



# BOYD BUCHANAN SCHOOL

## Secondary Handbook for Digital Learning

As BBS plans to enact digital learning, we need each student and family to read the following guidelines. If you have questions or concerns, please contact your building administrator. It is our goal to provide seamless educational services and continuity for all of our students during digital learning days. In order for this to occur, the following guidelines must be followed by all students.

### Planning and Internet Connectivity

- Each student is required to have access to a device at home (tablet, computer, etc.).
- Each device camera, microphone, and speaker must be in working order.
- Plan for a designated, distraction-free learning space within your home where students can focus on learning during digital learning days.
- Plan for daily structure and time to complete learning tasks. Students will be expected to maintain consistent contact with all teachers via digital tools when digital learning is taking place.
- Parents and students will need to be vigilant in checking FACTS/ RenWeb, as well as email multiple times per day.
- Students may be expected to:
  - Complete and submit individual assignments
  - View presentations created by teachers
  - Participate in discussion groups
  - Be present at Zoom conferences
  - Present in small groups
  - Complete projects or papers
- Students should check school email throughout the school day for important announcements.
- Access to Zoom will be required for all students.
- Students will need to access all digital resources required by teachers.
- We strongly suggest that each student keep a detailed calendar, which focuses on synchronous and asynchronous learning sessions and assignment due dates.

- If having issues with the speed of a device, please run a speed test from the device(s) you plan to have your child use for online learning by going to <https://www.speedtest.net/>

### **Behavior and Dress Code in Zoom/Digital Hangouts**

- The BBS Student Handbook still governs your behavior during digital learning days. The agreement to follow school behavioral codes is in effect at all times. The administration will be working during this time to address all concerns.
- Working in a digital environment requires a level of professionalism that each student must be aware of. Even though students are working away from school, they must adhere to the standards of conduct and dress that BBS expects.
- When attending Zoom meetings or any other digital meeting, students must adhere to the following guidelines:
  - Physical space should be clean and clutter-free. No inappropriate posters or backgrounds are allowed behind the student.
  - Students should be sitting upright at all times.
  - Students should be wearing tops that are appropriate (does not have to be a BBS shirt). Shirts must be full-cut with no inappropriate wording.
  - Administrators will serve as the final authority in matters of student behavior and dress in online settings.
  - Student phones should not be used or visible during online class meetings.

### **Digital Learning Expectations**

Each student is expected to:

- Check lesson plans and assignments in FACTS/RenWeb and Google Classroom multiple times daily.
- Log in for scheduled Zoom sessions
- Follow the teacher's guidelines of communication in all synchronous sessions
- Communicate needs/questions to teachers and administrators in a timely, professional manner
- Participate in all activities assigned by each teacher
- Turn in all assignments, tests, quizzes, and projects in a timely manner
- Grades will still be taken on a regular basis during digital instruction

## Time Commitment

- Online school hours of 8:30 a.m. - 3:00 p.m. will be maintained. Teachers may ask students to meet at certain times during this window. Outside of requested synchronous sessions, students should be working on assignments that would typically be completed during a school day.
- We estimate that students should work 4-5 hours per day to meet with teachers and complete the given tasks between the hours of 8:30 a.m. - 3:00 p.m. Homework should be completed as usual.
- Teachers will be available during these hours to present information and meet with students.
- Synchronous sessions and office hour meetings will be recorded and posted should a student have to miss a session.
- We do understand that some students may need accommodations as far as having the ability to work during the day from home. Please communicate those needs to administration and teachers as they arise.
- Attendance at sessions will not be taken in order to provide flexibility for all students. However, this does not mean that students should not work daily to keep up with the content of each class.

## Types of Digital Learning

- **Asynchronous:** Class interactions happen via a Learning Management System (Google Classroom or Seesaw) or other methods without real-time interaction. Students engage in class materials and complete work at their own pace within a given timeframe, often using discussion boards to provide peer-to-peer engagement.
- **Synchronous:** Class interactions happen in real-time, at the same time. This is achieved using video conferencing or online chats. Zoom Meet will meet the needs for live class meetings. You may also have chats through Zoom.
- **Screencast:** A digital video recording of a computer screen with audio narration. For Mac users, we will use QuickTime. Windows 10 also has a screen recording tool built in their software. Screencasting is an asynchronous tool that will allow students to view lessons and tutorials at their convenience within a given time frame.
- **Video Conference:** A virtual meeting in which participants in different locations are able to communicate with each other with audio and video. We will use Zoom.

## Digital Learning Schedule

- **Synchronous:** All students will meet with the teacher through Zoom to get updates and ask questions and/or receive instruction. Synchronous class sessions are scheduled below. During a Zoom session, students will be able to participate live in class. If a student cannot attend a session, each session will be recorded and can be requested of the teacher.
- **Asynchronous:** Students will receive daily instructional videos/posts from each teacher guiding them through the instruction. These sessions will not be in large groups. Students may email the teacher if they need further help.

## HIGH SCHOOL SYNCHRONOUS CLASS SCHEDULE

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>8:30-10:30</b>	1st Period	3rd Period	5th Period	6th Period	Staff Meeting for Faculty and Independent Student Work Time
<b>11:00-12:00</b>	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
<b>1:00-3:00</b>	2nd Period	4th Period	Office Hours	7th Period	Independent Student Work Time As Needed

## MIDDLE SCHOOL SYNCHRONOUS CLASS SCHEDULE

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>8:30-10:30</b>	English 6-8	SS/History 6-8	--6th Grade 4th Period Electives --7th Grade 6th Period Electives --8th Grade 7th Period Electives	Bible 6-8	Staff Meeting for Faculty and Independent Student Work Time
<b>11:00-12:00</b>	Office Hours	Office Hours	Office `	Office Hours	Office Hours
<b>1:00-3:00</b>	Science 6-8	Foreign Language 6-8	Math 6-8	--Band/Phys. Ed./Chorus --7th Grade 7th Period Electives	Independent Student Work Time As Needed

### **Cheating/Honor Code**

- Unless otherwise stated, students should assume and act as though each assignment is to be completed individually.
- If students have questions about assignments, those questions should always be directed to the teacher and not to other students. The teacher is the authority on the assignment and will always be able to provide the best possible answers to any questions.
- All academic consequences for cheating that are listed in the BBS Secondary Student and Parent Handbook still apply. Also, behavioral consequences for cheating may also be implemented when students return to school on campus.
- Students should expect to see the BBS Academic Honor Code frequently printed on assignments and should be very familiar with all of the details of the BBS Academic Honor Code as they appear in the BBS Secondary Student and Parent Handbook.

\*\*BBS reserves the right to change any practice, policy or procedure at any time. The administration will serve as the final authority and will address issues as needed.