

GREEN Charter Schools
VIRTUAL LEARNING HANDBOOK
2020-2021



www.scgreencharter.org

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MISSION

GREEN Charter Virtual Academy will provide an engaging and personalized virtual education by creating independent learners while providing academic and social-emotional support.

VISION

GREEN Charter Virtual Academy will be an interactive and innovative setting that educates all students with a consistent, rigorous curriculum. GCVA fosters students' habits of mind to create independent learners with a love for learning.

STUDENT HANDBOOK

Virtual Learning Platform:

1. Real Time Virtual Learning Sessions
 - a. 4th-7th grade students will be required to attend each live Zoom session with each of their teachers and/or classes. It is highly recommended that students take notes and reach out to teachers via email for areas of support needed.
 - i. If there are circumstances that will not allow the child to connect live, the parent/guardian must request permission from the student's homeroom teacher and administration.
 - ii. Missed assignments and Zoom sessions will still need to be completed within the 24 hour grace period.
 - b. K5-3rd virtual learners will view-only class presentations and stream live lessons presented by the teacher. It is highly recommended that students take notes and reach out to teachers via email for areas of support needed.
2. School Office Hours- This will take place between 3:15pm- 4:15pm in which students will participate in virtual instruction with a group of peers. Teachers will communicate their schedule of availability.
3. Additional Academic Support During School Hours- This will take place during the school day in which teachers will meet with a smaller group of students for remedial support.
4. Social-Emotional Learning- All virtual students are required to remotely participate with in-person students to take part in a social-emotional learning activity on Fridays. This lesson will take the place of Friday Clubs.

Attendance:

Daily log-ins to school designated virtual platforms are required to receive full attendance for the day.

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Make-Up Work:

Students will receive a 24-hour grace period to turn in assignments without penalty. A 5% penalty per day will occur for each late assignment. After 1 week, work will no longer be accepted and a zero will be added to the gradebook.

Truancy:

- 1) **After 3 consecutive days of unexcused absences**, the child is considered truant, and the parent/legal guardian will be contacted by the school via phone or email to request a conference with student and parent/guardian to address the absences via the development of a Truancy Intervention Plan.
- 2) **If there is no response to the above and 2 more days are missed (for a total of 5 consecutive days)**, the child is considered a habitual truant, and the parent/legal guardian will be sent an email to request a conference with both parent/guardian and student to address the absences via the development of a Truancy Intervention Plan. It will be noted in the letter that South Carolina law allows only 10 unexcused absences per academic year before advancement is at risk.
- 3) **After 10 consecutive days of unexcused absences:**
 - a. GREEN Charter School will drop the student from our enrollment on the 11th day.
 - b. GREEN will contact the student's district of residence to see if the child has been moved back into that school system.
 - c. If the student is not in their district of residence AND we have a Truancy Intervention Plan in place OR we have documentation to show reasonable efforts were made to create a Truancy Intervention Plan, then GREEN Charter will refer the student to the SC Family Court for truancy

South Carolina Board of Education Regulation (SBE) 43-274 specifies state requirements for school attendance. Truant students are classified as Truant, Habitual Truant, or Chronic Truant. Truant refers to a child 6 to 17 years old who has accumulated 3 consecutive unexcused absences, or a total of 5 unexcused absences for the academic year. Habitual Truant is a child 12 to 17 years old who (1) has accumulated 2 or more ADDITIONAL unexcused absences and (2) has failed to comply with the Truancy Intervention Plan. Chronic Truant is a child 12 to 17 years old who (1) has been through the school intervention process, (2) has reached the level of habitual truant and has been referred to family court and placed under an order to attend school, and (3) continues to accumulate unexcused absences.

Dress Code:

Virtual students are required to wear their GREEN Charter polo or other GREEN spirit wear.

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Environment:

1. While on camera, the background behind students should be school appropriate and free from any distractions.
2. Students are required to position themselves as if they were sitting within the traditional classroom.
 - a. It is recommended that students learn in a consistent area that creates the best learning environment possible, such as:
 - i. Kitchen Table
 - ii. Desk
 - iii. Counter Top

Virtual Field Studies:

Virtual field studies offer exciting ways to learn in a safe and interactive environment. Students will be required to attend all virtual field studies with their class.

Technology use by students and parents:

- Students will need to have access to a device with a camera and internet connection (laptop, chromebook, desktop, iPad/tablet)
 - If using a iPad/tablet it is preferable to have a physical keyboard
- If students do not have access to a device, a chromebook and charger will be provided will the following:
 - \$50 deposit to be returned when the chromebook and charger is returned in good condition
 - If the chromebook and charger is not returned or in non-working condition, the parent/legal guardian will be responsible for the full purchase price as per the agreement
 - Signed agreement from both parent/legal guardian and student

Students will be required to sign a Technology Agreement at the beginning of the school year.

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RECORDING DEVICES – AUDIO or VIDEO

GREEN prohibits the use of audio or video recording equipment by anyone other than GREEN staff on campus, within the school building, at school sponsored events, or on school sponsored online forums.

GREEN staff video recordings will be limited to instructional delivery.

