



Remote Learning: Expectations and Guidance

Student Responsibilities

Generally, student responsibilities in an online or blended course parallel those encountered in the traditional classroom with some variations given the nature of the course environment. The **Student Code of Conduct** still applies to online learning. These responsibilities include:

- **Attending the Course Orientation.** Whether on-site or online, students must participate in a course orientation to become accustomed to the learning environment in which the course will operate.
- **Reading Course Documents.** It is important that students read all course documents (e.g., syllabus, assignments) to become familiar with course expectations. This will allow students the ability to properly plan for all course activities.
- **“Attending” Class.** Students must “attend” the online components of a course just as they would a traditional course. Class participation is essential to course success. In an online course, student attendance is considered to be defined as logging into the instructors’ Learning Management System regularly and maintaining attendance as required by your course schedule and participating in all academic activities required by the instructor and ODE.
- **Organizing and Managing Time.** Courses that have a significant online component may not provide students with as many reminders of course expectations regarding time as do traditional face-to-face courses. Therefore, the student needs to be well organized and must pay careful attention to the course’s schedule and deadlines.
- **Academic Honesty.** As with traditional classes, academic honesty is a cornerstone of student online coursework. Medina County Career Center (MCCC) standards of academic honesty and conduct pertain to all online courses taught.
- **Acquiring Needed Materials.** Students must obtain all necessary course materials, including required textbooks, lab materials, course hardware and software. In addition, the student may need to access various resources.
- **Evaluating Computer Setup.** Students are responsible for ensuring that they have access to required hardware, software, and an Internet connection. If they plan to use public Internet access (e.g., a public library), they must contact the provider to determine whether the service is a viable option. Since all online and blended courses utilize MCCC email accounts as a primary means of communication, students must be comfortable using their MCCC email account.
- **Students must abide by MCCC's Acceptable Use Policy.** Students have the responsibility of maintaining the security of their usernames, passwords, and personally identifiable information.
- **Staying in Contact.** Student interaction with peers and the instructor is just as important in an online or blended course as it is in the traditional classroom. Students must take advantage of all the communication options that are available in the course (e.g., email, discussion boards, chat areas) to facilitate learning and complete projects.
- **Study tables** will still be available to help students Monday and Friday starting at 7:45-8:00AM, Tuesday-Thursday starting at 7:30-8:00AM and after school Monday-Thursday from 2:40 3:30PM.



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Structure of an Online School Day

Students and staff will follow the same schedule as if they were in the brick and mortar school building virtually. At 8:05 AM staff will take attendance and record this attendance record in PowerSchool; if the staff member currently has to take attendance in PowerSchool during 5th period, he or she will continue to do that in the virtual class settings. Students and staff will then conduct a virtual class as if they were in the school building. Staff may have the students working on assignments, watching a video, or interacting in a virtual environment. Learners are to be engaged and interacting with the lesson and topics that are being covered. At the end of the class period, the student will virtually move to the next class period as if he or she were in the brick and mortar building and repeat the process for the entire daily schedule with instructors taking attendance each class period. Staff will assign due dates for the assignments, and the students are expected to follow those due dates or suffer the consequences as described in the MCCC Student Handbook. All regulations described in the MCCC Student Handbook are in effect during the virtual school day.

A parent or guardian must call MCCC to report their student's absence. All student absences must be reported within 24 hours of the student's day of absence in order to be excused. Otherwise, the absence will be considered unexcused. When a student is absent due to a medical/legal appointment, it is required that the parent/guardian electronically provide a formal document verifying this visit/appointment.

Parental Guidelines

- **Set up a work area** for your student at home away from TV/social media distractions
- **Help students own their learning.** No one expects parents to be full-time teachers or to be educational and content matter experts. Provide support and encouragement, and expect your student to do their part. Struggling is allowed and encouraged! Don't help too much. Becoming independent takes lots of practice.
- **During work times, consider limiting phone/social media access.** We know when the phone is nearby focus on work declines substantially. There may be times when phone access is appropriate during work time, like a group project or study session over the phone with friends. There should be a balance, but many aspects of remote learning will be individual.
- **Please encourage your student** to contact their teachers when they have questions or need clarification.
- **Check with students to review** instructions they received from their teachers. This check-in helps students organize themselves and set priorities.
- **Monitor your student's** progress, assignments, and grades through PowerSchool
- **Contact your student's instructor** if you have any questions.