

LRHS DISTANCE LEARNING PLAN

for Students & Families



2020

Table of Contents

Overview, Distance Learning Defined, Definition of Synchronous vs. Asynchronous Learning.....	Page 2
Distance Learning on Red & Gray Days.....	Pages 3-4
Distance Learning on Wednesdays.....	Page 5
What happens if we pivot to a 100% Virtual Platform?.....	Pages 6-7
GoogleClassroom Question & Answers for Parents & Students.....	Page 8-9

Overview, Distance Learning Defined, Definition of Synchronous vs. Asynchronous Learning

- Regarding Instruction:
 - Under our current plan, we have broken our students into **two cohorts** based on last name to minimize the number of students in classes and transportation on a given day. Additionally, the district has decided to move to a semester schedule. The decision was made for pedagogical, social-emotional, and distance learning considerations. A weekly sample schedule can be found below:

XX	Mon	Tues	Wed	Thu	Fri
Days	RED	GRAY	DISTANCE	RED	GRAY
Cohort (In Person)	A-K	L-Z	DISTANCE	A-K	L-Z
Cohort (Distance)	L-Z	A-K	DISTANCE	L-Z	A-K

- At Lakeland Regional High School, we have defined distance learning as both asynchronous and synchronous learning opportunities for students. **Some of those opportunities will utilize the district digital platform (GoogleClassroom). Some of those opportunities will be disseminated on “In Person” learning days.**
- **Synchronous Learning Definition from a Student Perspective:** Synchronous learning is the kind of learning that happens in real time. This means that you, your classmates, and your instructor interact in a specific virtual place, through a specific online medium, at a specific time. In other words, it’s not exactly anywhere, anyhow, anytime. Methods of synchronous online learning include video conferencing, teleconferencing, live chatting, and live-streaming lectures.
- **Asynchronous Learning Definition from a Student Perspective:** Asynchronous learning happens on your schedule. While your teacher will provide materials for reading, lectures for viewing, assignments for completing, and exams for evaluation, you have the ability to access and satisfy these requirements within a flexible time frame. Methods of asynchronous online learning include self-guided lesson modules, streaming video content, virtual libraries, posted lecture notes, and exchanges across discussion boards or social media platforms.
- **Lakeland Regional High School will only utilize Lakeland student email addresses for correspondence.**

Distance Learning on Red and Gray Days

- On the **RED and GRAY DAYS** that students are participating in distance learning, they will have an opportunity to work on both synchronous and asynchronous activities. This will be at the discretion of the individual teacher.

XX	Mon	Tues	Wed	Thu	Fri
Days	RED	GRAY	DISTANCE (Synchronous)	RED	GRAY
Cohort (In Person)	A-K	L-Z	DISTANCE (Synchronous)	A-K	L-Z
Cohort (Distance)	L-Z	A-K	DISTANCE (Synchronous)	L-Z	A-K

- **On Distance Learning Days, for example:**
 - Asynchronous example: Teacher A might assign a distance learning assignment for his Block 1 course that might be an extension activity from the previous lesson. Students are expected to do independent research and respond to a writing prompt. He might ask that the assignment be completed and then turned in during the next in person day.
 - Asynchronous example: Teacher B might ask that students in her Block 2 course participate in a virtual discussion thread on GoogleClassroom. She set the posting due date to be completed by 11:59pm that evening. Students can complete the activity and submit on their own schedule.
 - Synchronous example: Teacher C might ask that students in his Block 3 course live stream his lesson. Students must tune in from 10:00am-11:00am when they would normally have class.
 - Synchronous example: Teacher D might ask students in her Block 4 class to participate in a classwide assessment on Kahoot or Gimkit. The students need to respond in “real-time” for their scores to be counted so they must participate from 11:10am-12:10pm.
- In order to make sure there are no conflicts, **synchronous** distance learning assignments **must** take place during the prescribed block of time wherein the students have that course and be no longer than 60 minutes in duration.
 - Homeroom: 7:30am-7:40am
 - Block 1: 7:40am-8:40am
 - Block 2: 8:50am-9:50am
 - Block 3: 10:00am-11:00am
 - Block 4: 11:10am-12:10pm

- Please note: both synchronous or asynchronous learning opportunities are expected to be no more than 60 minutes in duration. This does not preclude you from receiving homework from your teachers.
- All modifications and accommodations as prescribed by Individual Educational Plans (IEPs) and 504s will be adhered to within the distance learning environment.

Distance Learning Days

- On days wherein ALL students will be completing distance learning, only **synchronous** learning will take place.
 - Distance Learning **will** take place during the prescribed block of time that teachers would normally have their courses on an “In Person” learning day.
 - Block 1: 7:40am-8:40am
 - Block 2: 8:50am-9:50am
 - Block 3: 10:00am-11:00am
 - Block 4: 11:10am-12:10pm

- There is an expectation that students will check in with their teachers at the beginning of each block. This will be communicated to the students through GoogleClassroom.
 - **Student attendance will be taken by teachers through the following medium:**
 - **Period/block attendance will be taken.** Mandatory student check-ins will take place during a prescribed period within the assigned block.

 - **This can be accomplished in any of the following ways:**
 - Classroom GoogleMeet during the normal class time.
 - Students might log in to a GoogleDoc in which they have to collaborate to work through a problem like a Do Now. This is done during normal class time.
 - Students might complete a GoogleForm during the normal class time.
 - Students might participate in an online Discussion Thread Posting through GoogleClassroom during normal class time.
 - Live Quiz / Review Games - Kahoot / Gimkit
 - Upload Information on topic (Google Classroom Submission timestamped)
 - Any other synchronous activity developed and implemented by the teacher

 - Any student who fails to participate in any of the **synchronous** learning activities at the prescribed times, will be marked absent for that block and may receive a zero for any assignments given.

