

## Hope Township School District LIVE STREAMING and VIRTUAL LEARNING EXPECTATIONS Starting January 3, 2022

**Live Streaming WILL BE available to students in grades 3-8 that are ordered to quarantine by the most current: NEW JERSEY DEPARTMENT of HEALTH GUIDELINES.**

**Live Streaming Requests the evening before, for these purposes is after 3:00pm, or the morning of the request, WILL NOT be honored as our staff requires at least a day's notice to appropriately and properly prepare.**

**Live streaming WILL NOT be offered to students that are not physically present in school for any other reason(s) for example: family vacation during a school day, staying home from school for any other reason.**

**Updated December 2021**

In order to give students an engaging online learning experience that replicates a traditional classroom experience, clear expectations are necessary.

### **ONLINE CODE OF CONDUCT**

Our virtual students are responsible for appropriate behavior on the school's computer just as they are in a classroom and will be held to the same expectations as listed in Hope Township School's Acceptable Use Policy and Code of Conduct.

[Acceptable Use Policy](#)

[Elementary School Code of Conduct](#)

[Middle School Code of Conduct](#)

### **LEARNING MANAGEMENT SYSTEM**

Hope Township School will be using Google Classroom as our Learning Management System.

***Virtual learning will consist of synchronous and asynchronous instruction.***

### **LIVE STREAMING (GRADES 3-8) - GOOGLE MEETS & ZOOM MEETINGS**

**When Live Streaming from home, students will:**

- Arrive "to class" on time and stay until the teacher has ended that class **following their period 1-8 schedule (8:40-3:02)**
- Be seated at a designated workspace and remain seated and attentive for the duration of the virtual meeting. (No roaming, eating, texting, gaming, etc.)
- Have the **video feature ON** and be seated in the camera's view.
- Be appropriately dressed.
- Be prepared with all necessary materials.
- Be an active participant. (Taking notes, typing in responses/questions when asked, raising your hand, etc.)

**Students are required to log into their Google Classroom(s) daily Monday through Friday.**

### **ATTENDANCE & INACTIVITY**

All virtual students must adhere to the Hope Township School's Attendance Policy which states,

In the event that a virtual student is sick and cannot participate in online learning for that day, “it is the parent’s/guardian’s responsibility to call and notify the school. The district’s voicemail system is operative 24 hours a day, and parents are requested to call or email the school by 8:30 AM.”

Please include the following information in your voice message or email:

- the child’s full name;
- reason for absence;
- and the date(s) of absence

If a student is sick, it is the student’s responsibility to check Google Classroom(s) for the assignment(s) he/she missed. Students will be allowed the same number of school days as their absence to complete and submit assignments.

An inactive student is a student who has not participated in **live streaming or asynchronous learning** as determined by **NOT** completing/submitting those day’s assignments and has not notified the main office or school nurse of their illness/absence. The teacher will contact the parent after one day of inactivity.

After three days of inactivity, the student will be referred to the administration who will then follow the policy guidelines as specified under “Unexcused Absences” on pages 1 and 2 in the Code of Conduct which states,

“In accordance with *NJ Statutes Annotated (NJSA) 18:A and NJ Administrative Code (NJAC) 6A*, the following guidelines will be followed when absences are “unexcused.”

- For up to 4 cumulative unexcused absences, the school will conduct an investigation including contact with the student’s parents to determine cause of absences, will develop an action plan as necessary, and will contact law enforcement and other authorities or agencies as appropriate;
- For between 5 and 9 cumulative unexcused absences, the school will conduct a follow-up investigation including contact with the parents, will evaluate and revise the action plan above to include referrals, consultations or assessments, and will cooperate with law enforcement and other authorities and agencies.
- For cumulative unexcused absences of 10 or more, the student is considered truant. For students between the compulsory school ages, the school district will make mandatory referral to the court program as required by the NJ Administrative Office of the Courts. The school will consult with the parents, cooperate with law enforcement and other authorities and agencies, and will proceed in accordance with NJSA 18:A, Compelling Attendance at School, and other applicable State and Federal statutes, as required.

A reasonable attempt to notify the parent of an “unexcused” absence or inactivity will be made. The school will proceed in accordance with the law’s provision if a potential missing or abused child situation is detected.”

## **DEVICES**

Students who have been issued a Hope Township School device must follow the guidelines as outlined in the Chromebook Agreement. **Any damage caused to a school issued device will be the responsibility of the student/parent/guardian to fix or replace at their own expense.**

Students should make sure their devices are charged daily.

Using headphones is suggested to limit distractions and background noises.

## **COMMUNICATION**

**Students in Grades 6-8 must check their school email daily.**

Parents of virtual students and virtual students in grades 6-8 are expected to respond to any teacher's email within 24 hours Monday-Friday.

## **DESIGNATED WORKSPACE**

Students should have a designated workspace where they can sit down and focus for an extended period of time that is free from distractions such as high traffic areas in the house, pets, gaming consoles and television.

## **MATERIALS**

It will be the parent's responsibility to pick up required materials such as textbooks, workbooks, and novels from the school as needed. If students find they do not have the necessary materials at home to complete a required assignment, they are to reach out to the teacher(s), and a parent/guardian is expected to pick them up at the school. **Teachers will make every attempt to provide their students with their materials given at least 1-2 days notice to prepare the materials.**

## **ASSIGNMENTS**

Daily assignments will be posted to Google Classroom by 8:30AM Monday - Friday and will be due no later than 6:00PM on the day of their due date. Students must follow all of the directions, complete the assignment, and submit the assignment on time to receive full credit.

Students are expected to produce quality work. Whether they are completing a practice worksheet or a long-term assignment that requires more time and attention, our virtual students are expected to submit their best work each time.

Missing or late assignments will not be accepted after two school days.

All assignments are to be submitted by the student via Google Classroom.

## **ACADEMIC INTEGRITY**

In order to accurately assess the students' understanding of concepts taught, students must complete all assignments independently.

Assignments completed by a parent/guardian will not be accepted.

Cheating, submitting work copied from another student, or plagiarism in any form will not be tolerated and will result in disciplinary action.