



MCAS Online Learning - A Guide for Families

Michigan City Area Schools is pleased to provide a robust learning experience for all students as we begin our 2020-21 school year online. Below are general guidelines that will apply for all students this fall.

Your child's school and teacher will provide more specifics about class schedules, learning platforms, materials pick up, etc.

Instructional Time Requirements

The state of Indiana requires that all students receive 5-6 hours of instruction daily, depending upon the student's grade level. Instructional time will include a blend of live lessons, recorded lessons, small group work, independent support, and offline work time.

Grade Levels	Daily Instructional Hours	Operating Hours
K-6	At least 5 hours	8:45am - 3:00pm
7-8	At least 6 hours	7:45am - 2:15pm
9-12	At least 6 hours	7:45am - 2:15pm

Attendance

- Attendance will be taken daily and can be viewed in RDS Parent Access.
- Students are expected to log in and participate in MCAS Online activities throughout the day to be counted present.
- Students who are not engaged and present in virtual lessons and activities during school hours will be counted as absent from school that day/class period.

Devices & Learning Materials

- All MCAS students will be provided with a device to be used for online learning.
- MCAS strongly encourages all students to use the MCAS-issued device, so that extensions and apps can be pushed to it and so the MCAS Technology can support you.
- Cell phones are not adequate devices for MCAS Online learning.

- Student issued devices are for educational purposes only. The device is only to be used by the student who receives it. The device may not be used for entertainment, shopping or social media purposes.
- Reliable and consistent internet access is required. Students should be able to stream a video successfully without buffering at any given time.
- The MCAS Technology Help Desk is available for assistance and needed repairs to MCAS devices at (219) 873-2141.
- Print materials and textbooks will be provided during a designated distribution day.

Grading, Assignments, and Assessments

- MCAS grading practices and policies will be followed as stated in the student [handbook](#).
- All assignments and activities are to be completed by the assigned due date.
- Be sure to communicate problems, needs, successes, concerns, and struggles with your teacher immediately.
- Students will complete assessments online with remote proctoring by their teacher.
- Parents are encouraged to monitor their student's progress to make sure that all assignments are completed and turned in.
- Assignment grades will be posted in RDS for students in grades 1-12.

During a Live Lesson:

- Students will be present and actively participate in the lesson.
- Students will not eat during class time.
- Students must be dressed appropriately during all live lessons.
- Students will participate in all activities and keep the camera on during virtual meetings, classes, and activities.

Responsibilities and Requirements:

- Students will demonstrate good Digital Citizenship and respect for others during online learning.
- Students must refrain from using cell phones, listening to music, or playing games during instructional time.
- No clips, images, videos, soundbites, documents, and/or pictures of MCAS Online lessons, instruction, and activities are to be posted on any social media/websites.

Learning Environment:

- Parents are not expected to be the teacher at home, but rather to serve as a guiding force in their child's online learning experience. Parents should assist students in being independent learners by supporting their engagement in class activities. If a student is struggling to learn a concept remember this is part of the learning process. Please encourage your child to reach out to the teacher during office hours or support time to work through these issues.

- Students need a designated space in the home to complete school work. When possible, they should sit with their back to a wall to minimize the “home scene” being on camera during class.
- Please be respectful of your child’s learning by supporting a quiet environment free from distractions such as loud television noise, music, talking, etc.
- Please understand that live instruction is for students only.

Communication

- Parent and guardian contact information in RDS must be current at all times. Please correct your information using Parent Access or call your child’s school with any updates.
- Parents are not to communicate with the teacher during live class time. If you need to meet with the teacher, please schedule an appointment via email.