



**Sequatchie County Schools**  
**Achieving Tomorrow's Excellence Today**

# Remote Learning Program Handbook

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# Sequatchie County Schools Remote Learning Program Handbook

## Introduction

This handbook gives general guidance for parents and students enrolled in the Sequatchie County Schools Remote Learning Program. The Remote Learning Program is a public school and is subject to the rules and regulations of the Tennessee Department of Education. Sequatchie County Schools' Remote Learning Program follows the Sequatchie County Schools' academic calendar.

Sequatchie County Schools prohibits discrimination on the basis of race, color, national origin, religion, sex, age, or disability. Sequatchie County Schools does not condone or practice discrimination in admission or access to, treatment of, or employment in, its programs or activities. Any person who feels he or she has been discriminated against may make an inquiry or file a complaint with Dr. Melissa Cordell, Title VI/Title IX Coordinator, at 423-949-3617 or PO Box 488, Dunlap, TN 37327.

## Sequatchie County Schools' Remote Learning Program's Mission Statement

Sequatchie County Schools' Remote Learning Program offers accessible, computer-based, nontraditional learning opportunities for students.

### Connect

School, community, and clubs

### Customize

Your learning, your location, and ability

### Complete

Grade progression and high school credits

## Admission and Entrance Requirements

Participating in Sequatchie County Schools Remote Learning Program means students:

- are currently residing in Sequatchie County, Tennessee (proof of residence required for newly enrolled students);
- are simultaneously enrolled in the Sequatchie County School System as a K-12 student;
- agree to actively participate in Sequatchie County Schools Remote Learning Program environment;
- understand that you must work independently and are responsible for completing assignments and tasks; and
- must commit to a minimum of one semester of Remote learning.

Sequatchie County Schools Remote Academy reserves the right to restrict access to any student. The student will be counseled as to the best program to meet their educational needs.

Parents will use an online application link to complete enrollment in the Remote Learning option. Once the application has been reviewed, an email from the school or district will be sent to the applicant containing information regarding registration, course selections, and a required orientation with the remote learning teacher either in-person or via video conference. The student and at least one parent/guardian must participate in the orientation.

Homeschooling and remote learning are not the same. To be clear, homeschooling is a program offered by the state of Tennessee at any time, and homeschool students must unenroll from Sequatchie County Schools. Any student within the SCS attendance area who has previously been a homeschooler may re-enroll in SCS to take advantage of the remote learning option. The SCS Remote Learning option is a continuation of the Sequatchie County Schools curriculum of study for enrolled SCS students. When remote learners return to the face-to-face classroom, SCS expects a seamless transition for students returning to traditional instruction.

Students who are on homebound will continue to be served through the SCS home and hospital program consisting of instructional and/or supportive services provided by the school to a child in the home, convalescent home, or hospital. Instructional services shall be provided to any child with a physical disability which, in the opinion of professional personnel licensed by the Board of Healing Arts, will cause him/her to be absent from school for more than two consecutive weeks; on a temporary basis to any child who has been certified by an appropriate specialist as

having a disabling condition and verified by the IEP Team as the appropriate interim service for that child. A child will be ineligible for home or hospital instruction during infectious states of communicable diseases. The amount of instructional or supportive service time provided through the home and hospital program shall be determined by each child's educational needs and his or her physical and mental health.

If a student new to the area arrives after the school year begins, parents requesting the Remote Learning Option will complete the application process during the enrollment process. Placement in the remote learning program will be dictated by space availability and scheduling at the time of the request.

### **School Community Connections**

It is the goal of Sequatchie County Schools Remote Learning Program to foster a sense of community for our families during the school year. In an effort to help families build more meaningful relationships with one another, Sequatchie County Schools Remote Learning Program offers both school-based connections with your local school and online connections.

Sequatchie County Schools Remote Learning Program is delighted to provide collaboration and social networking at your local school. You will find information about these opportunities by web messenger, as well as announcements on the school website.

### **Clubs and Athletics**

Students participating in Sequatchie County Schools Remote Learning Program are permitted to participate in Sequatchie County Schools Athletic and Extracurricular Programs for which they are eligible. When participating on campus, all students will be required to comply with school safety protocols.

## **Standards of Participation**

Each student enrolled in Sequatchie County Schools Remote Learning Program is solely responsible for the content posted through his/her login and account activity. Sharing your username and password with others and using other's usernames and passwords are strictly prohibited.

