

HAYNES ACADEMY
VIRTUAL STUDENT
ORIENTATION

August 18, 2020

AGENDA

Google Classroom for Virtual Students

Materials/Technology Pick-Up

Meal Order/Pick-Up

Daily Attendance

Class Attendance

Check Ins/Check Outs

Excused vs. Unexcused Absences

GOOGLE CLASSROOM FOR VIRTUAL STUDENTS

Class Code: 7iyxqp6

Every student registered for virtual by 8.17.20 should have received an invitation.

Daily Attendance Check-In, Morning Announcements, Afternoon Announcements, Important Forms/Materials

MATERIALS/TECHNOLOGY PICK-UP

12th Grade - August 18 from 1:00 to 3:00 pm

11th Grade - August 19 from 9:00 to 11:00 am

10th Grade - August 19 from 1:00 to 3:00 pm

9th Grade - August 20 from 9:00 to 11:00 am

8th Grade - August 20 from 1:00 to 3:00 p.m.

7th Grade - August 21 from 9:00 to 11:00 am

6th Grade - August 21 from 1:00 to 3:00 pm

MATERIALS/TECHNOLOGY PICK UP (CONTINUED)

- Students that requested a device will check out a device at this time.
- Students enrolled in Digital Media, Intro to Engineering Design, and Engineering Design and Development will receive a laptop whether they requested a laptop or not.
- These are not the devices that were ordered for this year, so we will need to exchange them at some point.

MATERIALS/TECHNOLOGY PICK UP

- Every student will receive a packet with the student agenda book and other important papers and forms to be completed.
- All forms can be uploaded to the Virtual Student Classroom once completed. (Ask the student to use your phone to scan the document and upload).
- You may also drop them off to the front office on Friday, August 28 between 9:00 and 1:00 if you wish.

MEALS REQUEST FORM

- Every student is able to order breakfast and lunch each day for pick up.
- Meals will be distributed on Tuesdays and Thursdays in the gym parking lot between 10:00 and 10:30.
- Meals will be frozen to be eaten at a later date.
- For faster service, please bring the student with you to pick up meals.
- Students will be charged for meals according to their free/reduced lunch status. Click [here](#) to complete an application for free or reduced lunch.
- Please use [My Meal Payments Plus](#) to add funds to your child's account.

DAILY ATTENDANCE

- Each student is required to check in for daily attendance using the Haynes Academy Virtual Student Classroom by 8:15 a.m. each day.
- The form creates a timestamp when it is submitted.
- Students that check in after this will be marked tardy.
- Students that do not check in will be marked Absent.
- If students check-in after being marked absent, their attendance will be changed to late to school.

CLASS ATTENDANCE

- Each period, the student should log on to the teacher's Google Classroom and check-in for the day using that teacher's procedure.
- Students will also be required to submit an exit ticket at the end of the period.
- Teachers will take attendance using the following codes:
 - Present
 - Tardy - Logged in late
 - Absent - Did not report to any classes
 - Skipped - Used if a student reported to 1st period, but does not report to a subsequent class or checks in at the beginning of class and but does not complete all required activities during the period.

CHECK-INS (LATE TO SCHOOL)

- If your child needs to begin school late because of illness, doctor appointment, etc., they should just complete the Daily Attendance Check-In Form when they are ready to begin school for the day.
- If you have a doctor's note or a parent note to excuse the absence, please email the documentation to Roxane.Manale@jpschools.org.

CHECK-OUTS

- All NOCCA students and Early Release students are excused to check out at the appropriate time each day with no extra documentation, form, etc.
- If your child needs to check out of virtual school early due to a doctor's appointment, illness, etc., please email Roxane.Manale@jpschools.org.

EXCUSED ABSENCES/UNEXCUSED ABSENCES

- All absences are initially recorded as unexcused.
- If your child is sick, please email a parent note or doctor note to Roxane.Manale@jpschools.org.
- If your child is out for 3 or more days, you must submit a doctor's note to excuse the absences.
- If your child is out due to a funeral, please email a parent note (or obituary for absences of 3 days or more) to Roxane.Manale@jpschools.org.
- If your child is out due to religious holiday, please email Roxane.Manale@jpschools.org.
- When a student is absent, he/she should also contact teachers to see if additional work needs to be made up.

MIDDLE SCHOOL PE

- All middle school students will be invited to a Middle School PE Google Classroom.
- No matter whether it is “A” week or “B” week, students will need to complete two days of physical activity between Monday and Thursday. Students will complete a form certifying that they completed the physical activity.
- On Fridays, students will have a Google Classroom health assignment to complete.

MIDDLE SCHOOL TALENTED SERVICES

- If your child has an IEP for Talented Art, Theatre, and/or Music, students will receive a virtual pull-out class twice a week. Students who are talented in all three areas will receive a third pull-out on Fridays for one of the areas.
- Your child's talented teacher will invite him/her to a Google classroom before the first day of school with the virtual meeting links.

DE: ALGEBRA III, DE: PRE-CALCULUS, DE: APP CALCULUS

- If your child is enrolled in one of these classes, he/she will have to come to campus on 4 different Fridays to take tests in person.
- If your child cannot do this, we need to put them in Advanced Math Precalculus Honors which is not a DE course and can be completed 100% virtually. Please email Amanda.Cousin@jpschools.org for a schedule change.

EXTRA CURRICULARS

- We are working on virtual club meetings for everyone.
- The only extra-curricular activities occurring right now are High School Football, High School Volleyball, Swimming, and Cross-Country.
- If you are virtual, you can still participate in extra curricular activities.
- Please do not come to campus prior to 3:55 p.m. Please come dressed for your sport. Please park or drop off in the back by the gym. You will have to submit to a temperature check prior to practice.
- Cross Country can meet at Pontiff for 3:55 pm on practice days.

QUESTIONS