

# Virtual/Hybrid Learning Student Handbook

## Plainwell High School - Supplement

*Revised November 20, 2020*

This policy handbook is a supplement to the PHS traditional student handbook and code of conduct; which you can find at this link [HERE](#).

Virtual Learning has a lot of advantages for students. It provides students with the chance to live and work in a connected world, using technology and skills relevant to today.

**What Does Success Look Like in a Virtual Classroom?** That can really depend on you – but we have found that there are several key ingredients to success.

**Commit** to doing your schoolwork at the specified class period each day.

**Stay Connected!** It is a requirement of your enrollment that you meet daily with teachers in a live session or as instructed for group work, remote work or individual learning.

**Stay caught up!** Falling behind in classes makes it so much harder to keep on top of your assignments, and soon the work to catch up can become overwhelming. If you work at a steady pace and stay on top of your assignments, you will have completed your coursework before you know it!

**Ask for Help!** Teachers are happy to work with students who reach out and ask for assistance. Our staff is happy to help you succeed.

**Daily Schedules** - Find [HERE](#).

**Academic Integrity** - This means that one should respect another person's work and efforts. Any activity undertaken with the purpose of creating or obtaining an unfair academic advantage over other students' academic work, or inhibiting the progress of another person's academic work, violates academic integrity.

Cheating - Using/Referring to prohibited information during quizzes, tests or exams. Copying other's class work, homework, tests, reports, or providing your work to others for the purpose of receiving credit. Students are to understand specifically classroom protocols for individual assignments versus group assignments.

Plagiarism - The definition of plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work. Specific examples of plagiarism that will not be tolerated are:

- Copying, paraphrasing or summarizing another person's work without citing that source.
- Using material, including photographs, from the Internet or any other source and representing as your own, even if you have changed some of the words.
- Having someone else write the assignment or rephrase any portion of that assignment.
- Directly copying or rephrasing student aids (Cliff Notes, for example), critical sources, or reference materials in part or whole without acknowledging those sources.

PHS is offering two learning models: 1) Hybrid Model and 2) A Full Virtual Online Model.

**Attendance** - Students will check in being present for the day on their infinite campus student portal during the first period they attend school and on their remote/virtual days. Parents still need to call their child in excused for an absence to the attendance line at 269-685-2430 by the following day.

Report your child's absence by calling 269-685-2430. State your name, your student's name and the reason for your absence. You may also email us at [phsattendance@plainwellschools.org](mailto:phsattendance@plainwellschools.org)

For Hybrid Students on Campus Attendance - Hybrid Students (on campus 2 days and remote 3 days)

- Students are marked absent (A) if they do not show up for a class period.
- Parents should call the attendance line to excuse their student's absence at 269-685-2430 to avoid any unintended consequences.
- Students on their remote learning days are marked P for Participated. Students who do not complete school work assigned to them during remote learning will be marked DNP, Did Not Participate.

For Fully Virtual Online Students' Attendance - (Remote learning all week)

Students are expected to log in and participate in each class and have **Communication with teachers each week.**

Participation in school is a STATE requirement in hybrid, virtual, and online learning models to ensure engagement. Participation in remote or virtual learning is defined as:

The teacher and student meeting together either face to face, email, phone, Zoom/Google Meet, Buzz assignment or Other.

And, all students must have at least (2), two-way communication interactions per week. And, must be individualized and instructionally related communication.

Frequent or extended absences may result in students being re-enrolled in the course in the future or lose credit due to reaching the maximum number of days absent.

Flex Academy Students have self-paced (asynchronous) courses and must also meet certain requirements.

#### Truancy

A student is considered truant if they fail to login and participate in class for 7 consecutive days without notification to the HS Attendance Coordinator.

In the case of truancy, the parent/guardian is notified of the absence and that the student is in danger of being reported to Allegan County Family Court.

#### **Backpacks/Book Bags**

Students will be able to bring book bags into the classroom this year only.

#### **Bathroom/restroom Breaks**

Two students per restroom at at time. Bring your School ID in the lanyard and place it on the hook outside the restroom. If you see an open hook, you may use that restroom. Restrooms are available during passing time and in classroom with teacher permission. It is preferred that students go directly to their class and check-in with their teacher and then ask to use the restroom at that time.

#### **Building Hours**

##### During Hybrid Start - Building opens at 7:30 AM

- a. Students that drive to school or are dropped off, should arrive at 7:30 AM.
- b. Cafeteria doors will open at 7:15 AM or when the first bus arrives for those getting breakfast before school.
- c. Students may either wait outside or wait in the cafeteria until the first bell rings at 7:30 AM.
- d. **Students will not be able to walk around the in the school and congregate.**

Online lab sign up. Students may sign up to use the lab to complete remote learning work if they need Internet access.

