

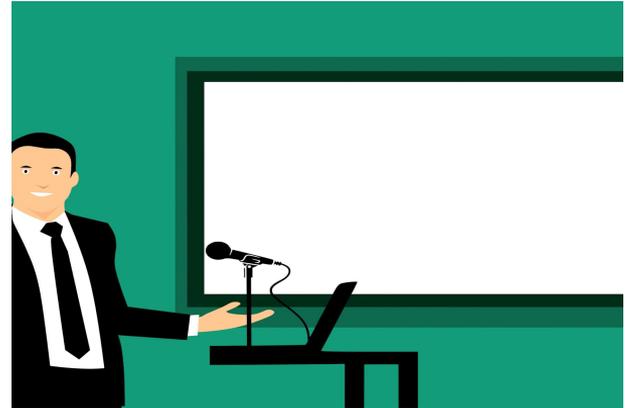
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# Hancock County Middle/High School Virtual Learning Training



# Agenda

- Virtual Learning
- Logging in to your account
- A Guide to Google Classroom
- Acceptable Use Policy
- Virtual Attendance Form
- Special Education Virtual Learning Plan
- Chromebook/Device Checkout
- Questions





**A student must be enrolled in the Hancock County School system before he/she can enroll in virtual learning.**



# Virtual Learning

- **Virtual learning for Hancock County Schools is a continuation of the Hancock County Curriculum of study for enrolled students. This program requires students to sign in daily to a virtual setting for instruction. Students will complete assignments online. When remote learners return to the face-to-face classroom, HCMHS expects a seamless transition for students returning to a traditional instruction.**
- **Once a student has registered for virtual learning they must remain in that setting until the end of the 9 weeks.**



# How do I log into my account?

- LOG IN WITH YOUR HANCOCKCOUNTYSCHOOLS EMAIL  
EXAMPLE: [LINDSEY.LAMB@HANCOCKCOUNTYSCHOOLS.COM](mailto:LINDSEY.LAMB@HANCOCKCOUNTYSCHOOLS.COM)
- ACCEPT TERMS
- MAKE SURE IT SAYS STUDENT NAME
- CLICK CONTINUE AND CHOOSE YOUR ROLE AS STUDENT
- SCREEN WILL APPEAR TO JOIN CLASS

# Students 5 Steps to Google Classroom

1

**classroom.google.com**  
Go to the Classroom website and log in with your Google Apps email login.



2

**Join a Class**  
In the upper right click on the plus button to join a class. Enter the class code.

Install the Google Classroom App

3

**Stream**  
Find your assignment in the Stream.

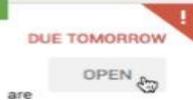
JOIN YOUR FIRST CLASS!

**Private Comments**

For each assignment there is a private comment. Click on open and locate at the bottom of the assignment.

4

**Open Templates**  
From the stream always click on "OPEN" in an assignment to view templates the teacher has attached.



Use this to ask a question or have a conversation with your teacher to further your learning.

5

**Turn In**  
Click the blue Turn In or Mark As Done button.



# A Guide to Google Classroom



## A Step by Step Guide to Understanding Google Classroom and Helping Your Child to Be Successful

### What is Google Classroom?

**Google Classroom** is a safe and secure web service that allows teachers to create, distribute and grade assignments in a paperless way. The primary purpose of **Google Classroom** is to streamline the process of sharing files between teacher and students.

You can think of it like a “digital binder” for your child’s assignments and resources.

### This guide will show you:

- How to set up your Google Classroom
- Find and join your classes
- What information is on the main page, and how it is organized
- What the tabs are and what you can do with them
- What is the stream and what information you can find there
- How to submit assignments and how to tell if assignments are done or late.

\_\_\_\_ Located at [www.hancockcountyschools.com](http://www.hancockcountyschools.com)

ACCEPTABLE USE POLICY

Department of Education  
**Hancock County**

P.O. Box 629

Sneedville, TN 37869

Phone: (423) 733-2591

Dr. Michael Belcher, Director of Schools

INTERNET SAFETY AND ACCEPTABLE USE POLICY (AUP)

of Electronic Media

**I. ACCEPTABLE USE:** The purpose of Hancock County's Internet Safety and Acceptable Use Policy provision of access to the Internet is to support research and education in and among schools and academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Hancock County School System. Transmission of any materials in violation of any U.S. or state organization is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or materials protected by trade secret. Use for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. The Hancock County School System will integrate Internet safety in the K-12 curriculum and instruction. Students will be given appropriate instruction in Internet safety as a part of any instruction utilizing computer resources. Students will be educated and monitored on appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Internet safety information will be provided for students, parents, grandparents, caregivers, and community stakeholders via the school system's website, [www.hancockcountyschools.com](http://www.hancockcountyschools.com), in order to raise awareness of the dangers posed by the Internet and ways in which the Internet may be used safely. Professional

"I understand and will abide by the above terms and conditions set forth in this policy. I further understand that any violation of the regulation above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action pursued."

