Thompson Connect Online Secondary: Grades 6-12 Student/Parent Handbook

*Student-Focused Online Learning*
ABOUT THOMPSON CONNECT ONLINE
Thompson Connect Online (TCO) is the 100% online option for education for the 2020-2021 school year. Various platforms will be used to provide learning experiences for students in grades EC-12, who are enrolled in the Thompson School District. For secondary students, in grades 6-12, families made the choice to enroll in TCO vs. enrolling in their “home school remote learning.”

Students are enrolled in a structure of courses similar to that being offered in their home/enrolled school. These courses are based on course selection in the spring of 2020 and the state requirements for each grade level. Because of course progression, we ask that students complete the semester in the TCO platform. If students wish to stay in this 100% online option for second semester, they may. If, at semester, students wish to return to their home/enrolled school, they may.

Students in grades 6-8 will be taking four courses and one elective. These will be semester-long.

Students in grades 9-12 will generally be taking four courses that align with their graduation pathway.

Students have the ability to access curriculum and assignments 24 hours a day, 7 days a week, from anywhere with an internet connection. Computers and iPads can both be used, devices will need to be able run word processing programs. Online teachers interact with students through the nationally recognized Fuel Ed curriculum.

Thompson Connect Online affords opportunities for synchronous connections between teachers and staff, as well as, asynchronous learning - which is the primary lesson delivery method.

MISSION
The mission of Thompson Connect is to provide a viable and rigorous 100% online option for education for the 2020-2021 school year to meet the needs of our students and families during this crisis.

CONTACT INFORMATION
Please contact the counselor, registrar, or Administrator at your child’s home school. You can also contact Fuel Ed for technical assistance within the class, once a course has started.

Students will have direct connections with teachers who will also help to support their participation in Fuel Ed.

Note:
Students will need to use “Fuel Ed” login information. Students will find those logins in their school email inboxes. The sender email will be: peaksupport@getfueled.com.
STUDENT SUCCESS
The staff at Thompson School District believes that academic performance, attendance, and behavior are all critical to students successfully completing requirements for learning. Students are expected to pass a majority of their classes within a semester. Student progress is checked weekly, and weekly progress reports are sent electronically to students, parents, and counselors.

Formal progress checks, which may require virtual meetings, may occur as needed. Opportunities to meet virtually with teachers synchronously will occur daily and students are encouraged to attend.

THOMPSON CONNECT ONLINE EXPECTATIONS
- Students will need to be online for 4-7 hours daily working.
- Students will need to write, think, and work like they would in a typical classroom.
- Email communications with students and parents will take place frequently.
- Parents and students are expected to check email and class grade books/comments regularly.
- Students will need to do their own work. The system checks sources for plagiarism and originality of work.

ONLINE LEARNING
Online learning can look very different from what students are used to in a traditional classroom. For example, the curriculum can be accessed 24 hours a day, 7 days a week from anywhere with an internet connection.

Interaction with teachers will also look different. Instead of daily face-to-face contact like in a traditional classroom, much of the teacher/student interaction will take place via email and through feedback on assignments as well as possible virtual class sessions. Most importantly, students are required to be independent, motivated learners - much more so than in a traditional, in-person classroom.

Students are responsible for accessing and following the Pacing Guide in each class. The Pacing Guide outlines the assignments that need to be completed each week to complete the class on time.

Assignments are expected to be submitted within the learning management system (Fuel Ed). It will benefit students to have access to Microsoft Word or other word processing programs for the completion of written assignments. A free version of this software is available to students at https://products.office.com/en-us/student/office-in-education. Parents will receive weekly progress reports, via email, from PEAK.

The best way to monitor student progress is to log in with the student regularly and look at the “Grades” and “Progress” tabs in the student’s actual online class.

ATTENDANCE
Students are expected to connect with teachers each day. This can happen through participation in synchronous times, communication with their teacher, or utilizing office hours. Good habits now will promote good habits throughout life.
Focus for Grades 6-8 (daily events)
Students will participate in a daily Advisory class session that will occur between 9-10 a.m. Each teacher will
be an advisor for 2 sections within that block. Students will be entered into one of the two times available for
their advisor. These will be synchronous connection times that support students’ development and growth.
Attendance will be taken during this time. (Orientation week may include additional synchronous time
expectations.)

All students are expected to show adequate progress in all of their classes. Participation and progress
are monitored weekly within the learning management system (PEAK). Although Thompson Connect Online
provides an anytime, anywhere, learning opportunity, research has shown that students who show regular
participation in their classes and adequate weekly progress are more successful.

State law makes parents/guardians responsible for seeing that their children attend school regularly or receive
equivalent instruction until the age of seventeen. Attendance requirements will be followed in accordance with
Thompson School District Board Policy JH/JHA/JHB and JH/JHA/JHB -R.

Appropriate school personnel shall make reasonable efforts to communicate with the parent/guardian or legal
custodian to review and evaluate concerns about any student who is at risk of being declared habitually truant.

ATTENDANCE PROCESS
Students at Thompson Connect Online understand and agree that they are expected to show adequate
progress in all of their classes. Students will make every effort to engage/attend regularly in their online
coursework.

ORIENTATION
Thompson Connect Online is a learning option in the Thompson School District; therefore students must be
enrolled at their home “brick-and-mortar” school prior to starting classes.