The following are also strictly prohibited:

- posting personally identifiable information in any format other than a private message;
- antagonism or prejudice of any kind with respect to race, religion, gender, intelligence, age, orientation, disability, or socioeconomic status;
- posting material such as language, photographs, and videos that are inappropriate;
- any criminal or other illegal activity, including encouraging the unlawful use, possession, manufacture, or distribution of tobacco, drugs, or alcohol;
- illegally posting, distributing, uploading, or downloading copyrighted work (whether music, video, words, images, drawings, paintings, software, or otherwise);
- sharing assignments, quizzes, tests, assessments, essays, term papers, questions/answers, or any other action that would violate any code of conduct, expectations, or rules in regards to academic honesty;
- spam or unauthorized, unsolicited, commercial promotion; and
- disruptions of the server or host software.

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

## **Dress Code**

While participating in an online class where other students and a teacher are present, students should follow the respective school's dress code. When students are completing work independently, there is no dress code.

## **Attendance Policy**

Sequatchie County Schools Remote Learning Program is designed and intended to be a Remote learning environment. Instruction is primarily computer-based. Therefore, students can work anywhere there is an internet connection.

Sequatchie County Schools Remote Learning Program requires that students work in their online courses daily. Student progress will be monitored closely. Although flexibility in choosing instructional times is a huge advantage to Remote school, students must maintain their progress in all courses.

Full-time Remote students must meet attendance requirements. The Remote Learning Program will track absentees daily. A student will be reported to truancy upon accruing excessive absences according to Sequatchie County Schools' Attendance Policy. Once reported to truancy, a conference will be requested with the parent and student to determine future outcomes for the student's educational needs.

Per the Tennessee State Board of Education and Continuous Learning Plan Policy, Sequatchie County Schools will track and report daily attendance. Every student enrolled in the remote learning program must participate in remote learning every instructional day. Schools will provide students in grades one (1) through twelve (12) access to six and one half (7) hours of instructional time each school day and students in Kindergarten with access to four (4.5) hours of instructional time each school day.

*Note: If a student will not be working in their courses, a parent or guardian should notify Sequatchie County Schools Remote Learning Program by phone or email. Doctor or parent notes may be accepted in accordance with school policy for excusing an absence.*

Extended periods of inactivity, coupled with unsatisfactory student progress, may be considered grounds for removal from the Remote Learning Program and/or truancy proceeding.

Finally, students participating in Sequatchie County Schools Remote Learning Program will be required to come in for certain district and state-mandated testing. For all these mandatory attendance events, timely transportation to and from Sequatchie County Schools must be provided by the parent/guardian.

In the case of unsatisfactory student progress, Sequatchie County Schools Remote Learning Program staff will attempt to schedule and provide assistance to the student. In cases where students are not taking advantage of the help offered, we reserve the right to require a student to come in for assistance in order to continue to participate in the program.

It is our hope that students will find the Remote learning environment inviting, supportive, and helpful. Parents and students are welcome to email anytime or call during office hours to talk to our teachers and administrators. In addition to the excellent instructional support available through the online courses, our teachers will offer resources for enrichment and preparation for district and state tests.

### **Retakes**

A student requesting a retake must complete a retake request form. Retakes will only be allowed if a student is ahead of pace in their course(s) or completed the course. Only one assignment can be reset at a time. Only one request form can be submitted at a time. Students can find the retake form on the Sequatchie County Schools website.

### **Extension of Courses**

An extension of courses will only be granted on a case-by-case basis. Students must adhere to the school calendar and school deadlines when completing online courses.

### **Withdrawal From a Remote Course**

Students will not be able to withdraw from a Remote course. Students must complete a minimum of one semester in the Remote Learning Program. After this time period, a student who does not wish to complete their courses online will have

the opportunity to withdraw from Remote learning to go back to the traditional/blended-ready learning environment. If a student does not complete a course, the course remains dormant, or less than 80% is completed, the student may have to reimburse the district for the course, receive an F in the course, and/ or will not be allowed to take any further Remote courses.

In order to withdraw from the Remote Learning Program, students/parent or guardian must email the Instructional Technology Specialist with a written request.

### **Removal from SCS Remote Learning Program**

If a student is removed from SCS Remote Learning for any reason (plagiarism, attendance, behavior, lack of academic progress, failure to engage in any work for ten school days, etc.), parents will be notified in writing of the removal. If the student does not begin attending school using the Traditional option, the student may be considered truant and referred to Sequatchie County Juvenile Court.

