



# Remote Learning Handbook

*Student/Parent Handbook*

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Cocke County Schools will offer an opportunity to its students to access instruction through a remote learning program in August 2020. We realize that many families have been impacted medically, physically, and emotionally by the COVID-19 pandemic and believe that their children's education could be better met through a remote learning program. All remote learning will align with all state and district standards and guidelines and will parallel with the rigors of the daily instruction delivered in our brick and mortar buildings. Although we cannot offer everything that is offered in our traditional schools, we will strive to offer opportunities to help your child be successful and still feel like a part of the community. All options listed below will be able to participate in sports and afterschool clubs/activities as the parent/guardian wishes.

### Devices Provided by the District

- Students in K-2 will receive a Chrome tablet
- Students in 3-12 will receive a Chromebook

### Optional Insurance on Devices

Insurance may be purchased on the devices in case of accidental damage.

- **Make the payment payable to Cocke County Schools (cash/check/cashier check only).**
- K-2 Chrome tablet will be \$64 and is a onetime fee. This covers the device for three years.
- 3-12 Chromebook will be \$80 and is a onetime fee. This covers the device for four years.
- This is not a yearly fee, but a ONETIME fee.

### Access to Remote Learning

**Option 1: Online Remote Instruction** – Elementary and high schools will run online instruction in parallel with the base school. The student is able to access coursework in a digital format and taught by a TN Certified teacher who is an employee of Cocke County Schools. Some lessons will be synchronous (following the teacher while delivering lessons or engaging with other students through Google Classroom/Google Meet), and some lessons will be asynchronous (students working independently accessing work created/prerecorded by the teacher). Asynchronous learning will also occur when students are working through prebuilt modules through the LMS (learning management system) provided by the district. These will include Google Classroom, Courseware, EdOptions Academy, Partners for Digital, Walters State DE classes (format determined by the college), Niswonger online courses, Study Island, Exact Path, and other programs that allow the student to experience the rigor of instruction available to them in brick and mortar buildings. High school courses in this option will be limited to offer those courses needed for high school graduation and certain electives. Cocke County Schools will provide adopted instructional materials from the district and technology to students in the form of Chrome Tablets K-2 and Chromebooks for 3-12. Parents must provide internet access for Option 1.

**Option 2: Remote Print Learning with Enhanced Technology** – Elementary and high school students who do not have internet access at home will receive paper based instruction through the district approved curriculum and textbooks. This will be enhanced by downloadable offline lessons taught by TN Certified teachers in Cocke County. Students will receive a flash drive that has the lessons downloaded on them for them to view at home without internet access. These lessons will be aligned with the content assigned on a weekly basis. A pick up and drop off schedule for homework and content will be arranged on a weekly basis. High School Students who choose DE (Dual Enrollment) classes must follow the requirements set forth by Walters State Community College. High school courses in this option will be limited to courses needed for high school graduation and certain electives. Cocke County Schools will provide adopted instructional materials from the district and technology to students in the form of Chrome Tablets K-2 and Chromebooks for 3-12.

**Option 3: Hybrid Plan** – This option is available to high school students only. Students who are in a specific program of study such as ROTC, CTE Certifications, band, choir, football physical education program, etc. may choose a hybrid plan. This plan reduces the amount of exposure in brick and mortar buildings and still offers students the opportunity to pursue interests. Participants in the hybrid plan must choose the online remote pathway (not print). Parent/guardians will be responsible for providing transportation to and from the high school for the brick and mortar classes unless the student can ride the morning or afternoon bus home. Students must be picked up immediately after the specific class ends. High school courses in this option will be limited to offer those courses needed for high school graduation and certain electives beyond those taken in the building. Cocke County Schools will provide adopted instructional materials from the district and technology to students in the form of Chrome Tablets K-2 and Chromebooks for 3-12.

