



2021-22 Buchanan Middle School Remote Learning Plan

Buchanan Middle School has established the following plan in the event that a decision is made to move to remote learning during the 2021-22 academic year. It is vital that students log in and participate on a daily basis. Attendance is mandatory and grades will be given. New this school year based on guidelines from the Michigan Department of Education requires students to be present the entire class period to meet the mandatory scheduled clock-hours of instruction.

Remote Learning Student Expectations:

- Students will utilize Google Classroom for everything. Students will join a live Google Meet at the beginning of each class period and stay present for the entire duration of the class. Teachers will take attendance every class period. Please remember, attendance will count throughout the period of virtual learning. Google Meets will be recorded and posted in Google Classroom in case a student misses a session. Students will be expected to make up any missing work assigned in Google Classroom.
- Our typical school day begins at 7:30. We expect students to be up and ready to work as usual during this time and be on time for each class - they will simply be working from home instead of at school.
- There will be incentives for students that have consistent attendance and participation throughout this virtual learning period. These incentives will be announced upon return to school. Those that do not participate or do not submit assignments, might have to participate in credit recovery programs during or after school upon completion of the remote period.

Google Meet Expectations:

Students at all levels will be engaging in virtual sessions on Google Meet throughout remote learning. To ensure a positive, productive, and enjoyable learning experience for all participants, it is important that all students and parents/guardians adhere to the Google Meet Code of Conduct, which includes online behaviors for students and privacy guidelines for parents. This was also sent home last year.

- [Click here for a copy of the Google Meet Code of Conduct.](#) This does not need to be signed and returned at this time, but the guidelines set forth in this code of conduct will be enforced.
- Students should ensure to maintain the same behavior expectations while in a live Google Meet session that they would follow at school.
- Students must also comply with the Student Technology Acceptable Use and Safety agreement form that is on file. The student user agreement can be found on the school website.

Parent Access to PowerSchool:

- Parents and Guardians can check PowerSchool when checking to see how your student is progressing. Even though Google Classroom may have grades attached to assignments, those grades are mostly used for accounting purposes. Assignments are not optional. Students are expected and required to complete all assignments posted by teachers. Teachers will be using the missing assignment indicator (!) if the assignment has not been turned in.
- Attendance will be taken daily in all classes. PowerSchool will be an important tool for parents to help track their child's attendance.

- If you do not have access to PowerSchool and want access, please email Ms. Young at tyoung@buchananschools.com.

Parent Access to Google Classroom:

- We are also asking parents to work with their students to help monitor Google Classroom classes. Parents can easily view classes in Google Classroom by using their son or daughter's account. When accessing your son or daughter's classes through Google Classroom, you will be able to see all of their classes and all the work that they have assigned for the week. *Do not use Google Classroom to check your son's or daughter's grades.* Teachers have turned off the overall grade function within Google Classroom. Grading in Google Classroom is for accountability purposes only. Grades should be checked in PowerSchool.

Daily Attendance:

Daily attendance **is required for all students in all classes.** In attendance means students are present and participating in the live Google Meets during the entire class period.

PLEASE NOTE: *If a student is unable to attend remote learning for any reason on a daily basis, parents should still contact the office via phone call or email to Mrs. Schrader at aschrader@buchananschools.com.*

Assignments and Grading Policy:

- Assignments posted are expected to be completed before 8:00 am the following day unless otherwise notified by the teacher. Google Classroom or Google Calendar should be utilized to ensure students know when assignments are due.
- All grading policies will remain the same as in-person learning and were shared in each teacher's syllabus at the beginning of the year.
- Students and parents can view all assignments within each of their son or daughter's classes by looking under the Classwork Tab in each class on Google Classroom or by checking PowerSchool. If there are any questions about assignments, the student and/or parents should reach out to the teacher via email or during office hours.
- Teachers will be available to answer parent and student questions via email. While we know this is a stressful time for all, teachers will still work their normal hours throughout the remote period. Any emails sent after hours will be answered as close to within 24 hours as possible.

Technology Support:

- If you need support on your device or with an application, please email helpdesk@buchananschools.com Please provide as much detail in your message as you can. We will give instructions via the ticket system on steps you will need to take to solve the issue. Depending on how busy the ticket system is, it could take up to 24 hours to reply.
- IT Support is also available on the HelpDesk Hotline at **(269) 695-8428**
- If you do not have internet in your home, please call the office at 269-695-8406 or email Shelby Beasley at sbeasley@buchananschools.com to request a hotspot. These will be available on a first come first serve basis. They will need to be picked up from school and will also have a required acceptable use form.

Weekly Schedule:

Throughout the duration of the remote learning period, we will drop the block schedule and follow a schedule similar to the Wacky Wednesday schedule that allows for all classes to meet in the same day. This is being done in an effort to ensure students touch base with each teacher each day to not fall severely behind. Students will also check in with their advisory teacher twice daily to maintain the important community relationships established in advisory class.

Daily Schedule:

Wacky Wednesdays will **not** be Wacky with the early release time during remote instruction. School will operate from 7:30-2:25 daily to maintain consistency while remote. Every effort has been made to keep this schedule as similar to the typical Wednesday schedule - including lunch hours - to keep routines as normal as possible.

Remote Schedules (By Grade Level)

5th Grade		
Advisory	7:30	7:42
1st	7:46	8:39
2nd	8:43	9:36
3rd/Lunch	9:40	11:03
4th	11:07	12:00
5th	12:04	12:57
6th	1:01	1:55
Advisory	2:00	2:25
5th Grade Lunch		
Group A	10:07-10:33	
Group B	10:37-11:03	

6th Grade		
Advisory	7:30	7:42
1st	7:46	8:39
2nd	8:43	9:36
3rd	9:40	10:33
4th/Lunch	10:37	12:00
5th	12:04	12:57
6th	1:01	1:55
Advisory	2:00	2:25
6th Grade Lunch		
Group A	11:05-11:31	
Group B	11:34-12:00	

7th Grade		
Advisory	7:30	7:42
1st	7:46	8:39
2nd	8:43	9:36
3rd	9:40	10:33
4th	10:37	11:30
5th/Lunch	11:34	12:57
6th	1:01	1:55
Advisory	2:00	2:25
7th Grade Lunch		
Group A	12:02-12:28	
Group B	12:31-12:57	

*****Students will access the Google Meets via the Google Classrooms for each class period. This is something that has been practiced with all students while in-person at school.**