

USD 217

Rolla School District

Remote Learning Handbook

For

Students, Teachers, & Families



Introduction

During this time of the Coronavirus pandemic, the goal of USD 217 is to provide our students with the best educational opportunities, while maintaining the safety and wellbeing of all. While our intention is to have all of our students in school, which we believe will provide the best opportunities for success, we recognize that circumstances may be such that remote learning will have to be utilized. The purpose of this handbook is to provide information to students, teachers, and parents information on how remote learning will be practiced. This handbook is intended to supplement, not replace, our existing handbooks.

Please read through the information in this handbook prior to the start of school, if possible. Contact the high school at (620) 593-4345, or the elementary school at (620) 593-4731 if you have any questions.

The Kansas State Department of Education recently released comprehensive guidance to provide direction to school districts during this unique time. Part of this guidance includes specific requirements for students who will participate in remote learning. These requirements include:

- ☐ Six hours of daily participation by the student in learning activities.
- ☐ Daily contact with a teacher.
- ☐ Completion of a daily remote learning log.
- ☐ Participation in the same assessments as students who are attending school in-person.

We ask for your participation and cooperation in meeting the requirements and expectations, to support the success of our students.

Changes to the Handbook

While we have created this handbook to provide information about the district's expectations for remote learning, please understand that this is an ever-changing time, and that adjustments may have to be made as circumstances develop. We will provide information to families to keep them informed as these changes take place.

Teacher Contact Process

Please e-mail your child's teacher if you have any questions or concerns. You should expect a reply within 24 hours.

This handbook is a supplement to the regular USD 217 handbooks.

Technical Support

Contact Rusty Tuman at rtuman@usd217.org.

Roles and Responsibilities of Stakeholders

We all have the same goal of helping your child meet his/her highest potential, and to experience success in academics, extracurricular activities, and in social-emotional development. In order to meet this goal, we each have a role to play.

Students

The role of students is to participate in school daily, to log in during their specified class time. To participate actively in their learning activities, and to take age appropriate individual initiative and responsibility for their own learning. We want students to:

- ☐ Apply themselves
- ☐ Ask questions
- ☐ Stay engaged
- ☐ Express and explore their personal interests
- ☐ Have fun

Staff

Our teachers and staff are responsible for ensuring that our students are provided with the content, instruction, support, and assistance they need to be successful. Teachers will proactively monitor each student's progress and will initiate daily contact through video conferencing. Teachers will provide feedback regularly and will report on the progress of students on a weekly basis.

Families

Parents and other family members play a key role in a student's success, particularly in a remote learning environment. In order to be kept informed of their child's progress, parents must be available to teachers and other staff members by phone, e-mail, or other means of communication. Parents should also initiate contact with the child's teachers or the school secretary to inform them of any anticipated absences or needs.

Who Can Be Remote Learners?

The option of remote learning is available to students and families who are concerned about contracting the Coronavirus in the school setting; to those who feel district policies in battling the pandemic are in violation of their family's values; those who are quarantined and not allowed to come to campus for an extended period of time (a week or more); and those who have an extended illness or other circumstance that prevents them from coming to school for an extended period of time (a week or more).

Remote learning is not available to students looking to sleep in; get a part-time job; are ill and unable to attend school for short periods of time (less than a week); or other reasons not related to the Coronavirus.

Academic Engagement Expectations

Time

At-home remote learning students should expect to engage in their class activities through video conferencing at the same times as their peers who are in school. We do not expect our teachers to teach a full load during the day, then have to teach remote students at their leisure. It is also important that remote students still interact with their in-school peers in classroom activities. Teachers will take attendance. Remote students who tune in AND ARE ENGAGED will be considered in attendance. These attendance records will be used in lieu of the daily logs that are recommended in the KSDE guidance to document student learning time.

Student/Family Communication

Communication between teachers and students, along with their families, is vital to the success of each student. In order to facilitate communication, students and staff will abide by the following policies:

- ❑ Students will respond to teacher-initiated communication promptly.
- ❑ Students will engage with each teacher at their regularly scheduled class times through video conferencing, or other means made by arrangement between the student and teacher.

