



At Home Learning
2020-2021
Grades K-12



AT-HOME LEARNING

Description:

At Home Learning is a voluntary, non traditional online program used to create an alternative for students who may benefit from a more independent learning experience. It is also used as part of non traditional instructional days when school will not be in session.

At Home Learning will be the method of Virtual Learning Instruction for Cloverport students who CHOOSE Virtual learning option for all or a portion of the school year.

Entrance Criteria:

- **Parent / Guardian will let the Superintendent know of child participation.**
- Any student grades K-12 can apply for At Home Learning. Only approved for the 2020-2021 School Year.

Guidelines:

1. Students will participate in an online internet based program, teacher created material and complete all assignments from a computer or other device provided by Cloverport Independent School.
2. Attendance will be taken just the same as if a student is sitting at a desk at school.
3. **Truancy KRS 159.150-- Any student who has been absent from school without a valid excuse for 3 or more days, or tardy without a valid excuse for 3 or more days, is a truant. Any student who has been reported as a truant 2 or more times is a habitual truant (6 unexcused events). For the purpose of establishing a student's status as a truant, the student's attendance record is cumulative for an entire school year. Students who are habitual truants are subject to a truancy petition being filed through the Court Designated Worker's (CDW) office. An Educational Neglect Petition may also be filed on the student's parent/guardian.**
4. Program: Google Classroom and teacher created materials will be used with grades K-12.
5. Students will work independently in the home setting.

6. A Cloverport Independent School staff member will be assigned to each student, will make all assignments online, monitor each student's grades, and each student's completion of assignments. Kindergarten, 1st grade and 2nd grade will use paper and pencil materials.
7. If students need assistance with online lessons, assistance will be given through:
 - By phone call (during school hours)
 - Google Meet
 - Email
 - Pre-arranged meeting at school for assistance with assignments
8. At Home Learning assistance will be available at specified days and times throughout the week....**more info to come.** (Google meet, phone, email, etc.)
9. Progress report will be sent to parents/guardians and will be available on Infinite Campus.
10. At home learners will follow the Cloverport Independent School 2020-2021 school year calendar, school handbook and student code of conduct.
11. If a student does not complete assignments or is behind, they will be given a ZERO on the assignment until the assignment is completed. When the assignment is completed, the new grade will be issued. (Grades 4-12)
12. The At Home Learning has been created due to health concerns related to COVID-19.

Transitioning to digital learning is a shift for all of us – teachers, students, and parents. While we recognize that we cannot replicate the experience students would have in school, we believe learning will continue if we all work together.

Successful participation and completion of At Home Learning will require the commitment of the Student.....

- **expectation is that all at home learners must log in and complete assignments or activities every day. Daily attendance is taken.**
- **Complete all assignments on the specified due date.**
- **to log on and work on the assigned curriculum every school day.**
- **to read all information, view all resources, and be responsible for understanding the information.**
- **to communicate regularly with their assigned teachers through phone, email, and Google Meet.**
- **Check email, Google Classroom, Infinite Campus regularly/daily**
- **Keep a “regular” schedule/routine**
- **Participate in Google Meets**

- **Contact teachers with questions, problems. During office hours. Make contact with teachers everyday. Respond to all direct communication by teachers as you would if in the classroom. Teachers will remain available via email throughout the school day.**
- **Attend all live sessions of Google Meet and or on-line learning activities as scheduled by your teachers.**
- **Attend meetings at school, if required (by appointment, adhering to social distancing guidelines.**
- **Acknowledge that the school district has access to your schoolwork and comments posted within the courses.**
- **COMMUNICATION IS KEY**

Successful participation and completion of At Home Learning will require the commitment of the Teacher.....

- **Be available during school hours / office hours**
- **Have all lessons posted by 7:50 am each day**
- **Reach out to parents when students are not turning in assignments or making contact with teachers**
- **Update administrators with students that are consistently not turning in assignments**
- **Provide timely feedback to students**
- **Provide a consistent and appropriate learning platform for all students**
- **Provide rigorous and engaging lessons connected to content standards**
- **Respond in a timely manner to student and parent emails and phone calls**
- **Keep grades up to date (grades need to be entered weekly)**
- **Contact students who are not participating/turning in assignments. Be flexible, responsive and positive.**

Successful participation and completion of At Home Learning will require the commitment of the Parent.....

- **Be sure your student has what he/she needs to be successful (internet, sleep, etc.). Ensure that your child has sufficient time in his/her schedule to work each day.**
- **Help your student stay on a regular schedule**
- **Hold your student accountable for his/her work**
- **Check email, Google Classroom, Infinite Campus**
- **Contact teachers with questions. Provide a reliable phone number and email address for communication purposes.**

- Encourage children to complete their assignments in a timely manner and not wait until the last minute Encourage your child to reach out to teachers if needed.
- Contact the school immediately if experiencing problems with school provided devices

Successful participation and completion of At Home Learning will require the commitment of the Administration.....

