



Forest City Regional High School

100 Susquehanna Street, Forest City, PA 18421-1399

Phone: 570 785-2420 • Fax: 570 785-3785

www.fcrsd.org

Mrs. Cassandra Stout, Principal

October 23, 2020

Dear Parents and Guardians,

We are greatly appreciative for the cooperation and support we have received from our students, families, faculty, and staff with implementation of our Health and Safety Plan. Although we would all prefer to have our students in school full-time, the hybrid model continues to provide our students with access to live, in-person instruction while allowing us to follow the recommendations and guidelines of the CDC and the PA Department of Health.

As you may be aware, COVID-19 cases are on the rise in both Susquehanna and Lackawanna Counties with increased percent positivity rates over the past two weeks (7.2% in Susquehanna County and 8.2% in Lackawanna County). If the level of community transmission becomes substantial ($\geq 10\%$) the Pennsylvania Department of Education recommends a transition to full virtual learning.

While it is our goal to keep our doors open, we want to make sure that our students and families are prepared if we need to transition to full virtual learning in the future. We have attached the procedures and expectations for full virtual learning. Please take time to review them and contact us if you have any questions regarding the procedures or expectations.

Finally, please be advised that our current hybrid schedule continues to be in effect and the enclosed information is purely for your information at this time.

Thank you again for your cooperation and support.

Sincerely,

A handwritten signature in black ink that reads "Cassandra Stout". The signature is fluid and cursive.

Cassandra Stout
Principal

The Forest City Regional School District is an equal opportunity institution and will not discriminate on the basis of race, color, national origin, sex, age, and/or handicap in its activities, programs or employment practices as required by the Title VII, Title XI, Section 504, and the Age Discrimination Act. If you feel your rights were violated, please contact the Business Manager at 570 785-2406.

Forest City Regional High School

Virtual Learning
Student Guide



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Forest City Regional High School Contact Information

Cassandra Stout	Principal	570-785-2420	cstout@fcrsd.org
Michelle Lesjack	Supervisor of Special Education	570-785-2444	mlesjack@fcrsd.org
Kelsey Bryer	Counselor	570-785-2409	kbryer@fcrsd.org
Juliann Lionetti	Counselor	570-785-2476	jlionetti@fcrsd.org
Steve Glynn	Technology Coordinator	570-785-2432	sglynn@fcrsd.org
Paul McCormick	Technology Specialist	570-785-2432	pmccormick@fcrsd.org

Student Support

- If you are struggling in a class please contact your teacher for additional support.
- If you are struggling with mental health concerns please contact the school counselors.
- Technology issues - login, computer issues, internet issues -- please contact Mr. Glynn or Mr. McCormick
- All other concerns should be directed to Mrs. Stout

High School Schedule

High school students will continue to follow the A/B schedule, with full virtual days on what would be the in person day, and partial virtual days on the opposite day. Students will still have assignments for the classes that would have been in person.

Wednesdays will continue to be a 12:00 dismissal, and high school students will follow the A/B weekly rotation.

The schedule for full virtual learning is as follows:

High School			High School Wednesday Dismissal		
Office Hours 8:15 - 9:05 50			Office Hours 8:15 - 8:30 15		
1	9:15 - 10:15	60	1	8:35 - 9:13	38
2	10:20 - 11:20	60	2	9:16 - 9:54	38
3A	11:30 - 12:00	L1	4A	9:57 - 10:35	38
4A	12:05 - 1:05	60	3B	9:57 - 10:35	38
3B	12:05 - 1:05	60	5	10:38 - 11:16	38
4B	11:30 - 12:00	L2			
5	1:10 - 2:10	60	6	11:19 - 12:00	41
6	2:15 - 3:15	60		12:00 - 12:30	L
			Office Hours 12:45 - 1:15		

Middle School Schedule

Middle School students, grades 7 & 8, will have virtual classes every day and will follow their regular schedule. If a middle school student is in group A and in band or chorus they will attend that class on day B, if a middle school student is in group B and in band or chorus they will attend that class on day A.

