

USD 340

Jefferson West

Remote Learning Handbook

for Students, Teachers, and Families



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Students, Staff, and Families:

During this time of at-home remote learning, we will work as a team to help your child learn and grow. This handbook has been created to provide students, staff, and families with the information needed to experience success.

Please read through this information before beginning the school year, and feel free to contact us if you have any questions. This handbook is intended to supplement, and not replace, our existing handbooks.

Our Kansas State Board of Education recently released comprehensive guidance to provide direction to school districts during this unique time. Part of this guidance includes some specific requirements for students who will participate as learners through an at-home remote learning environment. These requirements will include:

- Students are expected to participate in each class enrolled each day in the live lesson.
- Daily participation by the student in teacher-initiated contact
- Daily remote learning log completion (see Appendix)
- Participation in the same assessments as students who are attending school in-person.
- Students are to follow all applicable student handbook expectations, rules, and policies. EX: dress code, attendance, language, use of substances.
- Students are encouraged to have a dedicated location free of distractions when participating in live lessons.
- The younger the student the more we encourage family engagement with your student during their learning day.

We have included other applicable information in this handbook and would like to ask in advance for your participation and cooperation in meeting all requirements and guidelines, all to support the success of our learners.

Teacher Contact Process

Please contact your child's teacher directly with questions, updates, and more. You should expect returned communication within 24 hours on school days. Parents are encouraged to contact teachers with questions or concerns using the Schoology platform.

Technical Support / Device Support Contact Information

Students are to contact their teacher when they have a concern with their device. If the teacher is unable to resolve the issue the student is to contact the building office.

ROLES AND RESPONSIBILITIES OF STAKEHOLDERS

We are all on the same team in helping your child to meet his or her highest potential and to experience success in both academics and in social-emotional development. To meet this goal together, each stakeholder has a role:

Students

The student's role is to participate daily and learn to apply skills and concepts to the best of his/her ability. Additionally, students should expect to have some fun while also taking age-appropriate initiative and individual responsibility for their own learning. This includes, but is not limited to, the following:

- Applying oneself to his or her studies in engaged and focused ways
- Working hard each day to learn and apply information
- Staying engaged and participating fully in the lessons and activities
- Asking questions and participating in discussions
- Expressing and exploring personal interests
- Students will be expected to contact their advisory teacher at the Middle or High School each day during their assigned times. Elementary students will visit with their teacher on a daily basis.
- Students are expected to return learning resources like library books, manipulatives, etc on time and in the same condition as borrowed. Cost could be incurred for lost or damaged items.

Staff

Our teachers and staff are responsible for ensuring that students are provided with the content, instruction, support, and assistance they need to be successful. The assigned teachers will proactively monitor each student's progress and will initiate daily contact via phone or video conferencing. Students are required to participate in the daily video conference. Teachers will also provide feedback on the student's learning and success on an ongoing basis.

Families

Parents and guardians play a key role in their student's success in any learning environment, but even more so in an at-home remote learning environment. You have a responsibility to guide and assist your child throughout this process. In order to be kept informed of their student's progress, parents and guardians will need to be available for ongoing contact with their student's teachers by Schoology, phone, e-mail, text, and/or video conferencing. Additionally, parents and guardians should contact the student's teachers to keep them informed of any needs.

ACADEMIC ENGAGEMENT EXPECTATIONS

Time

At-home remote learning students (and families) should plan to engage in live lessons for each subject/class the student is enrolled in lessons, learning activities, and classroom experiences for no less than six (6.5) hours per day. This time must be documented daily on the daily log, which is available in the appendix.

Student / Family Communication

Communication between student and teacher(s) is vital to the academic success and social-emotional development of the student. In order to facilitate communication, students and staff will abide by the following policies:

- Students will reply or respond to teacher-initiated communication promptly
- Students and *at least* one teacher will be in contact daily by phone or video
- Students in HS and MS are required to check in daily with their advisory teacher
- Students are encouraged to initiate communication with questions
- Families will log activities on the provided form and follow the submission process as described in the appendix (turned in weekly by 8 AM on the following Monday morning). Weekly parents and students will have to sign the student attendance/engagement log.

