

Apprentice Academy High School



Plan C+: Distance Learning Guidelines

This document is intended as a resource for students and families as we embark on a new form of learning and community building. The information included in this document does not address every question or aspect of our online program but is intended to express the most important principles and standards guiding our work. As we proceed through this process and learn what works and what does not, we fully expect our online program will evolve and change based on student and family needs.

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Distance Learning Structure

Advisory/Mentoring

- All advisory sections will have a synchronous (live) meeting at 10 am on Fridays.
- All advisors/mentors will schedule at least one individual meeting with each advisee during the week.

Academics

- *Weekly planners for each class will be posted on course pages and each teacher's school website page.*
- *Each course will have one weekly scheduled synchronous (live) meeting. These classes will be recorded and posted for students who cannot attend the class.*
- *Synchronous class times will be at 2 pm Monday through Thursday, based on the block.*
 - *1st – Monday*
 - *2nd – Tuesday*
 - *3rd – Wednesday*
 - *4th - Thursday*
- *In addition to the synchronous class, teachers will offer live Office Hours/Q&A sessions. Details, times, and links for live conferencing for all meetings will be posted on the individual teachers' page.*
- *Teachers will be ready to have individual virtual or face to face meetings with students by appointment on a schedule convenient to both teacher and student.*

- *A sign-up link is posted on the school homepage for small group (9 or less) in person sessions for Math and English. These sessions are Monday – Thursday from 9am to 12pm. Transportation is provided as necessary. Registering for these sessions should be in collaboration with the teacher to ensure all that need assistance can be scheduled for a session.*

Attendance Policy

Success is dependent on active participation and engagement. As such, students are required to complete assignments by the due date, and to actively participate in class discussions.

Additionally, students are expected to:

- *Log on at least three times a week – on different days in order to completely weekly assignments, assessments, discussions and/or other weekly deliverables as directed by the instructor and outlined in the syllabus;*
- *Participate in weekly threaded discussions, this means that, in addition to posting a response to the thread topic presented, students are expected to respond to each other and respond to questions from the instructor and/or other students;*

Students will not be marked present for the class in a particular week if they have not posted on the discussion forum and/or fail to submit assignment/essay or complete assessment if administered in that week.

In the event that a student has not been active in a class for 5 consecutive days, the teacher will notify the Restorative Practices team for investigation and intervention.

Expectations for Students

- *Establish a daily routine for your school day*
- *Find a distraction-free place in your home where you can work*
- *Check your AAHSNC email every day*
- *Complete the work outlined by your teachers and seek clarification for any assignments*
- *Read directions multiple times to avoid missing important details*
- *Take advantage of Q&A sessions*
- *Schedule breaks and time for exercise or other off-screen activities*
- *Establish a way to monitor assignments (to-do lists, planner)*
- *If your internet is spotty consider joining video conferences by phone (audio only)*

Academic Integrity

Our expectation is that you will not plagiarize any of your work, including the use of online translators, dictionaries, or other reference materials. You may not copy work from others, or complete work collaboratively, unless directed to by your teacher.

Etiquette for Online Courses

In the online classroom certain behaviors are expected as you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

The purpose of the following information is to help you be a more effective and successful student when communicating via video conferencing, email, chat rooms, or on discussion boards as a part of your online learning activities.

Videoconferencing

- You should dress the same as you would for attending classes while participating in video conferences.*
- Your video camera should be turned on during a video conference.*
- Your microphone should be muted during a video conference unless you have been recognized to speak.*
- When speaking, and using the chat feature during a video conference, you should adhere to the same courtesies that you would use when interacting in the classroom.*
- Physically raise your hand, or use the raise hand feature, when you want to speak during the conference and wait to be acknowledged before speaking.*

Email

- Make sure identification is clear in all communications. Begin with a salutation ("Hi Mr. / Mrs. Smith") and end with your signature (John Smith).*
- Review what you wrote and try to interpret it objectively. When we speak face to face and are misunderstood, we have an on-the-spot opportunity to rephrase our words. In writing, we must strive twice as hard to be understood, as we do not have the benefit of modifying or elaborating in real time.*
- All caps ("I'M SHOUTING") and exclamation points ("Give me a break!!!") can be misinterpreted as intense anger or humor without the appropriate context.*

Discussion Board/Chat

In your communication with other students, please:

- Expand on or clarify an important point.*

- Offer an additional argument to support a position taken in an answer.
- Suggest ways in which an idea could be more clearly expressed.
- Identify passages where you think the writer misunderstood a concept or applied it incorrectly.
- Disagree with a point or position made in an answer.

If you disagree with the views of another student, please:

- Be constructive and respectful.
- Politely critique a position on an issue, but not the person.
- Avoid sarcasm, swearing, or language that would be considered rude or argumentative.
- State precisely the point you disagree with.
- Offer reasons why you think their view is incorrect and support your position by citing the text or other sources.

Glossary of Terms

- Asynchronous Classes - Students working at their own pace, not all at the same time
- Synchronous Classes - Students and teachers working together at the same time
- Q&A Live - A time when teachers are available to answer any questions (similar to office hours)
- Discussion Board - Online message board that allows for interaction between students and teachers
- Due Dates - Due dates are established on course pacing guidelines, however, teachers anticipate the need to be flexible based on student differentiation.