



Remote Learning

Guidebook for Parents





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2020-2021

Table of Contents

<u>Overview of Remote Learning</u>	1
<u>Attendance Protocols</u>	2
<u>“Live Learning” Opportunities</u>	3-4
<u>“Live Learning” Student and Parent Responsibilities</u>	5
<u>Google Meet Netiquette</u>	6
<u>Pre-Kindergarten Live Learning Schedule</u>	8
<u>K - 2nd Grade Live Learning Schedule</u>	9
<u>3rd - 6th Grade Live Learning Schedule</u>	10
<u>Middle School Live Learning Schedule</u>	11
<u>High School Live Learning Schedule</u>	12
<u>Resolving Technical Issues/Dress Code/Cyberbullying</u>	13
<u>What Does a Virtual Day Look Like?</u>	14



Overview of Remote Learning

Students will engage in both “live learning” and “self-paced” learning opportunities throughout the initial remote learning time period.

Live Learning denotes specific scheduled live opportunities where the class is able to meet together in a platform, such as Google Meet, under the direction of the teacher to review concepts, work collaboratively, and ask questions. A variety of scheduled live opportunities will be offered. It is not required that students participate in all of them. The district understands challenges parents and students may have with work schedules, daycare setups, and shared devices. We encourage students to participate in as many live learning opportunities as possible to help build their instructional knowledge and alleviate isolation by connecting with their teachers and peers in a learning environment.

Self-paced learning is where students will be progressing at their own pace through the content which will be accessed through each teacher's Google Classroom. Teachers will post directions and assignments in their Google Classroom each day which briefly describe the daily required activities, live learning opportunities, recorded lessons from the teacher or outside resource, discussion questions, project timelines, and any assessments that may be given. Students will have the opportunity to view posted learning videos, complete assignments posted in Google Classroom, and then submit completed assignments. They will additionally be guided to complete work on specific online programs in some content areas.

Instructional Engagement Time Requirements: Students in PreK - 5th grade are required to have a minimum of 180 minutes (3 hours) of instructional engagement each day. Students in 6th - 12th grade are required to have a minimum of 240 minutes (4 hours) of instruction engagement each day. Instructional engagement time may be a combination of live learning and self-paced learning.

* Please note: Daily live learning sessions for PreK and Kindergarten should not be longer than 30 continuous minutes when combined with the self-paced learning expectations as outlined on each teacher's daily assignments.



Attendance Protocols

There are a variety of attendance measures that will be implemented during the district-wide remote learning period.

Students will check in through the Morning Check In on ClassLink. Their teacher may have them check in an additional way through their own Google Classroom. Teachers may also track engagement through Google Classroom assignment submissions and participation in online learning programs that are utilized.

Attendance will be taken and recorded for those participating in the live learning opportunities through Google Meet.

Elementary students must ensure they check in on the Morning Check In Form or through attending a live Google Meet session each day. **Secondary students** (middle and high school) must check in with the district Morning Check In as well as with each subject every school day. Teachers will post how they want this accomplished in their Google Classrooms.

Students may also connect with teachers through email, Remind, Class Dojo, or other parental contact platforms. Students are required to be engaged daily with work; students who do not demonstrate engagement on a given day are marked absent.

Their attendance will count toward determining course credit. Attendance protocols are subject to change based on TEA guidance. Updates to attendance protocols will be provided through BISD correspondence to parents.

Simplified Breakdown

- ✓ All students check in through the Morning Check In Form in Classlink.
- ✓ Secondary Students check in with each teacher each period through their Google Classroom.
- ✓ Students participate in live learning and their work throughout the day according to their schedule (see pages 8-12)
- ✓ Students who do not check in and stay engaged are counted absent.



“Live Learning” Opportunities

Live Learning happens in real-time. What is typically done face to face is instead accomplished through video tools, such as Google Meet, allowing for modeling of concepts, discussion, small group targeted instruction, or question and answer time.