The schedule for full virtual learning is as follows:

Middle School			Middle School Wednesday Dismissal		
Office Hours 8:15 - 8:30 15			Office Hours 8:15 - 8:30 15		
1	8:35 - 9:19	44	1	8:35 - 8:59	24
2	9:22 - 10:02	40	2	9:02 - 9:26	24
3	10:05 - 10:45	40	3	9:26 - 9:50	24
4	10:48 - 11:28	40	4	9:53 - 10:17	24
5	11:30 - 12:00	30	6	10:17 - 10:41	24
Office Hours 12:00 - 12:30			7	10:44 - 11:08	24
6	12:33 - 1:13	40	8	11:08 - 11:32	24
7	1:16 - 1:56	40	9	11:35 - 12:00	25
8	1:59 - 2:39	40	5	12:00 - 12:30	30
9	2:42 - 3:22	44	Office Hours 12:45 - 1:15		

Google Classroom

All teachers have created a Google Classroom for all classes. Students are all members of the classes they are scheduled for.

Students must be logged in using their fcrsd.org account.

Assignments in Google Classroom

Students should turn in all assignments via Google Classroom

Students who submit blank assignments will receive a zero

Virtual Learning Expectations

- Students are expected to show respect for themselves and others.
- Students are expected to be logged in and on time for all classes.
- Students must have their cameras on throughout the lesson.
- Students are expected to come to class prepared and to pay close attention to lessons.
- Except in extreme emergencies, students must obtain permission from a teacher or other adult school authority before leaving class.
- Students should request permission to leave class early only for emergency reasons and should make a sincere effort not to disrupt the learning environment.

GoGuardian Software

Forest City Regional School District will utilize GoGuardian Teacher on all student Chromebooks in the 2020-2021 school year.

This software allows FCR teachers to:

1. Monitor live data from student screens during a Classroom Session.
2. Regulate students to particular websites by utilizing a Scene
3. Send commands (open tab/close tab/lock/unlock) to redirect student activity
4. Chat with students
5. Send class announcements
6. Take a snapshot of a student's screen
7. Review student activity after a session is completed

Zoom

Meetings may be recorded by employees of the district. All families and students need to be aware of this component of our process. By choosing to enter a Zoom meeting or Google Meet with district personnel you are agreeing to this stipulation. The teacher MUST announce that a session is being recorded prior to beginning the recording.

Parent Portal

The Forest City Regional Infinite Campus Parent Portal is a gateway for students and parents/guardians to have access to current school and student information. This student information includes: grades, attendance, and print versions of report cards and transcripts. To sign up for the parent portal, please contact Mr. Steven Glynn, Director of Technology, by phone in our high school technology department. Additionally, information related to the parent portal and its features will be available on our website under the technology tab.

COVID-19 Attendance Procedures

The Pennsylvania Department of Education requires that all school districts in Pennsylvania collect and report daily student attendance, regardless of the instructional setting or delivery method. For COVID-19 education purposes, attendance is defined as students' physical exposure to or contact with learning activities. Learning activities (22 Pa Code § 11.8) are defined as instructional activities provided as an integral part of the school program under the direction of certified school employees.

The Pennsylvania Department of Education requires that when students are learning remotely – regardless of whether it is synchronous or asynchronous – the attendance measurement must include data that allows the school to assess whether the student engaged in the assigned learning activity. Capturing student log-in or contact with school staff is not enough to truly assess exposure to the learning activity. More specifically, schools must account for both student's daily access to and completion of assigned learning activities.

Attendance in the virtual classes requires students to: log into the session with their camera on, participate in activities, and submit assignments in a timely manner. Students who do not meet the criteria will be marked absent. Absences from the virtual setting will be counted as unexcused unless a valid excuse as defined under excused absences is provided within three calendar days.