## Student Admission and Entrance Requirements

- Students who opt for virtual learning will maintain enrollment in their Cocke County Schools original base school. Students who have been granted a transfer will maintain enrollment in the school in which they were granted a transfer.
- In order to participate in remote learning, families must complete the Cocke County Schools Remote Learning Registration Form, Contract, and agree to all student and parent expectations.
- Students participating in remote learning will agree to participate for at least one semester. Students may not return to their base school until the Spring semester. The fall semester is considered to be from August to December and the Spring Semester January to May.

## Student Expectations:

- Students, along with a parent/guardian, will be required to attend the base school's Remote Learning Orientation.
- Students must adhere to the Dress Code for the base school when attending functions at the school.

- Students are expected to follow all School Board and School rules to provide a safe and respectful environment for teachers and students.
- Students are expected to follow the Acceptable Use Policy when utilizing technology. Proper behavior, as it relates to the use of computers, is no different than proper behavior in other aspects of school activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. Cocke County Schools reserves the right to monitor all technology resource activity.
- Online Remote Learning students will continue to follow and maintain all expectations contained in the Cocke County Acceptable Use Policy. Students are responsible for the content posted through their login and account activity. Sharing or using usernames and passwords with others or using other's usernames and passwords is strictly prohibited.
- Follow Cocke County Schools grade-level expectations for digital citizenship.
- Students are expected to check their LMS (learning management system) or other teacher communication formats daily. Teachers will provide scheduled office hours to check in with each student.
- Students will be expected to adhere to all assessment policies for diagnostic, benchmark, and Standards Based Assessments. (Students will be required to come to their base school for these assessments at a designated time).
- Students will attend virtual lessons with teachers and/or participate in asynchronous lessons daily.
- Students are to be an active participant in virtual discussions as instructed by the teacher.
- Students are to submit assignments as designated by the teacher. Assignments may be assigned with flexibility to submit weekly. (Example: Sunday by midnight)
- If a student fails to complete an assignment and there is no communication within 5 school days, then the students shall earn a failing grade for the assignment. An employee of the school will be sent to do a well check on the student.
- Students must maintain the pace of the course.
- It is expected that students keep online interactions positive and constructive.
- Report any technical issues through the Tech Help Desk as soon as an issue arises.
- Students will maintain best practices for virtual learning sessions.

#### Best practices for virtual learning sessions

- Consider the environment behind you that can be seen in video chats and ensure there are no inappropriate images, materials, etc. for school.
- Mute audio when entering chats.
- Mute audio when not speaking.
- Be appropriate and respectful in your actions.
- Listen to the educator or individual speaking.
- Stay engaged throughout the lesson or activity.
- Ensure that all work is your own. (See Characteristics of the Virtual Learner)

## Characteristics of the Virtual Learner:

Students who participate in a virtual learning program offered by Cocke County schools are

held to the same academic standards as students who choose face-to-face instruction in any of our brick and mortar schools. Academic integrity must be maintained at all costs. Virtual students who choose to resort to plagiarism, cheating, or using social media to transmit any work will be subject to disciplinary action and parents will be contacted should a violation occur. If violations are repeated, the student could lose the opportunity to continue his/her education through the virtual program. Please see the handbook from the student's base school for expectations and consequences. For consistency across the district, the following definitions will be used:

**Plagiarism**, according to Harbrace Handbook, 15th edition, is defined as "presenting someone else's ideas, research, or opinion as your own without proper documentation, even if it has been rephrased." It includes, but is not limited to, the following:

1. Copying verbatim all or part of another's written work;
2. Using phrases, figures, or illustrations without citing the source;
3. Paraphrasing ideas, conclusions, or research without citing the source;
4. Using all or part of a literary plot, poem, or film without attributing the work to its creator.

**Cheating** is defined as representing any other person's work or work from any source as your own.

### **CONSEQUENCES OF PLAGIARISM**

Plagiarism is a form of stealing and academic fraud. Students who are found guilty of plagiarism will have the option of either redoing the assignment within a specified period and accepting a grade letter drop or taking a zero on the assignment. Parents should be involved in making the decision.

