
USD 498 ~ VALLEY HEIGHTS



**REMOTE LEARNING
HANDBOOK**

for Students, Teachers and Families

Table of Contents

Introduction	2
Teacher Contact Process	2
Technical Support / Device Support Contact Information	2
Roles and Responsibilities of Stakeholders	3
Academic Engagement Expectations	4
Daily Conferencing	5
Special Education and Student Supports	5
State and Local Assessment Requirements	6
Use and Care of District-Issued Devices and Technology	6
Participation Policies: Activities, Athletics, Field Trips	6
Matters of Non-Compliance	6
Confidentiality	7
Appendix A: Remote Learning Daily Log	8
Appendix B: Daily Teacher Contact Log	9

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 and parents will complete a daily log of engagement and activities completed that must be submitted to the school district.*
- *Documentation of 6 hours of daily participation by the students in learning activities.*
- *Students will be assessed on the same standards and competencies as onsite students.*
- *Students must have a daily and/or per class period connection with teachers. Each day/class period that a student does not participate online, they will be marked absent. State and local truancy guidelines will be adhered to. Expect no less than 3 meetings throughout a day, including live virtual classroom instruction.*
- *Remote learners will be ineligible for extra-curricular activities, including athletics.*

- Additional District policies include:
 - *A Remote Learning commitment is a minimum of one academic quarter. Options for remote learning will be reevaluated each quarter.*
 - *Remote Learners will be ineligible for all extra-curricular activities, including athletics.*
 - *Each student that opts for remote learning will meet with the teacher(s), building principal and on-line liaison prior to the start of remote learning to review expectations and establish communication guidelines.*
 - *Elementary students must have a parent/guardian available to them for assistance during the entire duration of the school day.*
 - *Remote learners must have solid and consistent internet access.*
 - *Remote learners must maintain 90% attendance.*
 - *Remote learners must maintain PASSING grades in all classes. (70% and above in percentage based grading, and grade level and above in standards based grading).*
 - *Benchmark Data will also be utilized to determine the sustainability of a remote learning contract.*
 - *If external factors from within the remote learners home during on-line connection interfere or create distraction in the on-site classroom, the remote learner will be muted and/or disconnected and counted absent during that time frame.*

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/On-Line Liaison Contact Process

- Please email your child’s teacher directly with questions, updates, and more. You should expect returned communication within 24 hours.
- Contact the USD 498 Remote Learning Liaison, Sammie Parker:
 - sparker@valleyheights.org
 - 785-313-2190

Technical Support / Device Support Contact Information

- Ron Hardin, USD 498 Tech Support
 - rhardin@valleyheights.org
 - 785-363-2508

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 fun 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

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. Teachers and/or the district Remote Learning Liaison will proactively monitor each student's progress and will initiate daily contact via phone or video conferencing. 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. 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 phone, e-mail, text, and/or video conferencing. Additionally, parents and guardians should contact the student's teachers to keep them informed of any anticipated absences or needs.

ACADEMIC ENGAGEMENT EXPECTATIONS

Time

At-home remote learning students (and families) should plan to engage in learning activities and experiences for at least six (6) hours per day. This time must be documented daily on the daily log, which is available in the appendix. The student must be available to join their class live virtually any time during the school day for whole group instruction.

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 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

*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 still expected to “attend” school by completing work and participating to the fullest extent possible. 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.

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 Conferencing

Students will be expected to actively participate in daily conferences with teachers and/or the Remote Learning Liaison. This is a requirement of participation in the at-home remote learning option. Specifics will be communicated by teachers with families at the onset of at-home remote learning. Additionally, the completion of a daily log by students and parents along with periodic 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 case manager 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 by adding remote learning as a temporary method of instruction.

State and Local Assessment Requirements

Students who are in an at-home remote learning environment will be required to participate in the 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.

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. If the district issues a device or devices to a student, we expect that students will 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 our district's technical support contact.

Participation Policies: Activities, Athletics, Field Trips

At-home remote learning students are not eligible to participate in extracurricular / co-curricular activities, athletics, and/or field trips.

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 have 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, there may be instances where classrooms are live-streamed / recorded. Students who incidentally appear in these videos will not be identified by name.

Student Records

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

Appendix A: Remote Learning Daily Log

Date: _____ Student Name: _____ Student Grade: _____

School: _____ Name(s) of teacher(s) who made contact today: _____

Activity/Class	Assignments Completed (Circle)		Tests Taken (Circle)		Total Minutes
	Y	N	Y	N	
	Y	N	Y	N	
	Y	N	Y	N	
	Y	N	Y	N	
	Y	N	Y	N	
	Y	N	Y	N	
	Y	N	Y	N	
	Y	N	Y	N	

For a Remote Learning student to be funded as a full-time student, the student must participate in six hours (360 minutes) of learning activity each day.

I certify that I am enrolled and participating in courses offered through the USD listed above.

Student signature: _____ Date: _____

I certify that my child is enrolled and participating in courses offered through the USD listed above.

Parent signature: _____ Date: _____

Appendix B: Daily Contact Log for Teachers

Directions: Please enter each student’s name and indicate the time you were able to visit with each student on a daily basis for a week at a time.

Student Name	Mon	Tues	Wed	Thur	Fri