

Welcome to the 2020-21 school year. This is meant to provide information to students and families about some general topics unique to this school term.

**In Person vs. Remote Learning** - families may choose to learn either in person or remotely. This choice can be changed at the end of each quarter.

**Communication** - Information will be available in a variety of ways. This is not to complicate things, but simply to have multiple ways to stay informed. All of the following forms of communication will be utilized with all students - remote and in person learners - during the school year. School staff will be maintaining normal working hours. They will be available from 8AM-3:30PM during established school days. Communication outside of these times is at their discretion.

1. Email

- A. Every student has a school email account. They should be able to access this account. A request will need to be made with Mrs. Bettis if a student needs to have his/her password reset. Email should be checked daily.
- B. Teachers also all have a school email account. Staff email addresses are available on the district website ([greenfieldschools.org](http://greenfieldschools.org)) under the Staff tab.
- C. Parents are encouraged to share email addresses with the office so that this information can be provided to teachers.

2. Google Classroom

- A. Every class will have a Google Classroom component. Students will be signed up at the beginning of the year and granted access to the material.
- B. Teachers will post classroom notes, videos, assignments, etc. to Google Classroom for all students to access.
- C. A syllabus for the week will be posted on Mondays by 8AM to outline the expectations for the week.
- D. Students can contact teachers through Google Classroom via public or private messaging.
- E. Google Meets video calls can be arranged through Google Classroom. If remote learning is required of all students, Google Meets calls will be scheduled weekly to provide feedback and assistance to those students who need it.
- F. Tutorials on various aspects of Google Classroom are available on the district website under the Remote Learning tab.

3. InformationNOW

- A. Students can access grades in InformationNOW. Students have a login and password to access this information. A request will need to be made with Mrs. Bettis or Mrs. Cindy Pembrook if a student needs to have his/her password reset.
- B. Parents can also request a login and password in InformationNOW. From the parent portal, a parent can see the grades of each of his/her students. A request for this access will need to be made with Mrs. Bettis or Mrs. Cindy Pembrook.

- C. /## indicates that this assignment has been made to the student and it has not yet been graded. Either the student has not turned it in yet or the teacher has the assignment, but has not yet graded and recorded the grade.
- D. 0/## indicates that the student did not turn in the assignment and the due date for this assignment is past.
- E. Attendance can also be monitored on InformationNOW.

#### 4. Remind

- A. Students will be asked to download this application on cell phones. Teachers will be utilizing this app to communicate with students for various reasons. Using this app makes it possible for teachers and students to text one another without having personal cell numbers.
- B. This app could be used for notifications about class or by coaches for notifications about teams.

#### 5. District/School Website - [greenfieldschools.org](http://greenfieldschools.org)

- A. The district website includes information about staff email addresses, student handbooks, school calendars and remote learning.
- B. More specific Greenfield High School information can be found by clicking on the blue hyperlink at the bottom of the district website. From there you will be able to access the daily announcements, master schedule, counselor information, etc.

#### 6. District Facebook page - Greenfield CUSD #10

- A. Announcements are often made through the district Facebook page. Parents and students are encouraged to follow our page.

#### 7. SchoolMessenger

- A. Students and parents should be signed up for SchoolMessenger announcements. Both text messaging and phone calls can be received. Numbers should be kept up to date in the system to get announcements. Requests to be added to SchoolMessenger or to update a phone number should be made to Mrs. Bettis.
- B. Some information is sent only as a text message. Once signed up for SchoolMessenger, it is necessary to text Yes to 67587 to receive text messages.

**Instruction** - All teachers will set up Google Classroom for each class. Class notes, videos, assignments, etc. will be posted here and available to all students. A weekly syllabus will be posted at 8AM on Mondays to provide information about the learning activities for the week. Remote learners will be responsible for the same material and held to the same due dates as those students learning in person. It is very important that remote learners check Google Classroom daily and utilize the 1:50-3:30 timeframe to communicate with teachers about any questions or concerns with the lessons provided.

If remote learning becomes necessary for all students, teachers will utilize Google Classroom to deliver instruction and assignments to students. A weekly syllabus will be posted at 8AM on Mondays and will provide information about 2 lessons to be completed for the week. These lessons should take at least 20 minutes apiece, but no more than 45 minutes apiece to complete (for a total of 40-90 minutes/class/week). Teachers will post classroom notes and videos to deliver instruction. Google Meets video calls will be scheduled at least once a week for each class (Wednesdays for A day classes/Thursdays for B day classes). Assignments will be due one week after the assignment is made. These due dates will be adhered to and work not completed by the due date will be recorded as a zero. Late work will not be accepted. Students are encouraged to contact teachers via Google Classroom, email or Remind to receive individual instruction/assistance. Teachers will be expected to be available for students from 8AM-3:30PM on established school attendance days. Students are encouraged to complete assignments as soon as possible as teachers will not necessarily be available over weekends or in the evening to provide assistance.

Students are required to pass certain classes in order to receive a GHS diploma. Students are required to earn a total of 28.5 credits in order to receive a GHS diploma. The student handbook contains information about these requirements. In order for students to earn credit toward graduation, it is important that students complete the remote learning material and complete it in a timely manner as assignments will be accepted only up to the established due dates.

**Classroom/School Logistics** - Masks will be required for students in the buildings. Students should bring their own masks, but some will be available. As much as possible, students will be given outdoor, mask-free breaks throughout the day.

Visitors to the building will be limited, so please call ahead if you must come to school so a temperature and symptom check can be administered. All visitors will also be required to wear a mask in the buildings.

Students will be encouraged to visit their lockers only twice per day in order to cut down on hallway traffic. Classroom dismissal will also be staggered between classes to avoid all students in the hallways at the same time.

Students are encouraged to have a bottle of water and utilize the bottle fillers throughout the day.

Students will be assigned a venue (auditorium, gymnasium, LMC) to congregate if it is necessary to enter the building before 8AM. Students are encouraged to arrive no earlier than 8AM if possible. If students do arrive earlier than 8AM, they are asked to remain in vehicles or spread out on the front lawn if weather permits.

Off-campus lunch remains an option for GHS students. Students are encouraged to establish and maintain a lunch routine. Students should attempt to eat with the same group in the same place as much as possible. This will aid any potential need for contact tracing should an individual become infected with COVID19.

School will be dismissed at 1:50PM every day until further notice.

From 1:50-3:30PM teachers will be available for students learning remotely. This time will be spent communicating with students learning remotely through email, phone call or Remind. It is also possible that a remote learner could schedule an in person or Google Meets video call with a teacher.

**Attendance** - whether learning in person or remotely, attendance is an important factor for educational success. Students are expected to be in attendance every established school day. If a student must be absent, parents are required to notify the school office by 10AM - even if the student is learning remotely. We expect to have contact with all students every day. If we are unable to make contact with a student, that student will be recorded as unexcused for the day. Students learning remotely will be contacted daily to confirm attendance.

**Extracurricular activities** - all students will be allowed to participate in extracurricular activities, but will be expected to comply with all school health and safety rules. Students who are learning remotely may come to campus to participate, but must wear a mask and follow the prescribed guidelines while on school grounds, in school transportation or representing Greenfield High School.