet virtual check-ins are designed for students. To prevent disruptions to the learning environment, parents/guardians should not actively participate in check-in sessions, although parents/guardians may assist their child with technology and/or remain nearby.
- Do not video record, audio record, photograph, live stream, or transmit in any other way any part of a Google Meet virtual check-in, including not posting on any social media platform.
- Any confidential or personally identifiable information related to students participating during Google Meet virtual check-ins should not be collected, discussed or shared.

Calhoun County School System
Virtual Classroom Expectations for Students and Parents/Guardians

- Parents/guardians should not engage with students during Google Meet virtual check-ins. If you need to speak with your child during a check-in session, first mute your child's microphone.
- If a parent/guardian has a question, please email your child's teacher.

Parents/guardians should email your child's principal with any questions or concerns regarding privacy or virtual classroom expectations.

Thank you for your support and cooperation in ensuring that virtual learning is a positive, productive and enjoyable experience for all participants

Approximate Time Requirement

We will need to be very flexible with the time commitment and requirement for students. Many students will be faced with any number of barriers they need to overcome in order to continue their learning. These times are intended to be a basic guide to help teachers gauge how much material to prepare.

All students are required to check-in for Homeroom at 8:15 a.m. Monday – Friday.

- Grades PreK-2 = Approximately 2 hours per day. This would include instruction, on-task activities, along with independent practice.
- Grades 3-5 = Approximately 2 hours per day. This would include instruction, on-task activities, along with independent practice.
- Grades 6-8 = Approximately 2 hours per day. This would include instruction, on-task activities, along with independent practice.
- Grades 9-12 = Approximately 2 hours per day. This would include instruction, on-task activities, along with independent practice.

Virtual Learning Platform & Launch

PreK – 12th Grade

- Teacher for PreK students will launch her classroom August 17th using Google Classroom.

Teachers for grades K-12th students will launch their online classrooms September 8 using Google Classroom.

- Expectations on the first two days are to teach expectations, routines, Google Classroom navigation, and building community.

Calhoun County School System
Virtual Classroom Expectations for Students and Parents/Guardians

- Students will access the announcement their teacher posted in their Google Classroom as early as 8:15 a.m.

Daily Expectations for Learning

Check daily posts in Google Classroom from your teachers. Expectations for the day should be posted by 8:15 a.m. on the day class is meeting so that students and/or families don't need to continue to check back throughout the day for additional posts.

- Students need to complete learning activities for each class by the date identified by the teacher.
- Respond to any teacher email or question on assignments within 24 hours, Monday-Friday.
- Establish a good work space at home (Separate space, clean and organized, have all the tools/items you need, distractions set aside, etc.)
- Be sure to follow the set Norms and Participation Expectations established by your teachers. Proper behavior and interaction with each other online is necessary.
- Expectations for student interaction virtually with students and staff is the same expectation as if in the classroom.
- Your teacher may be including videos, notes, & slide decks of materials to help you learn the content:

Written assignments, online quizzes, reading, or other work to be completed mostly independently may be included.

- This may include live check-in via video or text chat during scheduled available time per class.
- Videos or screen casts may be posted of presentations, explanations, etc.
- Students may be asked to record themselves -- for language, talking through math problems, reading for fluency and comprehension, doing physical activity, music lessons, art projects, etc.
- You will be using features in Google Classroom that you are familiar with such as modules, assignments, & quizzes.
- You will also be using additional features linked on the main course navigation that are useful in an online learning environment such as chat, collaborations and additional use of the Calendar for scheduling time during your teacher's office hours.

Calhoun County School System
Virtual Classroom Expectations for Students and Parents/Guardians

- Please reach out to your teachers, counselors, principals, and assistant principal should you need extra support with your academics, work load or need to connect with an adult. See resource contacts listed below.

Special Education/EL/504 Plan Expectations

- Special education/EL/504 staff will continue to provide services for students to the best of their abilities through a virtual format.
- Students should contact their special education/EL/504 case manager with questions.

Student Attendance

Students need to complete learning activities for each class by the date identified by the teacher. If there is extended research/project, there may be a daily check-in or reflection on progress.

- Classroom teachers should reach out to students who have been inactive for two days. If the teacher is unable to get a response from the student, the teacher will contact the parent. If this situation is not resolved, teachers will then report these individuals to the principal, assistant principal, counselor, and office manager. Principal, assistant principal, counselor, and office manager will monitor those students who have been reported by the teacher as being inactive.

Student Support

- Tech Support
 - If a student has a school issued device, please contact the school for assistance.
 - We will try to get to all work orders within 24 hours.
 - If you are having any other technology issues related to accessing the online instructional materials, please contact your classroom teacher. Your classroom teacher will contact the principal and assistant principal.
- Academic Concerns: Classroom Teacher for the Content
 - For elementary students in PreK - 5th grade, parents should contact their child's teacher via their CCSS District-issued email or Google Classroom.
 - If students have questions, grades 6th -12th students are encouraged to contact the teacher via their CCSS District-issued email or Google Classroom. We encourage students to remain patient for teachers to provide a response, as teachers may be assisting other students.

Calhoun County School System
Virtual Classroom Expectations for Students and Parents/Guardians

- Self-Care Concerns, Other Concerns, Questions, or Issues:
 - Calhoun County PreK: Kesha Butler
 - Calhoun County Elementary School: Kesha Butler, Caroline Raines, & Tracy White
 - Calhoun County Middle School: Craveous Butler, Tonya Robinson, Caroline Raines, & Katrenia Buie
 - Calhoun County High School: Craveous Butler, Tonya Robinson, Caroline Raines, & Wanda Williams

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