



Charleroi Area High School

Remote Learning Addendum to the Student Handbook 2020-2021

The full Student Handbook can be found at www.charleroisd.org. Go to the High School page and look under the Student tab.

When in a remote learning environment, students are expected to adhere to the policies outlined by the Student Handbook. The following addendum addresses additional expectations and responsibilities pertaining to remote learning.

Attendance

Student attendance is extremely important in the educational process. During remote learning, the student is expected to work on his/her classes daily. Attendance will be taken DAILY by the student logging in to his/her Google Classroom Homeroom. Students will have a daily attendance assignment to which they will simply click "submit." This action will record the attendance for the day. Attendance must be submitted between the hours of 6:00 am and 3:00 pm daily and will be documented. Students are expected to comply with the PA compulsory attendance policy found on page ten (10) of the Student Handbook.

If your student is absent, please email the student's excuse to excuses@charleroisd.org. If an excuse is not submitted, the absence will be considered unexcused.

Access to Each Google Classroom

Students are required to join the Google classroom for homeroom and each scheduled class. Your teachers will provide you with the code to join. Please check your email for the codes and make sure that you have joined all of your classes. If you did not receive a code, please email the teacher immediately.

Assignments are to be submitted through the appropriate Google Classroom. Do NOT email completed assignments to your teachers.

Student Academic Expectations

The Charleroi Area School District understands that online education is challenging and rigorous. We want our students to succeed in *any* classroom setting and strive to provide additional support for our students. However, it is very important that students take an active role and responsibility for success in this platform.

Students must:

1. Communicate regularly with the classroom teacher and other staff members. All school employees have an official Charleroi email account and check email regularly. (firstnamelastname@charleroisd.org)
2. Check your email and visit all of your Google Classrooms daily to make sure that you have the most up-to-date information.
3. Act with academic honesty and integrity. The school staff will investigate any suspicions of academic dishonesty including, but not limited to, plagiarism, collusion, and/or any other form of cheating.
4. Meet course deadlines and ask for help in a timely manner. Do not wait until the last minute to email your teacher for help.
5. Be aware of course and teacher expectations and grading policies. Utilize teacher office hours to get help and ask questions.
6. Meet regularly with the class during livestreaming lessons.

Student Behavioral Expectations

Video conferencing and live group chat sessions are essential components of the remote learning process. During these sessions, students are **required** to adhere to school policies pertaining to appropriate student behavior (as outlined in the High School Student Handbook).

Students are to behave online as they would in a regular classroom. Additionally, the following "Netiquette" guidelines apply:

- Dress appropriately.
- Be mindful of inappropriate surroundings or potential interruptions of the online session.
- Sessions are intended for the learners in the particular class and should not include individuals who are not a part of the regular group.
- Be polite, respectful and tolerant of views expressed by others.
 - In the online environment you may feel anonymous. Remember that there are real people reading your messages and seeing your image on the screen.
 - When reacting to someone else's message, address the ideas, not the person.

- Avoid using sarcasm and do not include any obscenities in your messages. Remember that online communication is absent of emotion and others may not know how to take a particular comment. Please word your communications carefully.
- Think carefully about what you write about others. Always assume that your messages will be forwarded. Do not write anything that you would not broadcast to the entire class.

Parental Responsibilities

Parent involvement is the key for student success in any school learning environment. Email will be utilized, as the initial and primary, form of communication. **ALL** parents should have an email account and **check it regularly**. Please communicate with your child's teacher and school staff members in order to ensure that your student is participating regularly.

Parents should become familiar with Google Classroom and the Google platform (parent guide is included). This platform is used for remote learning throughout the Charleroi Area School District. Trust your children when they say "I finished my work for the week;" but verify that they actually completed and submitted their work.

Edmentum has a great article for parents explaining how parents can support their students during remote learning. Experts suggest that parents do these five things to support their students:

1. Build a schedule.
2. Model hard work and persistence.
3. Set up a designated workspace.
4. Get to know the online learning platform.
5. Stay in communication with your student's teacher.

The entire article can be found at <https://blog.edmentum.com>.

