

ELA 10th Grade Remote Learning Expectations and Procedures

Teachers: Sean Keane, Devon Meachum, Alletia Morgan, Brandon Parham

Course(s): World Literature & Composition, Honors World Literature & Composition

Grade: 10

Table of Contents: *(Click on these links to take you to the specific section!)*

- [Protocols for Class Attendance](#)
- [Protocols for Synchronous Class Sessions](#)
- [Protocols for Asynchronous Class Sessions](#)
- [Protocols for Assignments \(Graded and Practice\)](#)
- [Protocols for Student/Parent Communication](#)
- [Protocols for Tutoring](#)
- [Protocols for Google Meet Decorum](#)
- [Student Activities/Assignments for Class](#)

Protocols for Class Attendance:

1. Teachers will utilize Google Forms or Meet Attendance & Breakout Rooms to take attendance for both Synchronous and asynchronous working periods.
 - a. For Synchronous learning, the attendance form/roll can be posted in the Google Meets chat.
 - b. For asynchronous learning, the Google Form can be placed in the announcements within 24 hours of the next class period.
2. The entries from the Google Form/Spreadsheet will be submitted on the official Attendance role of Infinite Campus within the first 10 minutes of class each day.
3. Students who do not check-in synchronously or complete the Google form asynchronously before the first 10 minutes of class has expired, they will be considered absent from class.
4. Students must communicate with teachers regarding any absence recorded within 24 hours before or after class if an absence is recorded.
 - a. Communicated absences will be marked as excused.
 - b. Non-communicated absences will be marked unexcused.
5. If a student is absent for any reason and does not communicate reason for absence, teachers will reach out to parents notifying their absence from the previous day.

Protocols for Synchronous Google Meeting:

1. Students are expected to check in with the teacher for **every** synchronous lesson!
2. Students are required to be logged in **for the duration** of the class during the directed time period.

Period/Class	Time Frame
--------------	------------

1st Period	8:10 AM - 9:40 AM
2nd Period	9:45 AM - 11:15 AM
IF/Lunch	11:15 AM - 12:05 PM
3rd Period	12:10 AM - 1:40 PM
4th Period	1:45 AM - 3:15 PM

3. Students are expected to complete all activities prepared for the synchronous classes.
 - a. Students should complete all “flipped” (asynchronous) and homework assignments prior to the beginning of class each day.
 - b. Students are expected to complete the opener upon arrival into the classroom and the teacher has taken attendance.
 - c. Mini-Lessons, whether asynchronous or synchronous, will be reviewed by students. Students will be responsible for all information. Review of the mini-lessons is up to teacher discretion.
 - d. Students will participate and engage in all guided practice activities with teachers.
 - e. Work sessions provide students quality practice of skills and knowledge. Students will complete all classwork/homework/assessments to the best of their ability.
 - f. Closing assessments/reflections will be completed before leaving the synchronous classroom/Google Meet or within 5 minutes after the class has ended.

Protocols for Asynchronous Work Sessions

1. Attendance for Asynchronous Learning Sessions will also be Asynchronous.
 - a. Students are required to complete the Google Form attendance sheet by the beginning of the directed time periods for their class.
 - b. Any student that does not complete the Google From attendance sheet by the first 10 minutes of the period will be considered absent.
 - c. All attendance protocols, as outlined above, will be followed.
2. All Asynchronous Learning assignments will be completed in a timely manner.
 - a. All Mini-Lessons will be reviewed by students. Students will be responsible for all information. Review of the min-lessons is up to teacher discretion.
 - b. Students can attend daily meets to have questions answered about assignments, regardless of asynchronous work being assigned. A Google Meet will still be available during class time for students.
 - c. Asynchronous learning/practice assignments will be completed before the next class session.
 - d. Asynchronous graded assignments will be completed and submitted by Tuesday/Friday by 11:59 PM each night.

Protocols for Assignments

1. Assignments will be provided with detailed instructions.
 - a. Assignments will be posted in Google Classroom/Google Meet for students before the synchronous meeting each day.
 - i. All synchronous assignments will be posted prior or during the Google Meet session to help slow screen fatigue.

- ii. All asynchronous assignments will be posted prior to the Google Meet session to allow for students to view assignments during the check in.
 - b. Assignment instructions will include written directions and recorded verbal directions to accompany.
- 2. All coursework will be completed by the student and will be of original thought.
 - a. All outside resources will be cited appropriately.
 - b. Students will not copy and paste from individuals or from any web resources without appropriate documentation.
 - c. Students will not share answers during assessments.
 - d. Students will not use technological devices to cheat in any form or fashion.
 - e. Any detected plagiarism on any type of assignment, will result in a flagged assignment in Infinite Campus and will have to be completed and resubmitted for credit.
 - i. Any assignment deemed plagiarized will be marked in Infinite Campus with a “CH” flag, resulting in a zero for the assignment until the assignment is revised.
 - ii. Teachers will notify parents of the incident.
 - iii. A student will have one week to complete the assignment again.
 - iv. Once the teacher receives the assignment, teachers will have up to a week to regrade and to update IC.
- 3. All practice (non-graded) assignments are for students’ enrichment and are beneficial for learning skills and standards, while practicing key essential skills for the course.
- 4. All graded assignments are calculated for the students’ course grade.
- 5. All graded assignments will be due every Tuesday and Friday.
 - a. All posted assignments and due dates will be provided in advance.
 - b. Extended time will be given to select students based on the following circumstances:
 - i. ESE plans
 - ii. SST plans
 - iii. Excused Absences (OSS/health concerns/emergencies requiring unexpected travel, etc.)
 - c. Students who do not submit assignments on time will be expected to report to Friday’s synchronous session for additional work time to complete missing assignments.
- 6. Grading will occur weekly for graded assignments
 - a. Graded assignments will be deemed such in Google Classroom.
 - b. Grades will be posted in the T2 or T4 Cumulative Grading boxes (Yellow Box).
 - c. The grading scale will be marked with grades ranging from 0 - 100.
 - d. The grading calculations as determined by Henry County Schools District will be the following:
 - i. 40% - Practice Work (Classwork/Homework/Mini-Projects)
 - ii. 40% - Assessment (Quizzes/Test/Major Projects/Essays)
 - iii. 20% - Final Exam/Final Project

