

Mill Creek Online Classes - General Policies and Expectations

Class/Online Time Expectations

- This is an **ASYNCHRONOUS CLASS**, meaning that work is posted in advance and students are expected to manage their time appropriately to complete the work by its due date. There is **NOT** a daily 'log in' component that is seen in our concurrent model.
- The majority of reading, work, and content for this class will take place using the student's Gwinnett Google ID through Google Classroom and through eClass. Students are expected to maintain a daily understanding of what is expected of them and learn to schedule and manage their time appropriately.
- There may be a handful of days throughout the semester during which students are expected to attend a face-to-face class for Unit Introductions and Assessments. The dates of these assessments and meetings will be given with as much advance notice as possible and are non-negotiable. Schedule work, appointments, etc. around these dates!
- At the 9 and 12 week marks all student enrollment will be reassessed: if a student is missing work or struggling to succeed in the online class, they are subject to being moved from the online class to a face-to-face class at the teacher's discretion. Enrollment in a face-to-face class will be treated exactly as any other class at Mill Creek, with the same Attendance and Discipline expectations.

Arriving Late to or Leaving Campus

- On days when you do not have a face-to-face session with your online course teacher, you must leave campus after your last face-to-face class of the day. If you are scheduled for your online class 1st period, you should not come to school until your first face-to-face class unless you are getting help from your online instructor.
- Under no circumstances can you be on campus unsupervised during your online period.
- You must provide your own transportation to and from campus. Parking Passes are not guaranteed for students taking online classes. Students must meet all of the application requirements and are issued based on availability. Parking passes will be denied if courses are failed.
- You may not ask another teacher, faculty member, or adult if you can sit in a classroom, office, media center, etc. while you wait for your morning classes or after-school activity to start. The expectation is that online students should be **OFF CAMPUS** during their online period. If this is not possible for you, please let your online teacher know ASAP.

Internet Access

- You must have reliable Internet access **EVERY** day.
- Have a "backup" computer or device to go to in case yours fails to work.
- Students are expected to log into the course and complete work on a regular basis (Monday through Friday and when necessary).
- *Technical problems are NOT an excuse for late work! You need to go to a friend's house, a public library, or a computer lab to complete your work if your computer is not working at home.*
- If you experience technical difficulties you should email your teacher.

Communication

- Email should be your first means of contacting your teacher.
 - Put your first and last name in every email as well as which class you are enrolled in.
- You need to contact your teacher with any questions or issues **WELL** ahead of time – do not wait until the last minute! Failure to get in touch with your teacher does **NOT** excuse you from submitting your work on time!
- If you have emailed your teacher, please check your email again for a response. If you have not heard back from them within 24 hours, get in touch with them again – they may not have received your original contact. Things do get lost in cyberspace so please follow-up. Also, always keep a copy of all emails that you send to your teacher.
- Be sure to check your spam folder!!
- Keep in touch with your teacher. Let them know how you are doing with the course.

Due Dates

- Learn how your teacher schedules assignments early so you can begin planning around due dates and times. Do NOT save the work until the last minute - remember that each week is the equivalent of five days of class, so trying to do it all at once will often be unmanageable!
- Assignments are due by 11:59 p.m. on the date listed. Late work will only be accepted under the guidelines established by the course team. You may work ahead in your course, but you may not get behind.
- ***Students who fall behind are subject to being switched from an online class to a face-to-face class with their teacher at the 9 and 12 week marks. In this case, you will only be allowed to switch back to online once you are COMPLETELY caught up.***

Reading and Notes

- It is important that you complete all of your assigned readings. You must be prepared to read independently.

Assessments

- Your teacher may elect to have you take certain assessments face-to-face in the classroom. These assessments will be indicated on the schedule and list of due dates.
- You must take your face-to-face tests on the assigned day during your assigned class period. Any missed assessments will immediately become zeroes in the gradebook and you may be subject to being switched from an online class to a face-to-face class at the 9 week mark.
- If you miss more than 1 test date, you are subject to being switched from an online class to a face-to-face class.
- You may NOT use any outside resources to assist you on assessments unless otherwise indicated.

Assignments:

- Class assignments will be submitted in Google Classroom or through eClass per your teacher's instructions.
- Students with late assignments are subject to being placed in RISE and risk being switched from an online class to a face-to-face class. Failure to comply with RISE guidelines will result in a discipline referral.

Progress and Assistance

- You have constant access to your most updated grades through your Student Portal and a complete Progress Report will be mailed from the school every 6 weeks. Please look at these and contact your teacher immediately with any questions that you have. Please do not wait to address any questions or concerns.
- Students needing additional assistance with content and assessments should begin by contacting the teacher. They may also schedule a time during the teacher's Office Hour periods during which they can get additional help face-to-face. Plan well ahead for this - the teacher's schedule is frequently filled.

Final Exams

- Final Exams will follow the school's Final Exam schedule and will be administered face-to-face in the classroom unless otherwise arranged by the teacher.

Academic Honesty

- We reserve the right to have you come in and complete any assignment or re-take any assessment in a proctored setting at any point in time. If academic dishonesty is suspected, disciplinary action may be pursued. This includes possible discipline referral or removal from the course.

****For any and all questions regarding Financial Literacy Online, feel free to contact the instructor at matthew.page@gcpsk12.org.**