If expectations are not followed, disciplinary consequences could include disciplinary action in accordance with Cocke County Schools and the base school's Student Handbook.

### Parent/Guardian Expectations:

- A parent/guardian, along with the child who will participate in remote learning, will be required to attend the base school's Remote Learning Orientation.
- Parents are expected to set up and maintain a daily work schedule for the student, including participation in virtual class meetings.
- Parents are expected to set up a dedicated learning space in the home - free from distractions and interruptions (pets, siblings, television, etc.).
- Parents are expected to check the Learning Management System for assignments and grades. Parents are expected to ensure that the student follows all school policies.
- Ensure that the student follows the established classroom rules and expectations for virtual learning.
- Ensure that the student follows the grade-level expectations for digital citizenship.

- Maintain open lines of communication (phone and email) with teachers. Attend two virtual parent-teacher conferences per semester.
- Ensure that the student is communicating appropriately with teachers and classmates (email, chat feature, etc.)
- Communicate with the teachers who are supporting the student at home and a point of contact during the day. **Daily contact of some type is required (voice call by phone, email, or txt).**
- Parents are expected to support academic integrity by allowing students to work independently and by monitoring resources used.
- Parents are expected to support their child in a grade appropriate manner. (K-2 students will need high levels of support in the platform and with learning).
- Parents are expected to ensure students are submitting assignments as directed by the teacher.
- Parents are expected to communicate any issues or questions promptly to the teacher.
- Parents are expected to ensure the student attends mandatory testing/conference/check-in sessions at the school or virtually.
- Parents are expected to make arrangements to pick up needed devices, textbooks, supplies and resources from the base school. Maintain these devices, supplies, textbooks, materials, and resources and return to the base school at designated time.
- Parents are expected to follow federal and state laws regarding student privacy and FERPA. This includes not recording lessons or sessions and not posting photos and videos on social media.
- Parents are expected to read, review, and follow the Acceptable Use Policy.

### Device Use/Misuse:

The Cocke County School System retains the sole right of possession and ownership of devices utilized and grants permission for the student to use the device during the regular school year in accordance with the policies, guidelines, and procedures established in this document and the district's Acceptable Use Policy.

Improper use of any computer or the network is prohibited. This includes the following:

- Use of racist, profane, or obscene language or materials
- Using the network for financial gain, political or commercial activity
- Attempting to or harming equipment, materials or data
- Attempting to or sending anonymous messages of any kind
- Using the network to access inappropriate material
- Knowingly placing a computer virus on a computer or the network
- Using the network to provide addresses or other personal information that others may use inappropriately
- Accessing of information resources, files, and documents of another user without permission
- Vandalism, any malicious attempt to harm or destroy district equipment or

materials, data of another user of the district's system, or any of the agencies or other networks to which the district has access is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district guidelines and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

- Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited. Forgery or attempted forgery of documents or currency is prohibited. Deliberate attempts to create, copy or modify official documents or currency using district technology resources may be viewed as a violation of district guidelines and, possibly, as criminal activity under applicable state and federal laws.

Failure to comply with these standards may result in temporary or permanent removal of user access to Coker County Schools Remote Learning and device access.

## Attendance

Parents and guardians have the legal responsibility to ensure that their students are fully participating in virtual school by monitoring their progress and time spent on daily course work. When a student is unable to participate in daily instruction, parent notes/doctor notes should be submitted. All virtual students are held to the same attendance policies/guidelines as students who are in traditional schools. See Coker County Board of Education Attendance Policy [6.200](#) regarding absences. All Virtual Learning students will follow the BOE approved school calendar and attend the same number of days as students in their base school. Attendance in Remote Learning Options are 6.5 hours per day, five days a week. **Daily contact of some type is required (voice call by phone, email, or txt).** This can include Google Classroom, Remind 101, or other documentable communication method.

## School Counselors

School counselors are available for students who choose remote learning. Once the student enrolls in the Remote Learning Option, a counselor will be assigned to the student. Since the students are still enrolled at the base school, parents and students can always contact the school for assistance.