"In an effort to best serve our virtual students while also allowing for recordings to be made of our live sessions, we would like to make you aware that while every effort will be made to keep your students out of recordings while they are participating virtually they may be shown from time to time for a brief period. Your students name will never show in the recording and these recordings will only be shared with members of your child's class. However, if you would like to eliminate the possibility of them being recorded in their virtual sessions, please make sure that your student's camera is turned off while the meetings are being recorded."

Virtual Academy Code of Conduct

- When participating in live lessons or when submitting videos or photographs to their teacher, students should only be viewed from the waist up.
- While it is understood that some students may need assistance navigating technology, it is required that only the student enrolled in the class participates in assignments and classroom interactions.
- While completing online assignments and assessments, cheating/plagiarism will not be tolerated..
 - For the first offense, students will receive a zero for the assignment and a warning conference with administration.
 - Additional offenses will be treated as a Major Owl Violation.
- When interacting online, students are required to act appropriately toward teachers and classmates as they would in a traditional classroom environment. For example:
 - Students will be present and engaged when a teacher or other student is presenting online.
 - Student's mic will be muted until asked to speak.
 - Students will encourage other students in chat forums.
 - Students will address themselves and each other by their teacher-approved preferred name.
- All school rules and procedures apply when students are participating in any online assignments or forums.
- All forms of bullying or harassment on virtual learning platforms will be treated as cyberbullying according to our main student handbook.
- Violating these rules and procedures may result in loss of virtual academy incentives.

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Disciplinary Actions for Virtual Academy Code of Conduct

Possible consequences for violations of the Virtual Academy Code of Conduct include, but are not limited to:

- Parent contact from teacher
- Parent contact from administration
- In person parent conference
- Disciplinary actions as outlined in the Code of Student Conduct as found in the GREEN Charter School student handbook.
- Suspension/expulsion from online platforms
 - Students will be required to complete daily paper-based assignments.
- Appropriate legal action, civil and/or criminal

Healthy Students

GREEN recognizes that healthy students learn better. The purpose of school nurses at GREEN Charter Schools is to enhance the educational process while removing health related barriers to learning. GREEN Charter School nurses accomplish these activities in partnership with students, parents, school staff and local community resources. If you have questions or concerns related to your child's health or school nursing services, please contact your school nurse. It is especially important to report any illness or condition that your child has that may require medical support during the school day.

In order for a student to switch from the Virtual Academy to face-to-face learning they must contact the school nurse and complete the health assessment survey.

Please contact the school nurse with any questions.

PARENT HANDBOOK

Communication

Communication is key to the success of your student. In order for them to be successful, parents, teachers, and administrators must maintain regular communication on student progress. It is expected that parents or families respond to communication (ie email, phone calls, etc) within 48 hours (2 school days). Likewise, school staff are also expected to respond to communication from parents and families within 48 hours. In case of an emergency concern please direct phone calls immediately to the main office at 864-586-3939.

Parent-Teacher Conferences

All of our general parent-teacher conferences scheduled on the school calendar will be conducted via phone conversation or virtual conference. The teacher will reach out to parents/families to schedule these conferences in advance.

Student Academic Support

It is important that families and teachers work together to help students achieve academic success. It is expected that parents/families review the Weekly Learning Agenda provided by their teachers which should be a guideline on supporting your child at home. This document will provide families with an overview of their learning experiences throughout the week. Our goal is for students to become independent learners with the support of our virtual learning instruction. However, from time to time they will need parental support. During this time it is important that parents/ families support their children while also remembering not to complete assignments for them or participating in Zoom sessions. Here are some tips that may be helpful for you and your student:

1. Read the Weekly Learning Agenda with your students and be sure to ask the teacher if you have any questions.
2. Help create a plan with your student to manage their time to complete assignments in a timely manner.
3. Have daily discussions with your student to ensure they are **logging on daily**, completing their assignments, participating in live instruction, making progress toward learning targets, and to clarify any misconceptions they might have.
4. Encourage your student to take notes during instruction and to compile questions, concerns, or misconceptions to present to the teacher during office hours.
5. Praise and encourage your student.

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Student Social-Emotional Support

Our school is not only committed to supporting our students academically but also social-emotionally. In order to support students social-emotionally the school will provide the following activities:

1. Virtual learners will participate via technology daily in morning meeting interaction/discussion with in-person students and teachers.
2. Virtual learners will participate via technology in small group instruction with peers and teachers.
3. Virtual learners will participate via technology in virtual field studies with peers.
4. Virtual learners will participate in social-emotional learning on Fridays during their normal elective period.
5. Virtual learners will be able to meet with our on-site guidance counselor on an individual and small group basis.
 - a. This meeting may take place virtual grounds or in-person grounds

The absence of daily face-to-face interaction at school may affect some students' social-emotional well-being. Here are some behavior changes to look out for at home:

- Decreased motivation
- Lethargy
- Decrease in appetite
- Irritability/change in mood

This is not a complete list of behavior changes. These may present differently for each student. If you feel that there is a significant change in your student's behavior or you are concerned about their well-being, please contact the guidance counselor, the student's teacher, or administration.

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