

GKHS DISTANCE/VIRTUAL LEARNING ADDENDUM 2020-2021

Welcome to Graham-Kapowsin High School! This is certainly an unusual way to start the school year and, as a result of our distance learning model, we are including additional expectations regarding online etiquette to protect all students and staff members. All Graham-Kapowsin High School students receiving digital curriculum and direct instruction online are subject to any applicable district policies, our GKHS student handbook, and this Student Distance/Virtual Code of Conduct.

GKHS staff reserve the right to change and/or modify the 20-21 Student Handbook as remote learning and COVID-19 school related circumstances evolve.

Synchronous vs. Asynchronous **Synchronous** instruction is directly facilitated by your teacher, a live zoom, help sessions, demonstrations, etc. – this is necessary in order for you to have the background information, materials, explanations, and assignments to work **Asynchronously**, meaning working independently.

Asynchronous – We recognize that working independently can be challenging. Our teachers have scheduled live zoom sessions to introduce and review the day's lesson, assignments, assessments, etc. There are also additional opportunities for small group or one-on-one assistance to help you be successful. It's important for you to remember it is also your responsibility to seek assistance...advocate for yourself and communicate with your teacher so they can assist before it becomes overwhelming.

Please review the following general rules and expectations:

- **Participation:** Daily participation is expected and attendance will be recorded. If you miss a day your parent/guardian must excuse your absence.
- **Dress and Decorum:** Make sure you are dressed appropriately for Zoom meetings.

- **Email:** All students are required to use, and check, their Bethel email account daily. Please check it regularly, at least each morning and afternoon.
- **Behavior:** Students are responsible for proper behavior during online learning. Always use your iPad in a way that shows consideration and respect. It is not acceptable to use obscene, profane, threatening, or disrespectful language or gestures.
- **Academic Integrity:** We take integrity and authenticity of student work very seriously. Copying, knowingly allowing others to copy from you, and/or misusing internet content will result in disciplinary action.
- **Internet Use Policy:** GKHS expects both students and parents to abide by the district's internet usage policy. Misuse of the internet, apps, email, and digital learning platforms constitutes a violation of school policies and will result in disciplinary action.
- **Harassment, Intimidation & Bullying (HIB):** The policy described in the student handbook applies within the remote learning environment.

Zoom ● Teachers have scheduled Zoom meetings for your class each

week.

- Zoom sessions containing a teacher's direct instruction portions will be recorded and published for students who are absent, would like to review a teacher's lesson, or for students having technology issues.
- Background – we prefer students have their cameras on during zoom meetings – virtual backgrounds are provided. If you have questions or concerns about this, talk with your teacher.
- When cameras are on students are required to use one of the provided virtual backgrounds, **personal backgrounds are not permitted.**
- Students are expected to join, and participate, in Zoom meetings for EACH SCHEDULED SESSION. Tips for success include:
 - Be on Time
 - Be in a Quiet Space
 - Be Prepared
 - Be Presentable
 - Mute Yourself
 - Be Ready to Participate
 - Chat Responsibly

- Practice Effective Communication
- Be Respectful & Professional

Prohibited behaviors include, but are not limited to:

- Disturbing or disrupting the distance learning environment.
- Refusing to follow the rules of the specific distance learning classroom.
- Unmuting yourself when your teacher has placed you on mute.
- Recording any class session or capturing anyone's image and transmitting it.
- Submitting an assignment that is not the student's own original work
- Inappropriate gestures or comments in the chat.

Failure to comply with the Distance/Virtual Learning Code of Conduct will result in the following consequences for minor offenses:

1. Being placed on mute and/or having your video paused by the teacher.
2. Warning and conference with the student.
3. A conference with the student and parent/guardian will be held by the teacher by phone, Zoom, etc.
4. A conference with the student and parent/guardian will be held by the administrator by phone, Zoom, etc.
5. Major offenses are subject to more severe consequences.