

Virtual Learning Procedures During a Shutdown and Expectations During Quarantine

The following are the procedures and expectations for students participating in virtual learning.

All students will be issued a Randolph Southern device for virtual learning.

Students will be participating in live virtual instruction with a RS teacher:

-Virtual students will follow the virtual bell schedule listed below for virtual learning classes. Note the difference between quarantine and shutdown.

-Virtual students are expected to be engaged in 50 minutes of school work per class they are enrolled in each day.

-Lessons will be live during the school day for **quarantined students**. Classes will follow the normal school day bell schedule. Classes will begin at 8:00am, and classes will end at 2:45pm. Google Meet may not open at the beginning of class. Teachers may need a couple minutes to get class started before opening Google Meet.

-**During a shutdown**, lessons will be live during the school day. Classes will follow the virtual bell schedule. Classes will begin at 8:15am, and classes will end at 3:05pm.

-Students are expected to attend classes live through Google Meet. If a student cannot attend class live, parents need to call or email the school office to notify them the reason why the student is absent. Just like we do during in person learning.

-Students who are absent must contact their teacher for make-up work. Students have one day to make-up work per day they are absent. Per our student handbook.

-Recorded lessons will be placed on Google Classroom for students to access for those who were not able to attend class.

-Students need to check Google Classroom regularly. Assignments and instructions will be placed on Google Classroom. Students can also communicate with teachers through Google Classroom.

-Teachers may set test time limits and lock devices during testing windows, so check Google Classroom for details.

-Students are expected to complete assignments daily.

-Students who do not attend Google Meet classes and complete daily assignments will be counted absent for the day. Indiana compulsory attendance laws are still applicable during quarantine periods and a shutdown.

- Teachers are available through email and Google Classroom between the hours of 7:50am and 3:20pm each day for questions. Students should not expect an answer from teachers for questions sent after 3:20pm until the next day.
- Students and parents can set up appointment times to meet with teachers either through Google Meet or in person. In person is not available during a mandated shutdown.
- Parents are encouraged to check Powerschool weekly to check their child's progress. Parents can contact teachers through Powerschool if they have questions. Contact the office if you need help accessing Powerschool.
- Virtual lessons are best, but in those rare situations when a student does not have internet access, teachers will prepare lessons for students who do not have internet access. Lessons will be recorded for students who do not have internet access. Class assignments will be loaded onto a jump drive that will be used by students. This is not the best way for our students to learn. We believe that interaction with a teacher is vital for a student's learning, so we will only offer these lessons to students who have no internet access.
- We will deliver and pick up assignments on Wednesdays and Fridays. On Wednesday, we will deliver Friday, Monday, and Tuesday lessons, and we will pick up Wednesday and Thursday lessons. On Fridays, we will deliver Wednesday and Thursday lessons, and we will pick up Friday, Monday, and Tuesday lessons.
- Teachers will decide when assignments are due. Assignments and due dates should be posted on Google Classroom for parents and students to see. Parents can view their child's Google Classroom to view assignments and due dates.
- Lessons that are not completed by due dates, will be counted as a zero. Households not available during delivery and pick up times need to contact the office to set up a time to come to the office to pick and drop off student work.
- Students who do not complete daily assignments will be counted absent for the class they did not complete the assignment for. Indiana compulsory attendance laws are still applicable during quarantine periods and a shutdown.

Class Schedule for Quarantine Students

1st Period	8:00am - 8:51am
2nd Period	8:54am - 9:42am
3rd Period	9:45am - 10:33am
Homeroom	10:36 - 10:50
4th Period	10:52am - 12:12pm
A Lunch Class	11:24am - 12:12pm
B Lunch Class	10:54am - 11:42am
5th Period	12:16pm - 1:04pm
6th Period	1:07pm - 1:54pm
7th Period	1:57pm - 2:45pm
Teachers Available for Question	2:45pm - 3:20pm

Class Schedule if Whole School is Shut Down

1st Period	8:15am - 8:55am
2nd Period	9:00am - 9:40am
3rd Period	9:45am - 10:25am
4th Period	10:30am - 11:10am
Lunch	11:15am - 11:55pm
5th Period	12:00pm - 12:45pm
6th Period	12:50pm - 1:35pm
7th Period	1:40pm - 2:25pm
Prepare for Chromebook/Flash Drive Students	2:25pm- 3:05pm
Grading/Student and Parent Communication	3:05pm - 3:20pm