***Please remember to inform teachers and/or the district if a change is made to your address, phone numbers, and/or email addresses.**

Communication by Teachers / Staff

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 breaks when assistance cannot be guaranteed.

Mandatory or Compulsory Attendance

Under an at-home remote learning model, students are expected to “attend” school during their assigned class schedule each day. Students are expected to be completing work and participating in live lessons the same as if they were attending school in-person. If a student is not meeting the minimum participation and work completion expectations and/or is absent without valid reasons, we will seek to follow our district’s truancy policy. If your child is going to be absent from class(es) parents are expected to follow the handbook just as they would if the student were attending school in person.

Academic Integrity

All students, whether at-home or in-person, are expected to submit only work that they have completed themselves through their own original efforts. Academic integrity is taken very seriously; cheating, copying, and plagiarism are all violations of academic integrity and are not acceptable. Plagiarism is presenting another person’s ideas or writing as your own. Examples of plagiarism include, but are not limited to: Copying and pasting a whole sentence, paragraph, artwork, or paper into your own work; using someone’s original ideas in your work without giving them credit; using information from another source and only changing a few words here and there or moving around sentences.

Daily Lessons and Communications

Students will be expected to actively participate in live daily lessons and communication with teacher(s). Specifics will be communicated by each teacher with families at the onset of at-home remote learning in the teacher’s specific Schoology page. Additionally, the completion of a daily log by students and parents along with weekly submission of this daily log will be required.

Special Education and Student Supports

Students with an IEP, 504 Plan, and other documented student supports can be very successful in at-home remote learning models. Please continue to be in contact with your child’s Special Education teacher(s) and/or school administrator to determine if a meeting is necessary to develop or modify an existing plan to provide and implement additional supports as needed. Depending upon the needs of the student, the school may want to initiate an amendment to a student’s IEP or 504 Plan by adding remote learning accommodations as a temporary method of instruction. On occasion, a student with an IEP may be asked to come to school for one on one and small group instruction.

State and Local Assessment Requirements

Students who are in an at-home remote learning environment will be required to participate in all the district and Kansas State Assessments. Arrangements will be made with students and families to safely participate in these proctored assessments which may need to occur at an on-site location in the district. We will also make plans and provisions to have at-home remote learning students participate in local achievement and growth assessments ie: MAP, DIBELS, etc.

Use and Care of District-Issued Devices and Technology

Technology that we provide may serve as an important tool to support students who are at-home remote learners. The district will issue a device for each student, and are expected to follow the district's Acceptable Use Policy. If there are technical and software issues, concerns, or barriers, please report these as soon as possible by contacting your building office. They will contact the district's technical support contact.

Participation Policies: Activities and Athletics

Our district has approved the eligibility for participation in school activities of any full time student enrolled in a Jeff West program as long as they meet the requirements outlined in the student handbook. Students will follow all school and activity participation expectations. We will consider and follow any approved guidance or policy recommendations from KDHE, KSDE, KSHSAA, and other professional organizations regarding eligibility to participate in extracurricular / co-curricular activities and athletics.

Matters of Non-Compliance

We understand that being an at-home remote learner may present specific challenges and barriers. We will do everything possible to be your partner throughout this experience, and we will also have high expectations for students. To that end, we cannot expect a student to be successful if he or she is not participating and engaged in his or her learning. If teachers or school administration has concerns about a student's participation or progress, attempts will be made to meet with the student and his or her family to discuss barriers and

work together to remove those barriers.

Confidentiality

Privacy/FERPA Policy

Our district will abide by the student privacy guidelines set forth by the Family Educational Rights and Privacy Act (FERPA). This will also apply to students in an at-home remote learning environment.

Video / Live-Streaming Statement

Depending on how remote learning opportunities are structured, most lessons will be live-streamed. In some instances lessons may be recorded and used later. Students who incidentally appear in lessons will not be identified by name. Lessons are not to be recorded at home on personal devices.

Student Records

All student records shall be treated as confidential and primarily for school use unless otherwise stipulated.

Appendix A: Draft Remote Learning Daily Log

_____ **Date:** _____
Parent, Guardian or Responsible Adult's Signature