

# Peach County High School's Guide to Digital Learning

## August 2020



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### What will digital learning look like?

During each virtual class at PCHS, teachers will engage students in live instruction, opportunities for practice and feedback. As well as small group/individual remediation and/or enrichment to meet your child's educational needs. Students will receive assignments to complete independently. Teachers will provide both live and recorded lessons. This means that students will be required to participate in digital instruction on a specific schedule with their teachers, and complete activities and assignments on their own time to meet assignment deadlines.

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## Expectations

### General

- Students must be logged into the appropriate Google Meet session by the time class begins. Students are expected to remain logged in to class until the teacher gives further instructions.
- It is recommended students set a phone/clock alarm to remind them to join the live session on time.
- Students must sign into the online Google Meet session using the online code.
- Students must turn their video "on" during live instruction if a camera is available on their device. Teachers will instruct students on procedures for "un-muting" their microphones.
- Students must mute their microphone when logging into Google Meet sessions; the teacher will unmute students during specific times for question/answer opportunities.
- If a student needs to leave the room for an extended period of time, he/she needs to notify the teacher before leaving (just as in a regular classroom). The student's video should remain on during their absence when taking a test or quiz.
- Students are expected to be dressed appropriately for all classes (school appropriate clothing).
- Students are expected to be working from a table or desk as if they are learning at school, and be free from other distractions to the extent possible (for example, students should not attend class while laying in bed, watching TV, playing video games on another device).
- Students must adhere to the PCSS Code of Conduct and the PCHS Parent/Student Handbook.
- Students are expected to check their Peach County School Google Account email on a regular basis for important communication from teachers and counselors.

## Attendance

- Attendance may also be recorded at the beginning of the period using login information from the virtual platform used by the teacher (Google Meet).
- Teachers will record live instruction and post the recorded lesson on their Google Classroom. It is the student's responsibility to access the recorded lesson if he/she is unable to log on during the live instructional period.
- Parents will be notified if their student does not log in to Google Classroom or does not attend live instruction for more than two days in a row.

## Schedule

| Activity                      | Time                            | Total Instructional Minutes    |
|-------------------------------|---------------------------------|--------------------------------|
| <b>Teacher Planning</b>       | <b>7:30 AM - 7:50 AM</b>        |                                |
| <b>1st Block</b>              | 8:00 - 9:25                     |                                |
| <b>2nd Block</b>              | 9:30 - 10:55                    |                                |
| <b>3rd Block</b>              | 11:00 – 1:00                    |                                |
| <b>1st Lunch</b>              | <b>2nd Lunch</b>                | <b>3rd Lunch</b>               |
| Lunch - 11:00 - 11:30         | Class - 11:00 - 11:45 (45 mins) | Class - 11:00 - 12:25 (85 min) |
| Class - 11:35 - 1:00 (85 min) | Lunch - 11:45 - 12:15           | Lunch - 12:30 - 1:00           |
|                               | Class - 12:20 - 1:00 (40 mins)  |                                |
| <b>4th Block</b>              | 1:05 - 2:30                     |                                |
| <b>Teacher Planning</b>       | <b>2:30-3:30</b>                |                                |

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## Grading

Unlike the end of spring semester, prior performance in courses will not be factored into grades. Students will be evaluated on their class performance in a typical manner as they progress through the curriculum for all courses.

### Assessments

- All classes will be assigned major assessments and a final exam for the semester.
- Students will be formatively assessed on content/standards taught throughout the week. Formative assessments/activities may include quizzes, “exit tickets,” required discussion board posts, short writing tasks, and other strategies assigned by the teacher. Grade weights
- Grade weights vary slightly by course; however, grades for all courses will include classroom assignments, major assessments and projects, final exams, and homework.

### Make-up work

- Unless absent, students are expected to submit work to the appropriate teacher when it is due.
- It is the student's responsibility to make up missed assignments after being absent. Assignments and information will be retained in Google Classroom.
- As a general rule, students are given five days to turn in make-up work for each day absent.

## Google Classroom

Where will teachers post assignments?

- Teachers will send out an invitation to join their Google Classroom.
- Assignments will be posted in the Stream or Classwork section for each class.

### **FAQ:**

**How will teachers communicate join codes?** Teachers are emailing students, using the Remind text messenger and calling daily to help students log on to Google Classroom.

**Is my student expected to be live in Google Meets daily or just when directed by their teacher?** Your child's teacher will communicate the designated Google Meets time with them.

**Which lunch will virtual students have?** Your student's third block teacher will determine their lunchtime.

**Can my student still pick up breakfast and lunch?** Yes, the School Nutrition Program has established a process for serving breakfast and lunch for our virtual students.

***Wednesday from 11:00am – 2:00pm, students may pick up five breakfasts and lunches from PCHS.***

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## **How can I provide support to my child?**

- Provide structure at home
- Identify an appropriate place to attend live instruction in your home. This should be away from any distractions.
- Ensure your child has the necessary materials to be successful.
- Make your expectations clear for your child to follow the daily schedule.
- Monitor your child's progress.
- Check grades in the Parent Portal.
- Read e-mails from your child's teachers.
- Check in regularly and have ongoing discussions with your child about school.
- Reach out to the school for support-- call or email your child's teacher, counselor, or assistant principal

### **Encourage Your Child to Do the Following in EVERY class:**

- Be mentally present, participate in the class (ask questions in the chat, respond to questions in the chat, complete assignments as assigned, etc) and resist the urge to "multi-task".
- Unmute Microphone to Speak.
- Have FUN and ENJOY LEARNING- we are all making the most out of challenging circumstances.

### **Monitor Your Child's Progress:**

- Check grades in the Parent Portal, read emails from your child's teachers, and review the progress reports.

### **Check- in with your Child**

- Have discussions with your child about school, ask your child what he/she is learning, and ask your child how he/she is maintaining their social-emotional wellness.

### **PCHS Counseling**

- During digital learning, PCHS counselors will continue supporting students' academic success, career development, and social-emotional growth, utilizing Google Meet for individual meetings, conferences, presentations, groups, and classroom lessons/activities.
- To identify your student's counselor, please refer to the list below:
  - Shaniqua Caldwell -- 9<sup>th</sup> & 10<sup>th</sup> Grade Counselor [scaldwell@peachschoools.org](mailto:scaldwell@peachschoools.org)
  - Chandra Thomas – 11<sup>th</sup> Grade Counselor [cthomas@peachschoools.org](mailto:cthomas@peachschoools.org)
  - Sherry Hatchett – 12<sup>th</sup> Grade Counselor [shatchett@peachschoools.org](mailto:shatchett@peachschoools.org)

Reach out to the school for support - Teachers, Counselors, Assistant Principals, & Support Staff are available to assist.

Follow us on Social Media

Peach County High School Main Office: 478-825-8258