During the pandemic learning, the building is closed to the public and guests. If you need assistance, please come to the Main Entrance and ring the buzzer for assistance. Visitors will be screened for COVID.

If you need to drop something off for your student that he/she may have forgotten, there is a bin in the vestibule of the high school, main office. Please mark the item clearly with your student name and grade and we will have the item delivered.

To make an appointment for a counselor or student services, call 269-685-2422

To make an appointment for the principal or assistant principal, call the office at 269-685-9554, ext. 1500 or email:

[jeremy.wright@plainwellschools.org](mailto:jeremy.wright@plainwellschools.org) Principal

[deb.beals@plainwellschools.org](mailto:deb.beals@plainwellschools.org) Assistant Principal

[maria.johnson@plainwellschools.org](mailto:maria.johnson@plainwellschools.org) Administrative Assistant to the Principal

To contact teachers, counselors, or the college advisor, please refer to the Frequently Used Contact Numbers in the front of the student handbook, [HERE](#).

**Building Entry and Exit** - Students will enter and exit the building when on campus during their Hybrid Schedule as follow:

Three Entries:

1. Event Center Entrance is for Student Drivers ONLY. Student drivers must park in the most west parking lot in front of the stadium ticket booth.
2. Cafeteria Doors Entrance are for the Bus Riders ONLY. Student bus riders must get off on the east side of the building and enter through the cafeteria doors.
3. Main Entrance Doors are for Dropped OFF Students ONLY.

Students should exit through the doors they entered into in the morning.

**Classroom Expectations** - Follow this link [HERE](#)

**Deliveries** - Lunch deliveries from outside sources to the main office will not be allowed during pandemic learning. Any item(s) being delivered to school during school hours will be reviewed on a case by case basis. Supplies for school will take priority.

**Dress Code** - On campus, students must follow the traditional dress code in the student handbook and wear facial masks per the Governor's executive order. Facial masks must cover the mouth and nose and be worn at all times in all rooms inside, except when eating lunch. See separate instructions for athletic practices. Masks must cover the nose and mouth and may only be removed when students are eating in the cafeteria. Students with medical documentation will be allowed to wear shields instead of masks.

Virtual Dress Code - students are expected to be fully dressed when meeting virtually/online with the teacher and students.

**Chromebooks** - Students are expected to bring their Chromebooks in their protective case, fully charged with them to and from school each day.

**Curriculum** - The high school has chosen to partner with Brigham Young University (BYU) to deliver virtual learning to students. Classes are taught by PHS Teachers and will deliver the content using the learning management system called "BUZZ" provided through BYU.

*BYU is accredited as an institution by the Northwest Commission on Colleges and Universities (NWCCU). BYU Independent Study High School and Middle School by Cognia and Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS)*

**Food Service** - All cafeteria meals are free to **all students** until the end of December. Lunch lines will be the same but with social distancing and with some prepackaged items.

**Hallway and Lockers** - Students should not gather together and need to practice social distancing in the hallways, at lockers during lunch, etc. and in classrooms. Students should enter the building at their designated location

1. **One way hallway and directions** - You will notice that the hallway floors are divided in half with a lane marker and directional arrows are in place. You will be asked to single file as much as possible.
2. **Lockers** - Are not available for the remainder of the 1st trimester. If you have extenuating circumstances, please let us know and we will provide you with a locker.

**Parking and Driving Rules** - Students that are driving to school will park in the most west parking lot in front of the stadium and the event center entrance. Any student that drive will park here and enter and exit through the event center entrance

**Grading** - Virtual and Hybrid class work grading will look different this year. There will be a midterm and final exam that will be proctored on campus and will represent a significant portion of their grade. For the current grading scale, see [HERE](#).

**Safety and Hygiene** - Parents Must Acknowledge this form by September 30th. You will pre-screen students each day before coming into the school. If you answer yes to any of these questions, you will need to stay home for the day. For the district's screening expectations of parents, see [HERE](#).

- Students are required to wear facial masks covering the mouth and nose in the school building at all times, except when eating lunch.
- Students should wash their hands with soap for 20 seconds as often as possible.
- Hand sanitizers are available throughout the school. Students may also carry their own hand sanitizer on their person.
- Students are encouraged to bring water bottles since most drinking fountains are closed, except the ones with bottle refill stations.