Protocols for Student/Parent Communication

- 1. Parent conferencing can be conducted at the request of the parent or teacher as a means of addressing academic concerns, performance, behavior, etc.
 - a. Parents can email their teacher or can email the counseling department to set up a meeting directly.
 - b. Google Meet links or phone calls will be set up through the counseling department.
 - c. Parents must set up a meeting with the teacher at least 48 hours before the meeting date.
- 2. Parent communication will also occur in a multitude of avenues for accessibility.

- a. Remind - Parents are able to join a teacher's Remind classroom by texting their unique class code to 81010.
 - b. Infinite Campus - Infinite Campus Parent Portal will serve as the main basis for communication with parents.
 - i. Parents will receive regular updates regarding assignments and general announcements from the teacher.
 - ii. Grades will be posted in Infinite Campus weekly using the grading protocols outlined above.
 - iii. Missing assignment reports will be sent on Thursdays weekly to provide parents a picture of assignments that are missing up until the current week.
 - c. Schoolwires Teacher Webpage - Teachers will provide the URL links for the schoolwires webpage. Teacher webpages will hold a plethora of resources and information for parents and students, including necessary announcements, calendars of due dates, and communication information.
 - d. Outlook Email - Students and teachers can email each other using their Microsoft Outlook 365 Email. Students can access their email by going to their HCS Launchpad Classlinks and clicking the Email Icon.
3. Parent Meetings can be scheduled from 7:45 AM - 8:10 AM each morning or from 3:15 - 3:45 PM each afternoon, but must be scheduled in advance with the Counseling Department.
 4. Emails will be answered within 24-48 hours, if not earlier. Please provide teachers with the parent/guardian name, student in question's name, class period, and course within the body of the email to provide teachers with enough information to answer questions/concerns appropriately.

Protocols for Tutoring

1. Tutoring will be conducted via Google Meets at the request of the teacher, student, or parent.
2. Tutoring sessions should be requested at least 24 hours in advance, in order for the teacher to be able to plan accordingly.
3. Students are required to log in for the tutoring session at the directed time.
4. Student Tutoring Sessions are student driven and will not have an agenda provided.
5. Tutoring sessions can be utilized for the following occurrences:
 - a. Catching up on missing assignments.
 - b. Asking questions regarding assignments.
 - c. One-on-One Tutoring for a specific skill or assignment.
 - d. Students to ask for feedback on assignments.

Protocols for Google Meet:

1. Students will enter the Google Meets on time and will stay through the duration.
2. Students should use their Google Chromebooks issued by Henry County Schools
3. Students will mute themselves upon entry to the Google Meet.
4. Students will mute themselves unless directed to unmute from the session facilitator.
5. Student videos will function in "screen off" and "screen on" time frames during the lessons.
 - a. Students should be dressed appropriately for all screen time moments.
 - b. Students should try to minimize distractions around them as best as possible.
6. Students should be engaged and participate in all Google Meet activities planned.
 - a. Students should download the Chrome Extension "Nod" and have this extension enabled for all Google Meet sessions. (You can download by clicking [here](#).)
 - b. Students should be familiar with turning on and off the "Closed Captions" feature in Google Meet. (You can view a step by step direction video [here](#).)

7. Students should be prepared for all Google Meet sessions.
 - a. Students should have paper, pen and/or pencil, and their chromebook charger with them for class each day.
 - b. Students should complete all asynchronous work necessary for class before arriving to the Google Meet.
 - c. Students should come prepared with questions from the previous activities if they have any.
 - d. If a student needs a physical copy of any materials, a PDF version or low/no internet version of the assignments should be printed and/or acquired before the Google Session.
8. Students will act in accordance with the behaviors and expectations outlined in the [Henry County Schools Student Code of Conduct](#).

Student Activities for Lessons:

1. Tests (Multiple Choice, Constructed Response, Essays)
2. Multi-page Essays
3. Discussions Posts
4. Constructed Responses
5. Collaborative and Independent Projects
6. Timed Writings
7. Gaming Competitions
8. Quizzes
9. Screencast Video Lessons
10. Google Meet Sessions
11. Common Formative Assessments (CFAs)

Students and parents may also feel free to reference the Eagle's Landing HS Remote Learning Plan for Students/Parents in supplement to this Remote Learning Plan. (Click [here](#) for the ELHS Remote Learning Plan)

We wish the best school year to our students and parents, as we navigate through our new learning opportunities.

Tenth Grade Collaborative Teaching Team

Sean Keane

Devon Meachum

Alletia Morgan

Brandon Parham