

Summit Remote Learning

All weather-related (or unforeseen circumstance) school cancelations will be **Remote Learning Days** this school year unless communicated otherwise. On these days, students are expected to attend their classes via Zoom and remain in the Zoom session for its entirety (exceptions may apply). Students should expect to have asynchronous work to complete beyond the instruction and work included in the synchronous Zoom session.

Teachers will have the Zoom session link posted to Canvas by 9:00am. Students will follow their class schedule and be expected to log-in to their Zoom session at the beginning of the period. Absence and tardy policies will apply, just as if the students were in the traditional classroom. Lunch breaks are included.

Green or White Block Day

Block	Time
G/W 1	9:30-10:15
G/W 2	10:30-11:15
G/W 3	12:30-1:15
G/W 4	1:30-2:15

8 Period Day

Period	Time
G1	9:30-9:50
W1	10:00-10:20
G2	10:30-10:50
W2	11:00-11:20
G3	12:30-12:50
W3	1:00-1:20
G4	1:30-1:50
W4	2:00-2:20

Attendance Procedures:

If students do not participate in the Remote Learning Day, they will be marked absent. Parents are expected to call the school attendance line if a student is not going to be participating in Zoom sessions due to illness or other reason. Please call (260) 431-2505 by 9:00AM to report any absence.

Assignments:

All assignments should be completed by students on the Remote Learning Day as assigned by the teacher. Teachers may have students submit assignments during the Zoom meeting, later in the day, during the next class meeting or a future date defined by the teacher.

Daily Schedule:

On Green Days students will have four Zoom sessions (G1, G2, G3, G4), and on White Days students will have four Zoom sessions (W1, W2, W3, W4). On 8 Period Days, students will have eight Zoom sessions (G1, W1, G2, W2, G3, W3, G4, W4).

Canvas and Zoom:

Students will find links to their Zoom sessions on each teacher's Canvas Agenda. Summit teachers use similar templates to post their agenda and assignments on their course calendars in Canvas. This template appears on Sundays on the Canvas Calendar. Students will log-in to Canvas and click on their course name from the Sunday calendar. *Note: If a teacher is absent on a Remote Learning Day, they will clearly post in their Canvas Agenda that there will NOT be a Zoom and students will complete work asynchronously (like a traditional eLearning day).*

Daily Zoom Procedures:

Students are expected to follow the Zoom procedures below.

- Students must log in to all Zoom sessions on time, early when possible.
- Student's full name must appear on the screen to be admitted into the session.
- Students must be present during the Zoom session for its entirety (exceptions may apply).
- Device cameras must be on and student's whole face visible to peers and teacher.
- Students should choose a distraction free environment, be dressed appropriately for school, and sit upright for class.
- Background Zoom screens may not have moving images.
- Zoom mute should always be on unless otherwise directed by teacher.
- Students are expected to participate in all discussions and be prepared to answer when called to do so.
- During class discussion, students are focused and do not distract other students or teacher.

Announcements:

Daily morning announcements for students will be sent to students via Canvas Message each morning and posted to the school website.

Technology Support:

If a student is experiencing a technology issue, then he/she should first restart their iPad. Next, the student should alert the classroom teacher for troubleshooting. If the teacher and the student are unable to solve the issue, then the student may send a Canvas Message to Summit's Computer Specialist, Mrs. Weaver. Students/parents may also call the school at 431-2501 for assistance.