However, school counselors will also be available through the district on an as needed basis for student support.

## Engagement

All students participating in Remote Learning in all three options are expected to engage in the learning environment and content. Student engagement is measured through pacing in the course. If a student is not on pace – they are not participating in online sessions, not completing or attempting assignments, a week behind in work completion, not responding to teacher communications

– then the following steps will be initiated.

1. Parent/Teacher/Student Conference – digitally or on the phone – to determine areas of need.
2. Should dis-engagement continue, then the Parent and Teacher will develop a

two-week action plan for the student identifying the services necessary for the student to be successful.

3. Should a student continue to be off track in the course even with an action plan, withdrawal from the Remote Learning Option will be initiated, and the student will return to face to face instruction at school or secure a different school option outside Cocke County Schools.

## English Language Learners

The ELL Department is dedicated to providing ELs with instruction in English language development and support services. This instruction may take place either in a classroom setting or via an on-line platform. The district has purchased EL Brain Pop and other resources for students. Students may also utilize digital resources that are designed to increase English language proficiency and literacy. Regardless of the manner of delivery (on-line or in person), the ELs' instruction will be delivered in accordance to WIDA Standards and will be based on the student's English language proficiency level.

In addition to direct instruction, ELs will continue to receive appropriate accommodations and modifications in all content areas. To ensure that the instructional accommodations and modifications are appropriate to the ELs' English proficiency and literacy levels, content teachers will have access to utilize the district's on-line ELL platform to monitor the ELs' progress and to identify instructional strategies.

All active/waived ELs will have an individualized learning plan (ILP). This plan is developed through collaboration with the ELL and content teachers, and with input from the parent, student, and other personnel as needed. The ILP will be shared with content teachers and updated every 4.5 weeks.

Parents may receive information regarding their child's ILP, or provide input to the ILP in person, via email, telephone, or video conferencing.

## RTI2 (Response to Instruction and Intervention)

All students will be universally screened in Reading, Math, and Writing. Data will be considered by the RTI2 team to determine if services are needed. If your student qualifies for RTI2 services, we will contact you with more information. Any student needing RTI2 services will receive them whether in person or remotely, according to state and federal RTI2 guidelines. These guidelines include daily research-based intervention of appropriate duration and intensity, bi-weekly progress monitoring in the area of need, review of progress by the data team to determine growth and to modify future intervention to meet needs, and monthly communication with parents or guardians about student progress. The intervention instruction will be provided on the E Path platform. Communication will be conducted by phone, email, and other ways of virtual meetings when necessary.

## Homeless

The Cocke County School System will continue to provide McKinney-Vento Services to students. Services will be provided remotely via phone calls, emails, and online meetings.

## Schedules

Kindergarten students are required to participate in virtual instruction 4 hours per day. First through fifth grade students are required to participate in virtual instruction 6.5 hours per day. Participation in virtual instruction includes: whole group and small group Google Classroom meetings, individual work on the Learning Management System, Study Island, Exact Path (if in RTI), and work in other programs as assigned by the teacher in both synchronous and asynchronous environments. All student schedules will be developed based on student-need and virtual offerings. Some students may take virtual courses through *both* the remote online instruction program in person at the school (9-12).

Below are expected times for students who choose the remote learning. These do not have to occur in this order or back to back, but rather can span the entire day.

<b>Kindergarten</b>	<b>Time</b>
CKLA (foundational skills 30 minutes of this)	2.5 hours
Study Island/Exact Path	30 minutes
Math	1 hour
Lunch	30 minutes
Science/Social Studies	30 minutes
Optional when available: Art/Music/ STEM/Free Choice Reading	30 minutes

<b>1<sup>st</sup> – 2<sup>nd</sup></b>	<b>Time</b>
CKLA (foundational skills 30 minutes of this)	2.5 hours
Study Island/Exact Path	45 minutes
Math	1 hour
Lunch	30 minutes
Science	30 minutes
Social Studies	30 minutes
Recess	30 minutes
Additional Physical movement activity	15 minutes
Optional when available: Art/Music/	30 minutes