Students must attend all scheduled virtual classes.

Students with extenuating circumstances that would prevent full adherence to these guidelines must submit a detailed request in writing to the Principal in order to be considered for the development of individualized alternative guidelines on a case by case basis.

The following matrix will be used to determine if a student is present or absent for virtual learning:

Access/Completion Combinations	Confirmation of Access	Evidence of Engagement	Timely Submission of Assignment	Attendance Decision
Evidence of Access Engagement, and Completion	Yes	Yes	Yes	Present
Evidence of Access, engagement, not Completion	Yes	Yes	No	Absent
No Evidence of Access, Engagement, or Completion	No	No	No	Absent

Students must attend all scheduled classes and complete all assignments in order to be marked present.

Academic Integrity Guidelines

The Forest City Regional School District expects all students to work diligently both inside and outside the classroom to produce quality work and assignments. All students are expected to work on all assignments with integrity and demonstrate honest and ethical behavior when completing assignments, working with other students, and submitting assignments. Teachers will provide instructions and information to students on the proper and appropriate methods of providing citations and documentation so that students do not engage in cheating or plagiarism.

Plagiarism

Throughout your secondary education, you will be asked to write a variety of papers for your subject area classes. Many of these papers will require you to complete academic research prior to writing. Your teacher will familiarize you with the research guidelines of the Modern Language Association and/or the American Psychological Association (the two most commonly used systems for documentation) in order to prepare you to give proper academic credit for your research sources.

Webster's New World Dictionary defines plagiarism as "the taking of any idea, writing, or creative work and passing it off as one's own". Your teachers will utilize class time to teach and review proper research techniques. Every effort will be made to present research writing as an ongoing educational process, especially in grades 7-12. However, when a student engages in what his or her instructor views as deliberate and willful plagiarism, that student is guilty of cheating and will be subject to academic discipline from the classroom teacher, the building administrator, or both.

At the college level and in the professional world, plagiarism is considered a serious offense and is often punished with severe academic and/or financial penalties. By following the instruction and research guidelines of your teachers closely, you will learn the proper techniques to avoid plagiarism, and you will be able to complete your research honestly. However, should you choose to deliberately and willfully pass off someone else's work as your own (in other words to cheat), you will face academic penalty.

Cheating

Any student caught cheating will receive a 0% on that specific graded assignment. Plagiarism is considered a form of cheating

How to be a GREAT Virtual Classmate

Zoom and Google Meets are for school purposes and instruction. All school expectations apply at all times. Here are some tips for how to be a great virtual classmate when using Zoom, Google Meet or any other interactive platform.

- Wear school-appropriate clothing. This includes wearing a shirt and pants at all times. Clothing with graphics or images must also be school appropriate.
- Use school-appropriate language and gestures. You should be on camera and your teacher and classmates should be able to see you.
- Be respectful of your classmates. Name calling, negative comments or any type of bullying will not be tolerated. This includes making mean comments about another student's work, participation, or their house/room in the video.
- Tell everyone if someone else is in the room with you, especially if they are out of the camera view. It's not fair to everyone else to have someone listening if others don't know about it. Make sure anyone else in the background knows all of these rules and has agreed to follow them.
- Be aware of what is in the background of your video. Keep the TV off and try to limit your pets or siblings from running through the background. (unless they should be a part of the video)
- Be aware of where your camera is pointed. Your camera should have a clear view of your face. No one wants to look up your nose or have a close-up view of your mouth.
- Messy snacks or full meals should not be eaten during a meeting.
- One person may speak at a time. When you are not speaking, keep your microphone muted.
- Type questions into the chat box if it isn't your turn to talk. The teacher or leader of the meeting will answer them. Remember - everyone can see what you are typing, so it must be school appropriate.
- Enjoy the experience. These are unique times and this is an opportunity to see your teacher and interact with classmates.