- ❑ Students are encouraged to initiate communication with teachers over questions and guidance.
- ❑ Students will meet with their mentors at the times arranged between the mentor and the student, on a weekly or bi-weekly basis.

Teacher/Staff Communication

Teachers and staff will respond to student requests for assistance no later than 24 hours after the request is made except on weekends and school holidays when assistance cannot be guaranteed.

Mandatory/Compulsory Attendance

Just like students who go to a brick-and-mortar school, remote students are required by law to attend school. We are just offering the option to do it remotely. Attendance laws apply to remote students the same as in-school students. If a student is not attending class remotely, or completing their work expectations, we will follow the USD 217 attendance and grading policy. Excessive absences without being excused will subject the student and their families to our district's truancy policy.

Academic Integrity

All students, whether in-school or remote, are expected to submit only work they have completed themselves as their original efforts. Academic integrity is taken very seriously; cheating, copying, and plagiarism are all violations of academic integrity and are not acceptable.

Plagiarism is the presentation of other people's work as your own. If you use someone else's work or ideas, you should cite them and give them credit for their work. Examples of plagiarism are copying and pasting a whole sentence, paragraph, or artwork, and presenting them as your own. Even if you change a few words here and there, it is not your work. In many cases it is appropriate to use someone else's ideas in support of your own, they should simply be cited in the appropriate manner.

Daily Logs

The Kansas Department of Education requires documentation that remote learning students are participating in six hours of learning activities each day. For most USD 217 students who utilize remote learning, that documentation

can be kept by the school in their attendance records, as students are still required to attend classes through video conferencing.

Under special circumstances, there may be instances where remote learning cannot be conducted through video conferencing. In those cases, daily logs will need to be kept by students and their parents documenting six hours of learning activities each day.

Special Education and Support Students

Students who have IEPs, Section 504 plans, and other supports can be quite successful with remote learning. The key is that parents, teachers, and support staff work as a team, and are all in communication and actively monitoring their progress. Please remain in contact with the Special Education teacher regarding your child's progress and any changes that may need to be made in their IEP. If a child needs to go to remote learning it is possible that a change in their IEP will need to be made.

State and Local Assessment Requirements

Students who are in a remote learning environment will be required to take the same state assessments and other exams as in-school students. Arrangements will be made with students and families to take these proctored assessments on-site. We will also make arrangements for remote students to participate in local assessments and surveys.

Use and Care of District Issued Technology

Even if students have their own technology, remote students will be required to check out district-owned technology. This is because our devices have software installed that is useful for monitoring the student's activities during classroom activities and assessments. Students are required to follow the district's Acceptable Use Policy. If there are technical and software issues or problems, please contact the district's technical support contact as soon as possible. Devices that are lost, damaged, or stolen will need to be paid for by the student and/or his/her family.

For families who do not have access to the Internet, the district will work in partnership with local Internet companies to provide access.

Participation Policies: Activities, Athletics, and Field Trips

Our district will follow the recommendations and policies set forth by KSHSAA, KSDE, and local health officials in regards to the participation of remote learners in school-sponsored activities.

Out of respect for parent's wishes to not expose their children to the virus, or follow mask requirements, remote students will not be invited to participate in classroom birthday parties, field trips, and other special events unless their participation can be done virtually.

Matters of Non-Compliance

We understand that remote learning may bring on a set of challenges and barriers that make it difficult. We will do everything possible to assist without compromising standards and expectations. We cannot expect a student to be successful if they are not participating. If teachers and/or administrators have concerns about a student's progress, attempts will be made to meet with the student and their parents to work through those barriers.

Confidentiality

Our district will abide by the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA). This will also apply to students in the remote learning setting.

Video / Live-Streaming Statement

Depending on how remote learning opportunities are structured, video conferencing sessions may be recorded. Students who incidentally appear in these videos will not be identified by name. For the protection of both parties, teachers are required to record video sessions in which they are alone with a student. These recordings are not to be made public.