STEM/Free Choice Reading	
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<b>3rd - 5th</b>	<b>Time</b>
CKLA (foundational skills 30 minutes of this)	2.5 hours
Study Island/Exact Path	45 minutes
Math	1 hour
Lunch	30 minutes
Science	30 minutes
Social Studies	30 minutes
Recess	30 minutes
Additional Physical movement activity	15 minutes
Optional when available: Art/Music/ STEM/Free Choice Reading	30 minutes

<b>6-8<sup>th</sup></b>	<b>Time</b>
Amplify	1.5 hours
Study Island/Exact Path	45 minutes
Math	1. hour
Lunch	30 minutes
Science	60 minutes
Social Studies	60 minutes
Recess	30 minutes
Additional Physical movement activity	15 minutes
Optional when available: Art/Music/ STEM/Free Choice Reading	30 minutes

<b>9-12 grades</b>	<b>Amount</b>	<b>Time</b>
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Block Semesters	4 blocks	1.5 hours each
Traditional Semesters	4-6 blocks	1-1.5 hours each
Lunch		30 minutes
Additional Physical movement activity		15 minutes
Study Island/Exact Path		30 minutes

## Assessments and Grading

Teachers will provide a variety of assessments to determine student mastery of the course content. Assessments may include discussion-based assessments, essays, project-based, and formative assessments. Parents are encouraged to track your child's progress on the LMS and in **ASPEN**.

## Late Work

The procedure outlined below describes the approach to late work in our remote learning program. If questions about late work arise, please communicate with your teacher.

- Late work may not be accepted more than two weeks after the due date.
- It is important to note that this policy is intended for work that is infrequently late. Consistently handing in late work is not acceptable.

Students must not assume teachers will repeatedly accept late work without prior approval. At times circumstances out of our control, such as illness, weather-related events, family issues, or other major events, would require an exception to this policy. If this is the case, talk to your teacher. Always make every effort to contact your teacher prior to turning in late work, if possible, or as soon as possible after. Continued failure to turn in work on time could result in a lowered grade.

Making-up assignments. If a student must be absent from school for any reason, excused or unexcused up to ten (10) days, upon returning to school, he/she shall be given the opportunity to make up any and all assignments that were missed during the student's absence. The student must request make-up assignments within three (3) days after returning. Teachers shall set a reasonable time for the completion of the work. Failure of a student to initiate a request for make-up work within three (3) days will result in lost opportunity for credit for that assignment.

## Progress Reports/Report Cards

Every child must receive a report card each nine weeks. Children receiving special education services must receive an IEP Progress Report each nine weeks that indicate progress toward goals and objectives outlined in the IEP. The special areas teachers will provide music, physical education and art grades to you in advance. Interim reports will be sent home at 4½-week intervals. Parents are encouraged to check the LMS and **ASPEN** for student grades.

### Grading Scale

Cocke County Schools uses the following grade scale as approved by the Cocke County Board of Education Policy 4.600.

Letter Grade	Numerical Grade
A	93%-100%
B	85%-92%
C	75%-84%
D	70%-74%
F	69% and below

Advanced coursework grades shall be weighted with additional percentage points to calculate the semester average. Depending on the course taken, the following percentage points shall be assigned:

- Honors Courses – three (3) percentage points;
- Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual Enrollment Courses – four (4) percentage points; and
- Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses – five (5) percentage points.

## Special Education

(Gifted & Talented, Special Education, 504)

Our department is committed to providing free and appropriate educational opportunities for students with disabilities. During this public health crisis, we will continue to work with families to meet the needs of our students while following public health guidelines. When an IEP team determines that remote learning is an option for a student, we will work with them to set specific plans for service delivery. Each student should have a component of remote learning built into their learning plan.