"Live Learning" Opportunities include:

Community Building

Relationships are foundational to learning and intentionally building community and a safe space to connect and learn is critical to start the year but also important to sustain the culture throughout the year.

- Community check-in
- Share celebrations of learning success
- Discuss current events
- Breakout groups
- Show and tell

Whole Group Lesson

Use this time to introduce new ideas or content where you can solicit input from students and encourage interaction.

- Introduce and/or model a concept
- Provide clarification for student misunderstanding
- Readers/writers workshop
- Share a strategy
- Launch projects or challenges
- Question and Answer
- Facilitated talk about posted discussion questions on the learning



Feedback + Guidance

Create intentional time to connect and provide feedback to learners and ensure that peers can review and provide feedback and guidance as well.

- Goal setting for the day, week, month, grading period, by end of year
- Small Group instruction
- Peer Feedback opportunities
- Collaboratively review

Celebration of Learning

Opportunities to make learning public and share progress is motivating and helps learners take ownership of their learning.

- Exhibition of work
- Showing student-created exemplars
- Student presentations that foster peer understanding
- Share and reflect on learning

When will Live Learning happen?

In this guide you will find a Live Learning Opportunities schedule district-wide so parents are aware of these opportunities. Through Google Classroom, teachers will post the Google Meet link to their specific Live Learning time. This link will be located in the header of their classroom and be specific to that class. Teachers will post a Google Meet link in their class Stream for their office hours. This code will remain the same throughout the duration of remote learning.

Please note: The District is not providing a fully synchronous remote model which replicates live school. Students and parents will still be engaged in the learning through self-paced methods (outlined in the next section). We fully understand that some parent work schedules may not accommodate the live learning schedule and that parents will not have the opportunity to support their child until after work hours. In situations such as that, students will need to watch the recorded live lessons that will be uploaded in Google Classroom. Students are not required to attend every live opportunity, but we do want to make live opportunities fully available to our students and parents to take advantage of when they can.



Student and Parent Responsibilities for Live Learning Opportunities During the Remote Learning Period

- Review the Live Learning schedule for your grade level posted in this guidebook or your teacher's Google Classroom. You do not need to attend every live session that is offered. Prioritize attending the sessions where you need the most support.
- Be actively engaged in the live learning opportunities. Utilize the live learning times to ask questions at the appropriate time or submit your needs/questions through Google Classroom.
- Follow the behavior norms for attending live learning sessions. Students who purposefully disrupt the learning will receive a warning then will not be allowed to participate. Student choices and actions will have consequences.
- Follow the attendance protocols and ensure that you are counted as present for the day using one or more of the systems in place.
- Review daily assignments and instructions provided by your teacher in their Google Classroom. Understand what is expected for you to accomplish during the day and dedicate yourself to completing the work and submitting on time. Take some time to plan out what you need to accomplish each week in each of your classes.
- If a certain amount of time or certain modules are required to be completed in online learning programs, schedule your time so that you can reach or surpass the requirements.
- Put forth your best effort and self-monitor good study habits. You are responsible for your learning and your success.
- Your teachers understand that you may have to share a device with others in your home. It is okay to work on assignments after school hours and submit them in the evening if needed. Please try to have assignments submitted by 10:00 PM on the due date. The absolute latest an assignment can be turned in is 11:59 PM.



Google Meet Netiquette

Netiquette refers to the “etiquette” you should have when you are on the inter“net”. Just as there are rules in the classroom, there are also rules when in a virtual setting.

