

A Guide for Families

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Welcome, families, to another fantastic school year! Do you have questions about the technology in our classroom? Use this guide as a helpful resource. Contact me at any time if you have other questions or concerns.

For parents and caregivers:

Q: How will I get information about assignments, progress, and other classroom news?

A: *Google Classroom* is the spot where all assignments, announcements and feedback will be given. The code to join Google Classroom is found on my teacher webpage under the tab, "IMPORTANT INFORMATION."

Q: How/where should my kid keep track of their assignments?

A: *All assignments will be posted to Google Classroom and due dates will be posted with each assignment.*

Q: How can I contact you? How can my kid contact you?

A: *The easiest way to contact me is through email.*

Q: What's the best way to share a problem or concern?

A: *If you should have questions or concerns, feel free to contact me through email.*

Q: What should we do if we have technical difficulties or our device breaks?

A: *If you encounter problems, you need to send me an email to our technology specialist, Mrs. Lindsay Thompson. Her email is ltompson@tcjackets.net. She'll work with you to resolve the problem.*

Q: When is your planning period?

A: *My planning period is from .*

Q: How can I help keep my kid on task?

A: *There are several ways that you can help your student stay on task.*

- 1 - Have a designated space for your student to work. It will be their "classroom."*
- 2 - Put away all other devices that might be distracting.*
- 3 - When possible, have your student take a break and walk around the house or step outside for some fresh air.*
- 4 - Communicate with your student and ask to see what he is working on.*

Q: What happens if my kid is absent?

A: *If your child doesn't attend the remote class, he will be marked absent. If this happens consistently, I will contact you to see if everything is okay. If your child is sick and can't participate in remote learning, the lessons will be recorded and posted in Google Classroom. It will be his responsibility to watch the lessons and complete the assignments.*

Q: How will we know how to access online classes? Where will the links be?

A: *Once your student has joined Google Classroom, he will see several tabs at the top of the page. One tab is labeled "Classwork." Open the Classwork tab to see the ZOOM link posted at the top of the page. This is the link that will be used every day for class.*

For students:

Q: What's the best way for me to get in contact with you?

A: *The best way to contact me is through email. Emails that are sent after 5:30 probably won't be read until the next day.*

Q: What's the best way to share a problem or concern?

A: *If you have a concern or a problem, the best way to share that is through email or a personal comment on Google Classroom.*

Q: How will I know how to access online classes? Where will the links be?

A: *Once you have joined Google Classroom, you will see several tabs at the top of the page. One tab is labeled "Classwork." Open the Classwork tab to see the ZOOM link posted at the top of the page. This is the link that will be used every day for class.*

Q: What should I do if I have technical difficulties?

A: *If you encounter problems, you need to send me an email to our technology specialist, Mrs. Lindsay Thompson. Her email is lthompson@tcjackets.net. She'll work with you to resolve the problem.*

Q: What are your expectations during distance-learning classes?

A: *I have several expectations for remote learning.*

1 - *Don't be late for class. Set your alarm and be sure to join the ZOOM link a few minutes before class is scheduled to begin.*

2 - *Be dressed appropriately for class. You're still in school. Your classroom looks a little different, but you're still attending school.*

3 - *I want to see you and get to know you. In order for this to happen, when you are ZOOMing, I want you to use the "video" feature at the bottom of the screen so that I can see you. It's difficult to have a conversation with a black screen so I want to see you every day.*

4 - Although you're learning in a remote setting, you are still expected to complete all assignments on time. Due dates will be listed for assignments. Work that is turned in late won't be accepted. We'll discuss this on the first day of class.

5. Get involved in class. Ask questions. Participate in discussions. I want this to be a great experience for you and the way that happens is if you get involved in class.

Q: What are the consequences of not meeting expectations?

A: If you are not meeting expectations like attending class, completing assignments, participating, studying, etc. then your grade will be affected. I will make contact with you and we can talk about it. If things still don't improve, I'll make contact with your parent/guardian. If you continue to choose not to meet the expectations of the class, the administration and/or guidance department will be notified.

Q: How should I keep track of my assignments?

A: Assignments will be posted daily. If you look on Google Classroom, each assignment will be found under the "Classwork" tab at the top of the screen. The assignment will have the day listed as well. It will be important for you to check Google Classroom daily for assignments.

Q: What happens if I'm absent?

A: If you are absent, you will need to go to Google Classroom and watch a video of the lesson that you missed. It will be your responsibility to complete the assignment that is posted for the day as well as take notes on the lesson that was posted.

Q: What should I do if I'm feeling sad, disconnected from people, or anxious?

A: If you become overwhelmed or anxious, you should let someone know. Ask for help if you need it. You can always email me or your guidance counselor. We all want the best for you this year. Although remote learning is very different from traditional learning, you can do it!