**Online/Distance Learning** 

**Protocol for 5th Grade**

**Email**

* Emailed assignments, must be emailed through the student’s assigned school email (lisbon.k12.oh.us).  ***Assignments outside of this email or Google Classroom will not be accepted.***
* When submitting an assignment, **do not** attach it to previously sent emails that were generated by someone else or are addressing a different problem/assignment.  It must be on a new email with the assignment name in the subject line.
* The student email account must be checked daily for communication purposes. Weekly lesson plans and Star Leaf meetings may be sent to each student for the upcoming week. Each Monday, a lesson plan for the following week may be sent.  It is the student’s responsibility to notify the teacher immediately if they do not receive it.
* Parents should have access to the student’s email account.

**Passwords**

* Passwords will be issued for student/parent reference at home. Parent’s should have access to their child’s login information. Check the blue **Login Sheet** sent home.

**Parent Information**

* Parents must complete an information page/Oneview with all needed information for communication with the teacher(s). Please contact the student’s homeroom teacher should any information change.
* Progress Book is vital for parents to keep abreast of the student’s success. Contact McKinley School (330-424-9869) for an account. This is not mandatory, but strongly encouraged.
* The student’s first and last name must be in the subject area of any email sent from a non-school email account.  This is only for parent communication, not to submit assignments.
* Parents and/or students may be notified of missing assignments. If assignments are not completed, the information may be passed along to the principal for further action.

**Google Classroom**

* Teachers will use Google Classroom for their subjects.  Each class may be secured with a code.  If your child does not have a needed code, please have the student use their school email to contact the teacher for the code.
* Windows for assignment completion will be set to help keep your child on track.  Students are expected to check due dates for assignments and adhere to them. If there is a problem, please contact the teacher using the teacher’s email address.
* Students should be sure to “save/submit” their assignments. Failure to do so may result in an incomplete assignment and possibly resulting in a failing grade.

**Grades**

* Should letter grades be used, the grade scale approved by the Lisbon Board of Education will be followed.
* Should Pass/Fail be used for grading, 65% of the total number of assignments must be completed with accuracy (65% or higher) to be issued a S (satisfactory).  Completing/earning less than 65% will earn an U (unsatisfactory).  Students may have the opportunity to resubmit each failing assignment one time for a higher grade to be considered for accuracy.

**Google Meets/Star Leaf**

* Appropriate school behavior is expected during these sessions.  Inappropriate behavior will be reported to the administration. Further action may be taken.
* For privacy purposes, discussions about a child will not be conducted during group meetings.  Set up a private meeting should it be wanted or necessary.
* Attendance may be taken during  meetings.
* Recording meetings may happen for safety purposes. Recordings may be stored for the purpose of the school and not by the teachers.
* Microphones must be muted unless the teacher requests them to be turned on. This is to keep order in the classroom. If there is a question, use the hand and the teacher will unmute the student.
* Appropriate dress is required.