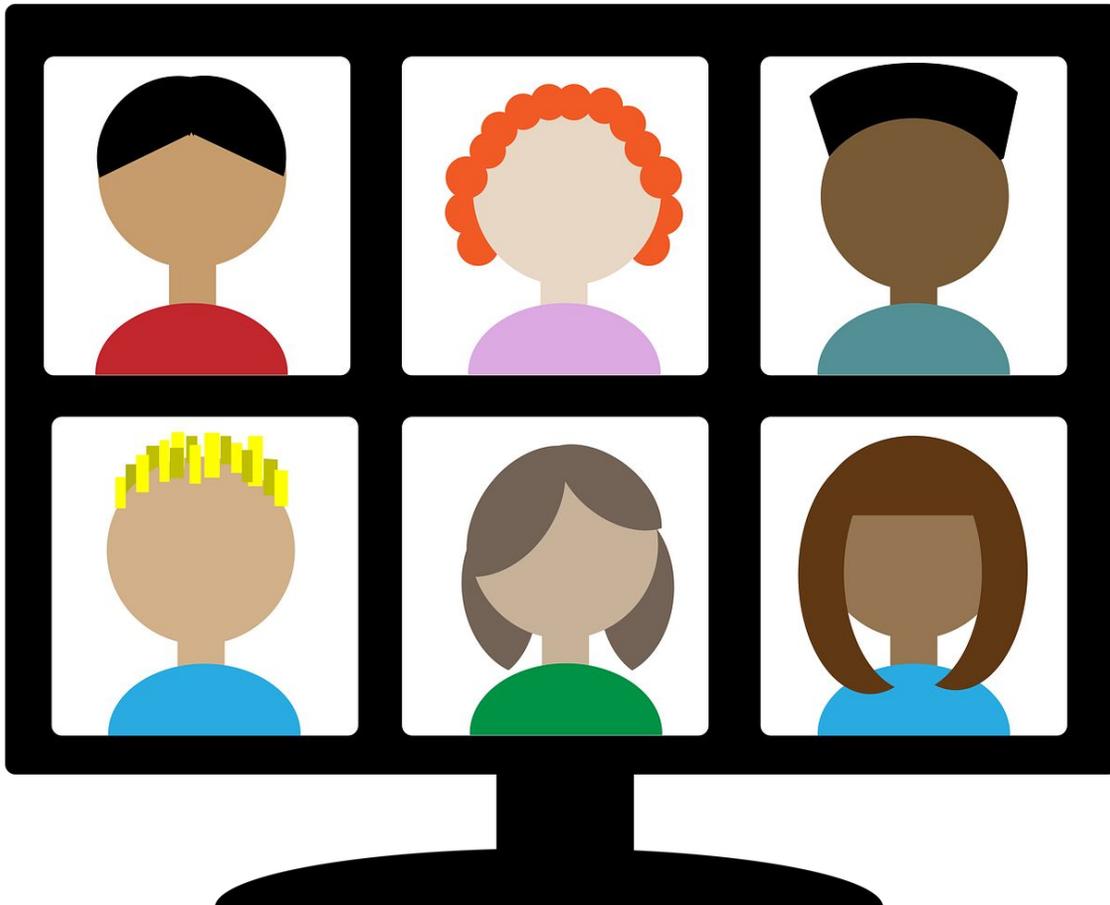
- Students’ microphone should remain on mute until you are given permission to talk.
- If you need assistance or would like to ask a question or offer a comment, use the raise your hand button and wait for the teacher to call on you.
- Students should have minimal movement during the Google Meet. Movement is distracting to others in the group.
- Students are expected to use appropriate language on all online learning platforms.
- Inappropriate language, gestures, or clothing can result in a student being dismissed from an online lesson and the camera and/or microphone being disabled for future use.
- Students should be dressed appropriately as if they were attending school.
- Students should not eat during Live Learning lessons.
- Bullying or Cyberbullying of any kind will not be tolerated during Google Meet or any online learning. Doing so will result in disciplinary action.

Student On-line Learning Expectations:

- The student will participate in discussion posts, chat box, or virtual discussions as directed by the teacher.
- The student discussions should be consequential and full of content. For example, simply responding “me too,” or “thanks,” doesn’t include content.
- The student will complete required tasks in a timely manner.
- The student will be proactive with a back-up plan in case internet access is not available in his/her regular place of study.
- The student will pre-plan for testing situations to ensure uninterrupted span of time.
- The student will not plagiarize the work of others and claim it as their own. Cite sources using the writing style guide required for your field of study (e.g., American Psychological Association’s manual for social science). Use the latest edition.



