

## **Burnet Middle School Remote Learning FAQ**

### **What should families do to prepare for remote learning?**

- Create a consistent space that is conducive to learning
- Lying/lounging in bed is not acceptable as a learning space
- Please turn off cell phones, televisions, and other sources of noise and distraction during live sessions
- Eating is not permitted during a Zoom session unless authorized by a physician's note
- Position yourself so that most of the light is coming from in front of you (behind your monitor), instead of behind you
- If you have a window behind you, shut the blinds/shade/curtains
- Your surroundings will be visible to everyone so be sure your background (posters, etc.) is school-appropriate

### **Which platform is Burnet using to video conference with the students?**

- Staff have the flexibility of using both Google Hangouts/Meet and Zoom

### **Will my child know how to use these platforms?**

- Most students have had exposure to Zoom and Google platforms, but teachers have been trained and will be able to offer assistance to students that need it

### **How will attendance be taken? What do I do if my child is sick?**

- In order to be marked present, you must be on time for each scheduled class including homeroom
- The homeroom teacher and classroom teachers will take attendance in Genesis, as they normally would
- If a student is going to be absent for the day, a note must be put in Genesis by the parent/guardian
- Directions:
  1. Log onto the Parent or Student Portal
  2. Go to Attendance, Notify Attendance Office
  3. Scroll down to Notify Attendance Office
  4. Enter absent for "Student will be:
  5. Genesis will default to today's date
  6. Check off the student (or students) for whom you are posting attendance
  7. Add an optional comment
  8. Click on Submit to Office!

### **What if a student is late to class or does not show up?**

- Entering a virtual classroom late, leaving early, or not showing up at all is treated the same way as if you were in a normal classroom.
- The tardy or cut will be addressed by the teacher with the parent.
- If the student continues to be late to class or cut class, the teacher will forward the concern to the appropriate administrator and consequences may be administered

### **How do students prepare for a class?**

- Your video session is your class. Just like the physical classroom, you need to be present to learn. If you have an emergency and cannot attend class, please contact your teacher by email.
- Be a few minutes early to your scheduled meeting (just like class)
- Your real name must be used upon entering a video session
- Test your video and audio prior to your meeting
- Turn on video and audio if not set to do so automatically
- Pay attention to the discussions, focus on your work, and be ready to participate
- It is a good idea to let your household know you are doing a live session so they respect your need to be attentive (use of headphones will reduce household interruptions)

-Staff will work with our students to help them understand how the virtual environment will look in each class

### **How do students get tech support help?**

-Email tech support issues to [helpdesk@twpunionschools.org](mailto:helpdesk@twpunionschools.org). Be sure to include the student's name, grade, ID number and school in an email that describes the technology issue.

### **What is the middle school virtual schedule?**

-Burnet and Kawameeh Middle Schools will follow a set schedule for teacher-led synchronous instruction five days per week. This schedule will be posted before the opening of school on the school website.

### **How do students dress for class?**

- If you wouldn't wear it to school, do not wear it on video
- Make sure you are fully dressed
- Wear appropriate clothes (no offensive graphics, words, pajamas, etc.)

### **How do students communicate with their teachers/administrators/counselors?**

-Communication between staff and students must be through the district's email system or district-managed platforms. Emails can be found on the school website.

### **What is the appropriate etiquette for video conferencing?**

- Respectful, appropriate behavior is expected during all Zoom sessions. Consequences can result from not adhering to the video conferencing protocols and expectations.
- Teachers have the right to mute or remove any student who is disruptive of the online environment
- Students or parents/guardians/others in home are not allowed to record audio or video during live sessions; similarly, taking still pictures is prohibited
- During all video conferencing sessions, students must have cell phones away (just like in school)
- Both written and verbal language should be appropriate for school
- Be a few minutes early to your scheduled meeting (just like class)
- Your camera must be turned on
- Your real name must be used upon entering a video session
- Pay attention to the discussions, focus on your work, and be ready to participate
- Identify yourself before you speak
- If you are not speaking, mute yourself to prevent background noise
- Please do not interrupt others; be respectful and wait for a pause in the discussion to contribute
- Speak clearly and in a normal voice; speak more loudly/slowly as requested

### **What is the appropriate etiquette for video conferencing? Continued:**

-Remote learning is a part of your digital footprint, so behave just as you would in a class in school. You are responsible for all activity associated with your username, so act accordingly.; Your personal contact information (address, phone #, etc.) is personal. Please never post this information.

### **How will students be graded?**

-Grading will be on an A,B,C,D,F scale. Grades can always be viewed via Genesis. Please refer to each teacher's grading policy for specific details.

### **Will students receive report cards?**

-All grade related information is digital and can be found on the parent portal in Genesis

**How will students get extra help?**

-A student support period is built into the virtual schedule daily. Students can also email teachers to request assistance.

**How do students care for the chromebook at home?**

- Use only a soft, lint-free cloth. Avoid towels, paper towels, and other abrasive materials that may scratch surfaces
- Keep food and liquids away from devices
- Don't allow moisture into any openings
- Don't use aerosol sprays, bleaches, or abrasives to clean devices
- Don't spray cleaners directly onto the devices

**Is a "school day" the whole day (meaning, can they get work done at 5 pm and it still counts)?**

-Remote instruction involves synchronous and asynchronous learning, where students follow a daily schedule and attend lessons with their teachers (synchronous), and then may be assigned work to be completed by the deadline that has been set by the teacher (asynchronous)

**Do teachers post their work at the regularly scheduled class time?**

-Yes, teachers will meet with students during their assigned class period for lessons and will post their assignments then