Grading

GoEdustar will continue to be our official gradebook for school. You may see grades in Google Classroom for certain assignments, but teachers may give assignments that are graded outside of Google Classroom. All graded assignments will be entered in GoEdustar. Be sure to check your child's grades on a regular basis using GoEdustar. Your account from last year will continue to work this year. If you have problems signing in to GoEdustar, please contact the guidance office secretary, Mrs. Skobel at hskobel@charleroisd.org.

Classwork Tab vs. To Do List

While working in Google Classroom, students should **not** use the To Do List. Instead, students **must** follow the assignments and due dates found under the Classwork tab.

Technical Support

If you need to reset your Google password, please call the high school at 724-483-3573.

For other technical issues, please visit www.charleroisd.org. Go to the COVID-19 tab. From the drop down menu, choose Distance Learning. Here you will find the Technology Support Request form. At this same page you will find important information and guides for using our technology programs. This request can also be found at <https://bit.ly/CASDtechhelp> (case sensitive).

If you have questions about a particular assignment, please email your teacher; speak with them during your class time, or communicate through your Google Classroom.

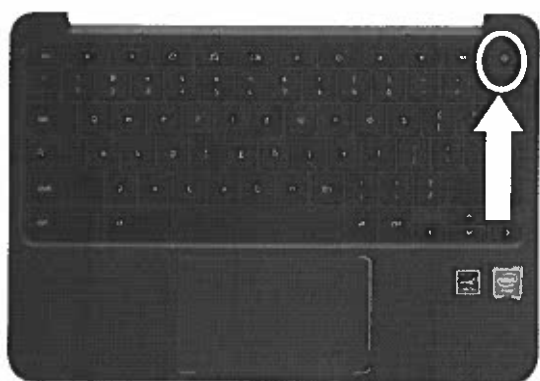


Getting Started

MANAGED CHROMEBOOK

1 Turning On

The power button is located in the top right corner of the keyboard. Press the button down and wait for the computer to power on. *HINT: If the device does not turn on, plug it in and let it charge for a little while.*



2 Turn on Wifi

1. At the bottom right, select the wifi symbol.
2. Select "Not Connected".
Note: If you see your Wi-Fi network name and a signal strength, your Chromebook is already connected to Wi-Fi.
3. Turn on Wi-Fi.
Your Chromebook will automatically look for available networks and show them to you in a list.
4. Select the network to which you wish to connect.
For a secure network: you will be prompted to enter your username & password.



3 Signing In

Just like a normal laptop, once you turn on your Chromebook, it will ask you to sign into an account. Unlike a normal laptop, the account username and password to sign in will be the students Google Account: **FirstNameLastName@Charleroisd.org**



If you are unsure of your child's username and/or password, please contact your child's teacher or submit a tech support ticket
<https://bit.ly/CASDtechhelp>
(CASE SENSITIVE)



Google Tools

Google Drive

Google Drive is Google's cloud storage service. Google Drive works similar to a hard drive, except that all the files are stored on the internet with Google's servers. This means that a person's Google Drive can be accessed at any time from any device that has a internet connection.



Google Docs, Sheets, & Slides

Another tool Google offers as part of the Google Account is access to Google Docs, Sheets, and Slides. These are web-based apps that are free, online versions of Microsoft Word, Excel, and PowerPoint. Documents created with these tools will automatically be stored on Google Drive.



Google Docs



Microsoft Word



Google Sheets



Microsoft Excel



Google Slides



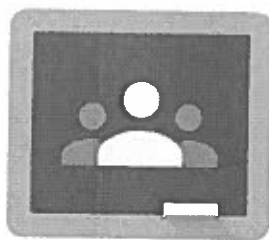
Microsoft PowerPoint

Google Classroom

Students will be able to find their assignments by visiting [Classroom.google.com](https://classroom.google.com)

Classroom is a tool in the G Suite for Education. It helps teachers create and organize assignments quickly, provide feedback efficiently, and easily communicate with their classes.

Students will be able to view assignments and submit their work directly in Classroom.



Gmail

Gmail is Google's email platform. While all students have an email "address", only students in Grades 6-12 have an email account. Students in the upper grades should check their emails for correspondence from teachers, counselors, and principals.