Live Learning Opportunities Campus Google Meet Schedules



Please find the schedule that corresponds to your child's grade level. This is where you will find when Live Learning Opportunities with the teacher will be offered. Additionally, your child's teacher may schedule extra Live Learning Opportunities to provide extra support.



Elementary Live Learning Schedule

Grade Pre-Kindergarten

7:45 am - 8:25 am	Supplemental Online Programs (ABCya, ABCMouse, etc.)
8:45 am - 9:15 am	Morning Meeting Live Lesson
9:20 am - 10:05 am	Fine Arts/PE Live Lesson
10:10 am - 10:45 am	Google Classroom Assignment (independent work)
10:50 am - 11:20 am	Lunch Bunch (live Google Meet with friends)
12:00 pm - 12:30 pm	Read Aloud
1:00 pm - 3:30 pm	Small Groups/Relationship Building with teacher scheduled small groups

***At times when teachers are not presenting a live lesson, they will be holding office hours. If you have any questions or concerns, they will be available during those times.**

****Any gaps in time can be used for completion of assignments, social skill building, hands-on play time, or resting.**

-----EXPECTATIONS CHECKLIST-----

Students

- Check your Google Classroom daily
- Make sure you are working in your quiet space (turn off the TV/radio while you complete assignments)
- Attend Live Learning lessons daily unless unable to do so; watch recorded lessons in Google Classroom if unable to attend live
- Complete lesson activities/assignments each day
- Ask for help when you need it
- Remember to charge your device and MiFi each night

Parents

- Review your child's Google Classroom daily to see what assignments they are responsible for
- Provide your child with the supplies needed to complete assignments
- Keep open communication with your child's teacher
- Contact teachers during office hours to get help
- Help your child find a place where work can be completed with minimal distractions
- Ask your child questions about their learning for the day and celebrate their success



Elementary Live Learning Schedule

Grades K - 2

7:45 am - 8:25 am	Supplemental Online Programs (Wowzers, Amplify, etc.)
8:30 am - 9:20 am	ELAR Live Lesson (with Integrated Social Studies)
9:25 am to 10:30 am	Google Classroom Assignment (independent work)
10:35 am - 11:20 am	Fine Arts/PE Live Lesson
11:25 am - 11:55 am	Lunch Bunch (live Google Meet with friends)
12:00 pm - 12:50 pm	Math Live Lesson (with Integrated Science)
12:55 pm - 2:10 pm	Google Classroom Assignment (independent work)
2:15 pm - 3:30 pm	Small Groups/Relationship Building with teacher scheduled small groups

***At times when teachers are not presenting a live lesson, they will be holding office hours. If you have any questions or concerns, they will be available during those times.**

-----EXPECTATIONS CHECKLIST-----

Students

- Check your Google Classroom daily
- Make sure you are working in your quiet space (turn off the TV/radio while you complete assignments)
- Attend Live Learning lessons daily unless unable to do so; watch recorded lessons in Google Classroom if unable to attend live
- Complete lesson activities/assignments each day
- Utilize online programs during the first 45 minutes of the day
- Ask for help when you need it
- Remember to charge your device and MiFi each night

Parents

- Review your child's Google Classroom daily to see what assignments they are responsible for
- Provide your child with the supplies needed to complete assignments
- Keep open communication with your child's teacher
- Contact teachers during office hours to get help
- Remind your child about their due dates
- Help your child find a place where work can be completed with minimal distractions
- Ask your child questions about their learning for the day and celebrate their success