### **Integrity in Scored Assignments and Assessments**

A great strength of Remote instruction is the abundance of real-time assistance available to the student. **We encourage help from family, friends, online teachers, our own staff, etc. However, when an assignment is scored, we expect the work to be the student's alone so that the score is meaningful.** Scored assignments and assessments are important because they give us information about student progress and the effectiveness of instruction.

### **Integrity in Scored Assignments and Assessments (continued)**

All scored assignments and assessments are assumed to be the student's original work, regardless of where the work is completed. Each student in the Sequatchie County Schools Remote Learning Program is expected to honor the following guidelines while completing scored assignments and assessments. The student will:

- complete assignments and/or assessments alone;
- not copy or redistribute any part of the assignments and/or assessments in any way—electronically, verbally, or on paper;
- take the assessments without any aids—meaning you may not use textbooks, references, or other materials (printed or electronic), unless your teacher or the specific assessment otherwise instructs you to;

- not be allowed to use their own personal notes to take quizzes, tests, and exams (no screenshots or previous quizzes/tests);
- not log in to a second course or open course-related materials on another browser on another device; and
- not confer with others (students, family members, teachers, or acquaintances) either in person or through electronic communication during assessments.

An Integrity Policy will need to be signed by the student, parent/guardian, and supervising adult. Unit tests and exams will be proctored to protect integrity and test confidentiality. Consequences for failure to meet the Academic Integrity Policy are as follows:

- 1st offense: The student will be counseled at the school level with parent/guardian. The student will be given a second chance to complete the assignment.
- 2nd offense: The student will be counseled at the school level with parent/guardian. Disciplinary actions may result. An alternative assignment will be given.

### **Integrity in Scored Assignments and Assessments (continued)**

- 3rd offense: The student will be counseled at the school level with parent/guardian. Disciplinary actions will result. The student will be given a zero on the assignment.
- 4th offense: The student will be counseled at the school level with parent/guardian. Disciplinary actions will result. The student will be given a zero on the assignment. The student will no longer be eligible for enrollment in Remote courses offered by Sequatchie County Schools.

### **Notification of Grades and Student Progress**

Parents and students are able to review grades and percent completion of courses at all times using the online course dashboard. Village Remote will send progress reports via email. Therefore, the Sequatchie County Schools Remote Learning Program staff will not print and mail quarterly progress reports. If you would like

one, a formal request in writing will be needed. Only the final course grades will be provided upon completion of each course.

### **Grade Determination**

Final grades will be determined based on 100-point scoring. Grading will follow the Sequatchie County Schools Uniform Grading Scale and Policies:

**A=100-93**

**B=92 - 85**

**C=84 - 75**

**D=74 - 70**

**F=69 - 0**

Please note: Grades Kindergarten through Fourth will not receive letter grades on a numerical scale. They receive report cards with standards-based grading. Their grading scale is as follows:

**A=Mastery**

**B=Mastery**

**C=Partial Mastery**

**D=Partial Mastery**

**F=Non Mastery**

### **State Testing**

Students participating in Sequatchie County Schools' Remote Learning Program will be required to meet in state testing requirements from the Tennessee State Department of Education. In order to participate in this testing, students must be on campus to take these tests. The Instructional Technology Specialist will work with the school guidance counselors and testing facilitators to fulfill these requirements and communicate these requirements to students, parents, and guardians.

### **TN Ready/TCAP (Grades 3-8)**

By SCS Board Policy 4.700, TN Ready/TCAP scores for math, ELA, science, and social studies will be included in students' final grades as 15% of the student's final average for the year. SCS uses the state-approved cube root methodology to determine scores.

### **End of Course Exams/EOC (High School Only)**

By JCS Board Policy 4.700, all students will be required to take the state End of Course examinations (Algebra 1, Geometry, Algebra 2, English 1, English 2, Biology 1, and US History) and the EOC results will represent 15% of the semester grade. Students who do not take the EOC exam will receive a grade of zero for the EOC. EOC exams will be administered in person at a designated testing location.

### **Student Records**

Student records will be maintained, as with any other student enrolled in Sequatchie County Schools. If you move out of the county, the school that your student enrolls in will send a records request to Sequatchie County Schools and the records will be sent according to school board policy.