In the Event We Have to Pivot to a Completely Virtual Platform

- In the event that the district needs to transition to a virtual platform due to a health-related closure, the following provisions will be in place:
 - Only **synchronous** learning will take place.
 - Virtual Learning **will** take place during the prescribed block of time that teachers
 - Block 1: 7:40am-8:40am
 - Block 2: 8:50am-9:50am
 - Block 3: 10:00am-11:00am
 - Block 4: 11:10am-12:10pm
 - **Student attendance will be taken by teachers through the following medium:**
 - Mandatory student check ins during a prescribed period within the assigned block. **Period/block attendance will be taken.**
 - **This can be accomplished in any of the following ways:**
 - Classroom GoogleMeet during the normal class time.
 - Students might log in to a GoogleDoc in which they have to collaborate to work through a problem like a Do Now. This is done during normal class time.
 - Students might complete a GoogleForm during the normal class time.
 - Students might participate in an online Discussion Thread Posting through GoogleClassroom during normal class time.
 - Live Quiz / Review Games - Kahoot / Gimkit
 - Upload Information on topic (Google Classroom Submission timestamped)
 - Any other synchronous activity developed and implemented by the teacher
- Regarding Late Policy:
 - The teacher will communicate with the students directly as to what their late policies are. Failure to adhere to a teacher's policy will result in loss of credit for the assignment.
- Regarding Assessments:
 - Assessment design will be at the teacher's discretion.
- Regarding Academic Dishonesty in a Virtual Platform:
 - Lakeland Regional High School is committed to holding its students to the highest standards of academic integrity. Lakeland's faculty and administration encourages our students to think creatively and act with integrity in all their academic pursuits, and produce work that honestly represents each student's own ability and effort.
 - As such, students are expected to adhere to the following policies regarding academic dishonesty. Any form of cheating is strictly prohibited. Academic Dishonesty is defined as the unauthorized or unapproved use or assistance of another's work or idea that falsely represent one's own academic ability.
 - Students are prohibited from:

- 1. Cheating on any school assignments in any way.
- 2. Copying/plagiarizing someone else's work including unapproved collaboration on homework assignments.
- 3. Sharing their work with another student through any means, including but not limited to text messages, email, the internet, and/or document sharing software for the purpose of copying/plagiarizing.
- 4. Gaining access to answer keys or tests.
- 5. Passing off another person's work as their own.
- 6. Assisting other students to cheat in any way.
- 7. Taking credit for group work, when little contribution was made.
- 8. Intentionally falsifying or inventing any information, data or citation in an assignment.
- 9. Any other item determined by the school administration that falls under the definition of Academic Dishonesty.
- Teachers who discover a student violating the academic integrity policy will:
 - 1. Inform the student that they have violated the school's academic integrity policy.
 - 2. Give the student a grade of zero for the assignment.
 - 3. Complete a discipline referral form for any student involved.
- The administration will:
 - 1. Notify the parents/guardians and the school counselor.
 - 2. Maintain a record of students who have violated the academic policy.
 - 3. Assign the appropriate number of points and detention.
 - 4. Provide a list of all students with offenses to any honor society advisor.

Google Classroom FAQ

1. What is Google Classroom?

Lakeland Regional High School has been using Google Classroom as its Learning Management System for several years to enhance the education of our students. Google Classroom features Google's core G-Suite of web-based tools that are available on any device that has access to the Internet. It includes: Google Docs – editing and styling tools; Sheets—spreadsheets; Slides—an app to create slide decks to support presentations; Drive--storage space in the Cloud for students and staff to store their documents, files, videos, etc.; and Google Hangout Meet-- a virtual classroom where teachers and students can meet face-to-face to chat with each other. We also have incorporated many practices, procedures, and Google-related learning tools used by our sending districts, such as YouTube and Maps, to support our students' coursework. These classroom tools are designed to help our teachers and students with their organization and collaboration, when they are learning both within the building and virtually.

2. What is Google Hangout Meet?

Google Hangout Meet is a virtual face-to-face meeting place where participants can join from any device with Internet access, or they can call into the meeting from a phone.

3. How does your student join Google Classroom?

All Lakeland students have an email account (student_name@lakeland.k12.nj.us). The student will receive an email invite from their teacher with a link or code they can use to join their teacher's Google Classroom. Once joined to a Google Classroom, students can view assignments, homework, videos, and more. Students can also turn in their work to their teacher.

4. Can students use Google Classroom at home on their own devices?

Students can access Google Classroom from any device that has an Internet connection.

As long as devices are supported by their providers, or their operating systems, Google should work; students don't necessarily need a new device to use Google Classroom.

5. Can parents communicate with their student's teacher through Google Classroom?

Our preferred method for parents/guardians to communicate is through email. In addition, parents can "opt in" to have Google Classroom send email summaries about their student's work, such as missing assignments. Students and parents/guardians can also check for late/missing assignments under the Classwork tab by clicking "View Your Work."

6. What other Google apps can be used with Google Classroom?

There are hundreds of third-party apps and tools that can integrate with the tools in the Google Suite to add different functionalities. Your teacher may request your student to download a third-party app, which will be vetted by our IT Department in advance.

7. Can I check my Lakeland student's grades on Google Classroom?

No, we use Realtime Parent Portal.

8. How does my student find out about new materials posted in Google Classroom?

Students are expected to check their Lakeland emails AND the Google Classroom “Classwork” tab frequently, several times a day, to see if any assignments are posted. On days students are not in school, they should check Google Classroom during their scheduled class time.

9. Where can I get more information about how to use Google Classroom?

https://support.google.com/edu/classroom/topic/7175351?hl=en&ref_topic=6020277