- **Individual Educational Plan (IEP) Meetings:** Cocke County Schools will continue to provide families the opportunity to meaningfully participate in the IEP process. Staff will work with families to determine if virtual or in-person meetings are appropriate. Cocke County Schools will make every effort to balance parent preference and public health guidelines.
- **Delivery of Special Education and Related Services:** Teachers and service providers will work with families to prioritize services that provide access to the general curriculum and enable student progress toward IEP goals. Services for students will be addressed in collaboration with families on an individual basis.
- **Accommodations and Modifications:** Accommodations and modifications are provided regardless of the educational setting. The IEP team will work collaboratively to determine the most appropriate accommodations or modifications in the virtual setting. General educators and special educators should collaborate regularly with families to ensure accommodations and modifications provided are appropriate in the virtual setting.
- **Supporting Parents as Learning Coaches:** Administrators and remote learning

teachers will provide training and support in the following areas:

- Using technology including individual student devices and virtual schooling platforms
- Providing specific student modifications and accommodations to support learning
- Utilizing visual supports
- Managing behavior through positive strategies and techniques

### Section 504

Our department is committed to providing access to educational opportunities for students with physical or mental disabilities. During this public health crisis, we will continue to work with families to meet the needs of our students while following public health guidelines. When a determination regarding the learning/medical needs are made, we will work with students and their families to set specific plans for accommodations and/or services. Our department will work with schools to ensure all students are provided access and prohibit discrimination according to Section 504 of the Rehabilitation Act of 1973.

- Cocke County Schools will continue to provide families the opportunity to meaningfully participate in the 504 process. Staff will work with families to determine if virtual or in-person meetings are appropriate. Cocke County Schools will make every effort to balance parent preference and public health guidelines.
- **Delivery of Services and Support:** Teachers and case managers will work with families to provide access to the general curriculum and enable student progress and growth. Services for students will be addressed in collaboration with families on an individual basis.
- **Accommodations:** Accommodations are provided regardless of the educational setting. The 504 team will work collaboratively to identify alternative solutions if it is determined an accommodation is not appropriate or successful in a particular setting.

### Homebound

Students who have been learning under the Homebound option with Cocke County Schools will continue to receive these services as outlined in their service plan or IEP.

### Tennessee State Testing

Remote Learning students will be expected to take all state and district exams associated with their grade level or chosen course work. All state exams will be taken on campus at times scheduled by the school within the required testing windows. State exams include TNReady, EOCs, ACT, ASVAB, etc.

District exams will be scheduled by the remote learning teacher and includes benchmarks, Study Island, AIMSWeb, CASE, Star Early Literacy, STAR Literacy, and STAR Math.

### Glossary of terms

**ASPEN** is the student information system used by Cocke County Schools. The Aspen Family Portal is the online access point for important student information and teacher communication.

This secure site provides an easy way to view student academic information including:

- Grades
- Upcoming assignments

- Attendance
- Progress reports/report cards
- State testing scores

Family Portal also allows you to email teachers and set automatic email notifications if a grade falls below a specific threshold.

***Asynchronous Instruction*** is instruction provided by a certified educator to students who participate in instruction at a separate time from when the teacher delivered the instruction. This may include but not be limited to methods such as printed work materials, teacher-assigned individual or group projects, audio- or video-recorded lessons, or online course modules, or other appropriate methods as determined by the district.

***LMS*** is a Learning Management System. These can include Google Classroom, Study Island, Exact Path, Courseware, Canvas, or any other digital system used to deliver instruction and maintain communication with the student.

***FERPA*** is the Family Educational Rights and Privacy Act. This act is a federal law that protects student privacy.

***Synchronous Instruction*** is instruction provided by a certified educator to a student or students at the same time but not necessarily in the same place who engage in instruction while it occurs. This may include but not be limited to in-person instruction or telephonic, Internet-based, or other appropriate methods of communication as determined by the district and may include full-class or small-group instruction or one-on-one instruction between student and teacher.

***Remote Learning Student*** is a student in Coker County Schools who chooses to access his/her education through one of our three Remote Learning Options.