Google Classroom

AN OVERVIEW

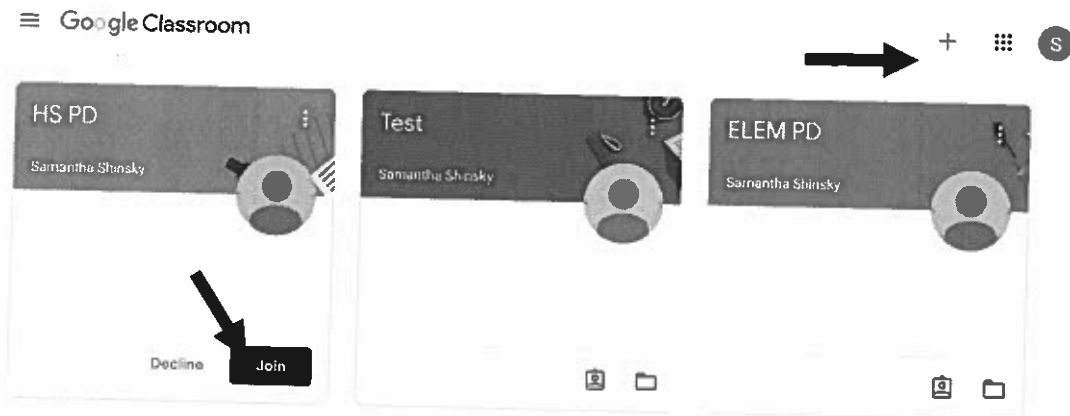
1. Visit Classroom.google.com

2. Join Classes

There are 2 ways for a student to join their classes: Teacher Invite or Class Code.

If the teacher invited the student, the class will be displayed on the Class dashboard. Select "Join" to join the class.

To join by teacher shared class code, select the + button in the top right corner of the screen.

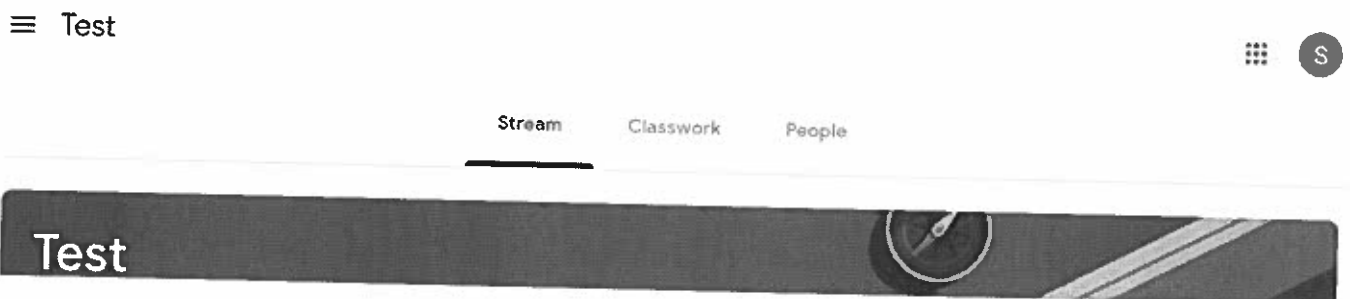


3. Stream, Classwork, People

STREAM: Similar to a "News feed", teachers may initiate discussions or post information on the Stream page.

CLASSWORK: Students will find and submit assignments on the classwork tab.

PEOPLE: The "People" tab can be utilized to send the teacher a direct message.



4. Visit <https://bit.ly/CASDtechhelp> (case sensitive) for Google Classroom tutorial videos



Additional Info



Getting Started with Distance Learning

Have your students sign into Google Classroom (using their Charleroisd.org account) and begin exploring classes and assignments.

Wireless Access

If you/your student does not have internet access, some providers are offering free or reduced rate service at this time.

Xfinity hotspots may be available in your area free of charge. Use your device to search for a wifi connection called Xfinity or XfinityWIFI, click and connect. Visit <http://wifi.xfinity.com/> for more information.

Comcast is offering two months of free internet service to low income households to allow students to engage in online learning. For more information, visit <https://www.internetessentials.com/covid19>

Tech Support

For technical assistance, please submit a Technology Support Ticket by visiting: <https://bit.ly/CASDtechhelp> (CASE SENSITIVE)