1. All students must have regular access to the internet and word processing software in order to
be able to successfully work in the software utilized by Thompson Connect Online (TCO).

2. Students are required to complete the Future Ready Orientation course before beginning work
in their online classes. Teachers will be expecting Future Ready to be completed week one of TCO.

3. Failure to successfully complete the Future Ready Orientation will make it difficult for a student
to be successful.

CALENDAR
Thompson Connect Online follows the Thompson School District Calendar. Link: TSD 20-21 School Calendar

RELATED SERVICES
Thompson Connect Online students will remain enrolled in their enrolled school. Related services such as
ESS, Counseling, GT, ELD, and others will be provided through the enrolled school.
ROLES & RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Thompson Connect Online</th>
<th>Student</th>
<th>Parent</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Provide a learning rich curriculum through TSD and Fuel Ed</td>
<td>● Fulfill the attendance expectations articulated in this document</td>
<td>● Monitor student progress by logging in with students regularly and reviewing the Grades and Progress tabs</td>
</tr>
<tr>
<td>● Offer attentive and involved teachers to support learning and communicate progress</td>
<td>● Log into courses daily</td>
<td>● Check weekly progress email from PEAK. Have an awareness of what is expected for course completion</td>
</tr>
<tr>
<td>● Employ high-quality teachers to deliver highly-effective instruction</td>
<td>● Complete work in all classes daily</td>
<td>● Provide adequate technological tools and software</td>
</tr>
<tr>
<td>● Provide students with academic, post-secondary, and social-emotional counseling/support</td>
<td>● Stay on track to complete courses by the end date</td>
<td>● Attend orientation, counseling meetings, and conferences</td>
</tr>
<tr>
<td>● Arrange opportunities for support, social interaction, and growth</td>
<td>● Check email daily</td>
<td>● Contact TCO staff with concerns</td>
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PLAGIARISM & DISHONESTY
For all assignments, take the time to paraphrase information and apply your own thinking and reflection. Do not copy information directly from the source. If you use direct quotations, you must cite the source and provide your thinking as to why a direct quote was required.

***Exams must be taken independently and without any aid from peers or adults. Exams and quizzes must not be reproduced or redistributed in any way.

1. **Plagiarism** is the act of representing another’s ideas, words, expressions, or data in writing or presentation without properly acknowledging the source.

2. **Submitting** work through the use of another person's password/login is considered dishonest behavior. Any assignments, work, or projects posted while using another student's login will be considered plagiarism.

3. **Cheating** (intentionally using or attempting to use unauthorized material, assistance, or study aids in any academic work). Cheating includes when a student copies another student’s work and then submits it as his or her own work.

4. **Performing** work or taking an examination for another student OR having another person perform work or take an examination is not allowed.

5. **Falsification and/or misrepresentation** of data by submitting false data or sources.

6. **Computer crimes** include damaging computer programs, hacking, constructing viruses, introducing viruses into a system, or copying programs.

7. **Inappropriate** use of email, discussion forums, or synchronous chat rooms

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DIGITAL CITIZENSHIP
As education becomes increasingly intertwined with technology, it is important that students practice digital citizenship. The International Society for Technology in Education (ISTE) defines digital citizenship as follows: “Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.” The keys to practicing digital citizenship are:

- Be safe and do not give out any contact information (phone number, address, etc.) to anyone online without consent from a parent or mentor.
- Do not use information found on the World Wide Web without giving credit to the creators.
- Use technology to learn and not as a means for hurting others through negative emails, comments, or discussion postings.
- Be positive and enthusiastic about using technology and collaborating with peers through technology.
- Be productive, in other words…don’t waste time searching the web. Search for information with a clear purpose in mind.
- Think about what you read and check your information on multiple sites. Just because it is on the web, does not mean it is true.

Use technology to be a lifelong learner. The web can be a great source of information and it is all at the tip of your fingers.

For reference, the Thompson School District Digital Learning Progressions for Students is available at: https://sites.google.com/thompsonschools.org/edtech/digital-learning-taxonomy/digital-learning-progressions-for-students?authuser=0

GRADUATION REQUIREMENTS
The Thompson School District Board of Education establishes graduation requirements for all students in the district. Students attending Thompson Connect Online meet the same graduation requirements that all graduates meet in Thompson School District. Please see the Course Guidebook for a complete listing of graduation requirements. Please navigate to the following link for more information: https://www.thompsonschools.org/Page/4113

DISCIPLINE
A safe and disciplined learning environment is essential to a quality education program. District-wide standards are articulated in the student Code of Conduct www.thompsonschools.org/page/4206 and are intended to help staff and students limit disruptions and maintain a safe and orderly school.

ACCEPTABLE USE AGREEMENT (TECHNOLOGY)
Thompson Connect Online provides access to technology (computers, iPads, chromebooks, internet) to promote educational excellence and prepare students to live and work in the 21st century. In order to access technology on the T Connect Online, students under the age of 18 must obtain parental/legal guardian acknowledgment of the provisions of the Acceptable Use Policy (AUP) which is integrated into the student Code of Conduct. Our students complete this form upon entry to Thompson Online Campus. Inappropriate use of technology can result in disciplinary action taken under the provisions of the Code of Conduct and/or other Thompson School District Board of Education and School policies.