### **Grade Promotion and Awarding Credit**

Course credit will be given to a student who earns an A, B, C, or D. If a student earns a failing grade of an F, he/she will not receive credit for the course.

### **Graduation**

Any student wishing to graduate and "walk" with their local classmates must complete all course work at least 10 days prior to graduation. All additional requirements set forth by the Sequatchie County School Board, the State of Tennessee Department of Education and the Tennessee State Board of Education must be met.

## **Academic Awards**

Because of the flexible nature of online Remote instruction, it is not practical to make academic roll designations until courses are completed. We will use final grades to determine academic rolls and end-of-year awards.

High school students participating in online Remote instruction will also be considered for top 10 honors awards. Requirements for traditional schooling and Remote schooling will be the same to achieve this academic distinction. Students must have the highest GPAs in their class by the fall of their senior year. Their performance in the coursework must also meet math and science requirements.

Any senior who is in Top Ten must have taken the following math and science courses:

- Math: Either Advanced Math, Pre-Calculus, or a college-level math course from Chattanooga State through the dual enrollment program.
- Science: Biology II, Chemistry II, Physics, Anatomy & Physiology, or a college-level science class from Chattanooga State through the dual enrollment program.

## **Connectivity and Devices**

Students must have access to digital learning devices and internet connectivity in order to engage with instructional learning materials. Each student must have their own device. Parents or guardians may choose to have students use family owned devices or may check out a device from each student's home school. Sequatchie County Schools will communicate solutions for individual families that do not have internet access. Additional assistive technology will be provided to students who have a current Individualized Education Plan that requires additional assistive technology. Students and parents of the student receiving a Chromebook from Sequatchie County Schools will be required to sign a device agreement. A Chromebook will not be issued unless the agreement is signed.

## **Special Education**

Special education services are available to students identified as having a disability. This program is considered an inclusion program. The student's home is the "regular" classroom. Services are provided by phone, email, and online. Services offered may include adaptations and modifications to the general education curriculum, specialized instructional strategies and adjustments in pacing. Other related services will be provided by a Sequatchie County Schools certified special education teacher.

- When registering your child with the Sequatchie County Schools Remote Learning Program, please notify us of any special education/504 services your child has been receiving at their home-based school.

## **504 Students**

504 services are available to students with Individualized Assistance Plans (IAP). Services are provided by phone, email, and online. Services offered may include accommodations.

- When registering your child with the Sequatchie County Schools Remote Learning Program, please notify us of any special education/504 services your child has been receiving at their home-based school.

## **English as a Second Language/ILP**

Upon initial enrollment in the Sequatchie County Schools, the parents of all students will complete the Home Language Survey. Students requiring screening in grades K-12 will be screened using a WIDA screener (WAPT for kindergarten and WIDA Screener for grades 1-12). If your student qualifies for ESL services, you will be contacted with additional information. Any returning English Language Learner who has not tested English Proficient (using the state's exit criteria for the spring 2020 WIDA Access test) will continue to receive ESL instruction during the 2020-21 school year.

All students needing ESL services will receive them through either on-site or remote instruction, according to state and federal guidelines. Student testing and other sources of student performance will be used to establish learning goals and to create an Individual Learning Plan (ILP) that is reviewed and updated each four

and one-half weeks. Remote instruction will be provided which may include synchronous or asynchronous assignments, instructional videos, activities to be done with family members, and/or live video chats with instructors. Further instructions and ways to contact the ESL teacher for assistance will be provided for families of students receiving intervention.

### **Homeless**

The Sequatchie County Schools Homeless Education Program will continue to provide McKinney-Vento Services to students. Services will be provided remotely via phone calls, emails, and online meetings. The Homeless Education Program will ensure all necessary information is posted on our website and widely shared through School Messenger.

### **Student Conduct**

Students should realize that taking a course online requires personal discipline and good time management skills. Students should not expect that there will be less to do than in the regular classroom since each course must adhere to the Tennessee standards and benchmarks for the area of instruction. Most people agree that students dedicate more time to online courses than they typically devote to traditional high school classes. Students should consult their school guidance counselor and on-site facilitator to make sure that they are ready for online learning. Computer expertise is not required; however, students should be aware that a certain level of computer skill and comfort is necessary to do work online.

### **School Meals**

School Meals will be available for pickup at the students' respective schools. Please call the school for more information on meal pickup.