(If user is under the age of 18, a parent or guardian must also read and sign this policy agreement.) As the student, I have read and agree to the Terms and Conditions for use set forth above pertaining to accessing the Internet/network and using the Internet work services. I understand that these privileges are designed for educational purposes. I will not hold Hancock County Schools responsible for material acquired or problems related to the use of the material acquired on the Internet/network. I will utilize the Internet/network appropriately and certify that the information contained on this form is correct.

**Student Name:( please print)** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

**Parent or Guardian Network Responsibility Contract:** (If user is under the age of 18, a parent or guardian must also read and sign this policy agreement.) As the parent or guardian of this student, I have read and agree to the terms and conditions for use set forth above pertaining to accessing the Internet/network and using the Internet work services. I understand that these privileges are designed for educational purposes. I will not hold Hancock County Schools responsible for material acquired or problems related to the use of the material acquired on the Internet/network. I hereby give my permission for my child to utilize the Internet/network and certify that the information contained on this form is correct.

**Parent or Guardian Name (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_

# Virtual Attendance Procedures for Hancock County Schools:

- The Hancock County students participating in the virtual option will be held **accountable** in accordance with all applicable laws, regulations, and school board policies.
- Parents have the legal responsibility to be accountable for their student's attendance under state law.
- School staff will monitor attendance and will contact students who are absent for two consecutive days and provide appropriate interventions for addressing student absences during remote instruction.
- Virtual School staff will monitor violations of the state compulsory attendance laws, report truant students to both the district truancy officer and the proper legal authorities where applicable.

## Examples of attendance expectations include:

- (**Verbal**) Students participating in a phone call with the teacher or parent/legal guardian support as appropriate for the age of the student
- (**Visual**) Students participating in synchronous virtual instruction
- (**Written**) Students completing and submitting work in Google Classroom or by using the Remind app.

- Students will have a normal log time, assignments posted, or written confirmation for each classroom. We will keep attendance by checking to see who has logged in for class.
- Parents may be working during the day and would need to help students in the evenings and on weekends to complete assignments. We will follow the same procedures we currently have, and parents will need to send in a note physically, online, email, or some other manner to each child's individual school. There will be someone present at each school to take excuses or excuses may be emailed to [Marta.Stapleton@hcsk12.com](mailto:Marta.Stapleton@hcsk12.com) or faxed to (423)733-8757
- All attendance requirements and consequences will still be maintained.
- Online students should be informed of all school-related activities and will have the ability to participate in extracurricular events.
- All students will be exempt from online school if we close school for inclement weather,

# Virtual Attendance Recording

- Excuses for tardiness or absences will be submitted by the teacher in the Aspen Portal.
- Parents can monitor their child's attendance in Aspen.
- Please contact your child's school for Aspen log information.

# Hancock County Schools Traditional and Virtual Attendance Procedures

|   |   |
|---|---|
| EXCUSED ABSENCES  | 1 |
| UNEXCUSED ABSENCES  | 2 |
| MAKE-UP WORK  |   |
| Attendance Recording  | 2 |
| Hancock County Schools Truancy Intervention Procedure   | 3 |
| DRIVERS LICENSE AND SCHOOL ATTENDANCE   | 6 |
| Virtual Attendance Procedures for Hancock County Schools:                                       | 7 |
| Virtual Attendance Recording  | 8 |
| Accessing Lost Content in the Case of a Lost, Damaged, Stolen, or Otherwise Inaccessible Device | 8 |
| Virtual School Attendance Form  | 9 |

## EXCUSED ABSENCES

Students are responsible for making up missed class work. Excused absences will be given for the following reasons:

- Illness with doctor or dentist, etc. verification
- Death in the family
- Recognized religious holiday
- School sponsored activities
- Extreme family hardships
- Student absences approved by the principal
- Four parent notes for the entire school year.

# Virtual School Attendance Form

The Hancock County Schools Virtual School is required to monitor student attendance in accordance with all applicable laws, regulations, and school board policies. Parents/guardians have the legal responsibility to be accountable for their student's attendance under state law. Virtual School staff will monitor violations of the state compulsory attendance laws and report truant students to the proper legal authorities.

Virtual school students are required to show attendance daily and are subject to all district attendance policies. Attendance is based on participation in online sessions and/or work completed. An instructional day consists of seven (7) hours in grades 1-12 and four and a half (4.5) hours in kindergarten. Failure to show attendance each day and/or complete all lessons assigned by the teacher shall result in a student being recorded as absent for the entire instructional day.

By signing this form, the parent/guardian and student understand, acknowledge, and agree to the following:

- The parent/guardian and student are responsible for monitoring student progress in each course and each course must be completed to receive credit;
- The parent/guardian and student are subject to compulsory attendance requirements;
- The student must show attendance each school day and failure to login and or complete lessons will result in the student receiving an absence for the entire instructional day;
- The student will have access to the internet and/or a computer/device outside of school; and
- The student will comply with the district policies.