- Follow up with students who are not responding to teachers
- Communicate with students and parents regarding the consequences of not completing assignments
- Contact parents when communications from teachers has not made an impact on a student's performance
- Make contact with teachers to check in.
- Provide clear and consistent expectations for teachers, parents and students
- Develop clear protocols for students not meeting expectations and not mastering content
- If a student has an active 504 or IEP, the district will help determine with the ARC if the accommodations and supports needed.

Administrative Authority:

The administration reserves the right to make any changes that are necessary and proper to ensure order and protect the safety of the faculty, employees, and student body.

Your learning matters! While this is an unprecedented event for all of us, helping you learn and grow as students and citizens during this period is as important as ever.

Who will be At Home Learning?

- Any student whose parent has chosen virtual learning.
- Any student who gets sick and has to stay home (Covid or any other illness/incident).
- All students will join classes this way should school be closed for any reason (CoVid, Snow Days, etc.).
- All students and their parents can use Google Classroom to review materials that were taught at school during the day. This will help parents have a better understanding of how concepts are taught and empower them to assist their student(s) with homework.

How will my student and I know how to join, when assignments are posted, etc?

- All of our students (Grades K-12) have email accounts. They can access these accounts via their Chromebook. Our littles, that can't read yet, will need their parents to monitor this inbox and guide them appropriately. Their email address is their

firstname.lastname@stu.cloverport.kyschools.us. If you don't know your child's password, you can contact the school and the school technology coordinator can help you.

- All students will have access to at least one, if not multiple, Google Classrooms. These are accessible via the student Chromebook.
- Teachers will post assignments and directions to all lessons in the Google Classroom. Students may also receive emails with instructions. Those will be your two primary resources to find assignments and important news/announcements.
- At the beginning of school, teachers will send home specific (step by step) instructions on HOW to join their Google Classroom.

What will at home learning “look” like?

- School will start August 24th.
- We will be using a variety of methods to engage students while they are learning from home. Many products used will be applications from Google.
- Google Classroom will be a place students can find recorded videos from their teachers teaching concepts that are being taught in the live classroom as well. It will also be a place for class discussions, links to educational resources students can utilize, homework assignments and general announcements.
- Google Meet can be used for live communications. Your student(s) teacher(s) will offer opportunities several times per week for at home students to tune in live to the in person classroom. They can join in conversations, share in reading a good book, watch a classroom activity and/or just connect with their peers and teachers. The times and activities will be managed by each individual teacher.
- If the student can't participate in the live Google Meet sessions for any reason, just let the student's teacher know via email. The teacher can also record these Google Meet sessions and the student can view them later.
- Before your student participates in any live session, please remind them that they can be seen, just like they can see others. Their background needs to be quiet, they need to be appropriately dressed, and they need to act as if they were really in class with their friends. It's easy to forget and do something you might not want everyone to see if they feel a false sense of anonymity behind a camera.
- We will not live stream all day. We know you don't want your child on technology all day and neither do we. At Home learning is a combination of using the Chromebook for digital learning and also “non tech” self-guided study. Some days concepts will be learned quickly and it won't take much time. Other days, there may be lessons/concepts that take more time. Your child's teacher is always there for any concerns you have!

- As a parent, you can request a “Google Meet” with a teacher so you can talk “face to face”. It is fine to use your student’s Chromebook for this purpose.
- Teacher hours will be the same as school hours, if you contact them after hours it may be the next day before they are able to reply. We suggest reaching out during school hours if at all possible.

What can I do to keep my student(s) safe while learning online?

- We consider it a group effort! Teachers will start the year talking with all students about being proper on-line etiquette .
- Our Chromebooks use a content management system to block and filter inappropriate content as best we can. Nothing is 100% with the internet being the “wide open” place that it is, and that is why we make sure to explain in our Acceptable Use Policy that although we try to block and filter all inappropriate content, it is ultimately up to the parent/guardian to also monitor internet activity and help their children learn how to avoid questionable material. When they aren’t on school devices, there is a high likelihood that the internet isn’t filtered at all, so teaching them how to be safe and respond appropriately to inappropriate content is very important.
- We recommend students only use devices at home when there can be proper supervision.
- Overnight is a great time for kids to rest and recharge and let their technology do the same.
- We recommend knowing your child’s passwords. Lots of kids say they feel their privacy is invaded when parents know their passwords, but they need to know you can maintain a balance of respecting their privacy and helping them be safe.
- We recommend being involved in your child’s online citizenship. Know their friends, make conversation over the “hot topics” and let them see a role model in you.
- Just like the schools have rules about using tech, set house rules as well. What sites can they visit? How long can they be on the device? What boundaries are there when communicating with other people? Make your expectations clear.
- Do not allow students to use each other’s devices or share their passwords with other students. When they are logged in as themselves and share their device or give someone else their password, that gives the other user access to all their digital property.