GES (423)949-2105

SCMS (423)949-4149

SCHS (423)949-2154

### Student Responsibilities:

- Indicate interest by attending an informational session
- Work with staff at the school and the parent/guardian to determine whether the desired online course is appropriate
- Complete and submit the VITAL Program Registration Forms to the on-site facilitator
- Read and review the VITAL Letter of Agreement document with a parent/guardian and complete the VITAL Academic Integrity Policy form if the school approves the request
- Turn the completed forms in to the on-site or lab facilitator
- Review the enrollment welcome email and log in to the online course
- Complete the online orientation module and/or attend the face-to-face orientation
- Review the course expectations and course calendar with your lab facilitator.
- Set up a regularly scheduled class period and a dedicated computer to use during the class day

### Parent Responsibilities:

- Work with staff at the school to determine whether the desired online course is appropriate for your child
- Review and sign the Student Enrollment Request form
- Review and sign the Letter of Agreement document and the Academic Integrity Policy form if the school approves the request
- If the course will be accessed from home, help to determine that the home computer meets the technical requirements of the course
- Plan and maintain a remote learning schedule for the child.
- Set up a dedicated learning space in the home.
- Complete the parent online orientation module or attend the face-to-face orientation (if applicable)
- Communicate with staff at the school and Instructional Technology Specialist appropriately as needed
- Support academic integrity by appropriately assisting your child with assignments or projects.

- **Ensure your child is submitting assignments on time as directed by the teacher.**
- **Plan for transportation to attend mandatory testing sessions at the school.**

### **Online Instructor Responsibilities:**

**In coordination with the Instructional Technology Specialist, the instructor is responsible for the success of students taking an online course under their supervision. Duties include, but are not limited to, the following:**

- **Identify, select, and modify instructional resources to meet the needs of students with varying backgrounds, learning styles, and special needs**
- **Regularly interact with students and parents via email, instant message, threaded discussion, synchronous chat, phone conversations, and web conferencing; Daily communication with students is expected**
- **Take daily attendance**
- **Grade student work and post student assignments to be completed**
- **Assess skills and standards through formative assessments.**
- **Provide constructive and detailed feedback to help students achieve academic success**
- **Respond to student questions within one business day and provide feedback on assignments within seven business days of receipt**
- **Actively monitor and track individual student progress and provide remediation and direction as needed**
- **Maintain effective and efficient record-keeping procedures**
- **Provide a positive environment in which students are encouraged to be actively engaged in the learning process**
- **Demonstrate and sustain expertise in the specific course that he or she is assigned to teach**
- **Adhere to course objectives by making use of the approved curriculum and electronic/web resources**
- **Maintain consistency in grading and evaluation procedures**
- **Provide timely posting of course content**

- **Keep archives of student work and correspondences**
- **Contact each student to welcome him or her to the course**
- **Monitor end dates to ensure students are staying on track in the course, and proactively contact the student, parent/guardian, and Instructional Technology Specialist if concerns arise**
- **Provide useful information to students to support success in each course, including a complete syllabus or pacing guide, course policies, grading policies, contact information, and other appropriate information as needed**

**Sequatchie County School System**  
**PARENT/STUDENT REMOTE AGREEMENT**  
**FORM**

**STUDENT**

I understand and agree to the preceding terms and policies outlined in the Sequatchie County Schools' Remote Learning Program Handbook, provided to me by the Sequatchie County School System.

Student full name (please print) \_\_\_\_\_

Date \_\_\_\_\_

Grade \_\_\_\_\_

**PARENT OR GUARDIAN**

As the parent or guardian of this student, I understand and agree to the preceding terms and policies outlined in the Sequatchie County Schools' Remote Learning Program Handbook, provided to me by the Sequatchie County School System. Further, **I accept full responsibility for the actions of my child that is enrolled in Sequatchie County Schools' Remote Learning Program.**

Parent or Guardian's Name (please print)  
\_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Student Emergency Contact Form

Student Name: \_\_\_\_\_

The address of where your student will be completing Remote Learning: \_\_\_\_\_

Cellular Telephone: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

### **Primary Remote Learning Emergency**

Contact Name: \_\_\_\_\_

Relationship to Contact: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Cellular Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Secondary Remote Learning Emergency Contact**

Contact Name: \_\_\_\_\_

Relationship to Contact: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Cellular Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Additional Student Information**

Medical Alert(s): \_\_\_\_\_

\_\_\_\_\_