Name of Student: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Location of Parent/Guardian during the day: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Located at [www.hancockcountyschools.com](http://www.hancockcountyschools.com)

## Hancock County Schools Department of Special Education Virtual Learning Plan

*For students with individualized education programs (IEPs), Hancock County Schools must ensure that students have access to the educational opportunities provided to all students. Hancock County Schools will provide the special education and related services identified in the students' IEPs, to the greatest extent possible. Present exceptional circumstances may affect how special education and related services are provided, and school district may not be able to provide all services in the same manner that they are typically provided. However, federal disability law allows for flexibility in determining how to meet the individualized needs of students receiving special education services.*

- Students with identified disabilities that have chosen to participate in virtual learning in place of traditional face to face learning will be provided services by a variety of methods. Provision of Special Education and Related Services (PT, OT, Speech) could be performed virtually (Zoom), online (Google Classrooms or Seesaw) or Teletherapy. In the most significant cases, home visits may be an option, with the consideration of health concerns and CDC, local health department and TDOE guidelines.
- Services and Frequency of Special Education and Related Services during virtual learning, will be determined by individual student needs and support level.
- In Special Education no plan is a one size fits all!!
- Parents will be contacted by their child's Special Education case manager or related service provider to create a plan that works for the student and family.
- A schedule will be provided to the parents with instructions and supports.
- Students with more complex needs may receive weekly material to utilize during one-on-one virtual instruction with the Special Education teacher (task boxes, communication cards for upcoming lessons, etc.).
- Supports to utilize in the home for parents will be provided by the student's Special Education teacher.
- Students requiring accommodations or modification to the general education content, will be provided by the Special Education teacher.
- All students receiving Special Education services will receive contact and support from their Special Education teacher or instructional assistant either daily, biweekly, or weekly, as

- determined during their assessment of needs and could change to accommodate the student at any time.

Parents should direct concerns to their child's Special Education teacher or case manager to bring awareness of their concerns or their child's need.

For students receiving services who do not have access to technology, the Special Education Department will make considerations prioritized by student need, circumstance, and Individualized Education Plan.

**Misty Rasnic**  
**Director of Special Programs**  
**(423) 733-8094**

# Chromebook/Device Checkout

Located at [www.hancockcountyschools.co](http://www.hancockcountyschools.co)

## HANCOCK COUNTY PUBLIC SCHOOLS TECHNOLOGY HANDBOOK



TECHNOLOGY DEVICE PROCEDURES AND  
EXPECTATIONS  
FOR STUDENTS AND PARENTS  
2020-2021



# VIRTUAL AND TIMELY ACCESS FOR ALL

- If a student does not have internet accessibility available at home, the school district will ensure timely and consistent accessibility by:
  - a) Providing wifi access in the parking lots of both Hancock County Elementary School and Hancock County High/Middle School.
  - b) Providing a storage device per student for those with limited transportation
  - c) Providing individual student and family plans as needed
- This wifi access will remain open for all Hancock County Schools users in the event of closures.
- If transportation to a wifi hotspot is unavailable, please contact [Joseph.Southern@hcsk12.com](mailto:Joseph.Southern@hcsk12.com) or (423) 733-4848
- Vulnerable student populations will have a personal device as well the option of a mobile wifi hotspot for his or her home.
  - ❑ Any student with an IEP and has an issue with a need for device or internet accessibility, please contact [Misty.Rasnic@hcsk12.com](mailto:Misty.Rasnic@hcsk12.com) or (423) 733-8094.
  - ❑ Any other student who is in need of a device or has a home that contains multiple students sharing a device, please contact [Ashely.Hopkins@hcsk12.com](mailto:Ashely.Hopkins@hcsk12.com) to be placed on the priority list for a home device.

# TECHNOLOGY DEVICE PARENT/GUARDIAN GUIDE

- Monitor your child's home and school use of the Internet, set filtering on school device at home, and set the language sentiment analysis tool to warn you of cyberbullying and self-harm.
- Provide a place in an open area of your home, such as the kitchen or family room, where the technology device will be used.
- Use the internet with your child to help develop safe internet habits.
- Frequently ask to see your child's technology device and ask how it is being used.
- Review with your child the programs installed on the technology device and ask them what each program does.
- Do not hesitate to contact your school if you have any questions or concerns about the technology device.

# CONTINGENCY PLAN

If technical assistance or further troubleshooting is needed please contact [Tim.Goan@hcsk12.com](mailto:Tim.Goan@hcsk12.com) or (423) 733-2591 for further assistance. You may also submit a help request on the [hancockcountyschools.com](http://hancockcountyschools.com) website under Technology Assistance.

- A student experiencing this situation should be contacted within two school days and this issue will be communicated to each student's teachers. If a legitimate issue has occurred, this event will be treated as an EXCUSED absence and make up work will be provided.

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Forms that must be completed for virtual learning...

1. **Acceptable Use Policy**
2. **Virtual School Attendance Form**

These forms are located at

[www.hancockcountyschools.com](http://www.hancockcountyschools.com).

**Remember the last day to sign up for virtual learning is Wednesday, July 29th at 12:00pm.**

**The last day to switch back from virtual learning to traditional learning is Wednesday, August 5th.**

**If you do not attend the training session, you must print, sign and return these forms to either Hancock Elementary or Hancock Middle/High School by Friday, July 31st.**





All other questions can be emailed to [Question.Schools@hcsk12.com](mailto:Question.Schools@hcsk12.com)