Elementary Live Learning Schedule

Grades 3 - 6

7:45 am - 8:25 am	Supplemental Online Programs (Wowzers, Amplify, etc.)
8:30 am - 9:15 am	3rd & 5th Math/4th & 6th ELAR Live Lesson
9:20 am - 10:05 am	4th & 6th Math/3rd & 5th ELAR Live Lesson
10:10 am - 11:20 am	Google Classroom Assignment (independent work)
11:25 am - 12:10 pm	Music/PE/Art Live Lesson
12:15 pm - 12:45 pm	Lunch Bunch (live Google Meet with friends)
12:50 pm - 1:35 pm	4th & 6th Science/3rd & 5th Social Studies Live Lesson
1:40 pm - 2:25 pm	3rd & 5th Science/4th & 6th Social Studies Live Lesson
2:30 pm - 3:30 pm	Google Classroom Assignment (independent work)

***At times when teachers are not presenting a live lesson, they will be holding office hours. If you have any questions or concerns, they will be available during those times.**

-----EXPECTATIONS CHECKLIST-----

Students

- Check your Google Classroom daily
- Make sure you are working in your quiet space (turn off the TV/radio while you complete assignments)
- Attend Live Learning lessons daily unless unable to do so; watch recorded lessons in Google Classroom if unable to attend live
- Complete lesson activities/assignments each day
- Utilize online programs during the first 45 minutes of the day
- Ask for help when you need it
- Remember to charge your device and MiFi each night

Parents

- Review your child's Google Classroom daily to see what assignments they are responsible for
- Provide your child with the supplies needed to complete assignments
- Keep open communication with your child's teacher
- Contact teachers during office hours to get help
- Remind your child about their due dates
- Help your child find a place where work can be completed with minimal distractions
- Ask your child questions about their learning for the day and celebrate their success



Middle School Live Learning Schedule

7:45 am - 8:25 am	Supplemental Online Programs (Achieve 3000, Amplify, etc.)
8:30 - 9:05	7th Math, 8th Science
9:10 - 9:45	7th ELA, 8th Math
9:50 - 10:25	7th History, 8th ELA/Lit
10:30 - 11:45	Google Classroom Assignment (independent work)
11:50 - 12:20	Lunch
12:25 - 1:00	7th Science, 8th History
1:05 - 1:40	7th & 8th Electives
1:45 - 2:20	7th Lit, 8th Career Investigations
2:25 - 3:30	Google Classroom Assignment (independent work)

***At times when teachers are not presenting a live lesson, they will be holding office hours. If you have any questions or concerns, they will be available during those times.**

-----EXPECTATIONS CHECKLIST-----

Students

- Check your Google Classroom daily
- Make sure you are working in your quiet space (turn off the TV/radio while you complete assignments)
- Attend Live Learning lessons daily unless unable to do so; watch recorded lessons in Google Classroom if unable to attend live
- Complete lesson activities/assignments each day
- Utilize online programs during the first 45 minutes of the day
- Ask for help when you need it
- Remember to charge your device and MiFi each night

Parents

- Review your child's Google Classroom daily to see what assignments they are responsible for
- Provide your child with the supplies needed to complete assignments
- Keep open communication with your child's teacher
- Contact teachers during office hours to get help
- Remind your child about their due dates
- Help your child find a place where work can be completed with minimal distractions
- Ask your child questions about their learning for the day and celebrate their success



High School Live Learning Schedule

7:45 am - 8:25 am	Supplemental Online Programs (Achieve 3000, Amplify, etc.)
8:30 am - 9:05 am	Banking, HS Art, Welding, Education, Financial Literacy, Algebra 1, Spanish 1
9:10 am - 9:45 am	Digital Media, English 1, Algebra 2, Economics, Biology
9:50 am - 10:25 am	Graphic Design, English 2, Algebra 1, US History
10:30 am - 11:45 am	Google Classroom Assignment (independent work)
11:50 am - 12:20 pm	Lunch
12:25 pm - 1:00 pm	Business English, English 4, Chemistry, IPC, Geometry, Small Machines
1:05 pm - 1:40 pm	BUIMM, English 3, World Geography, Pre Cal, Principles of Ag, Financial Math
1:45 pm - 2:20 pm	Journalism, A&P, Plant and Soil, World History, Spanish 2, Algebraic Reasoning
2:25 pm - 3:30 pm	Google Classroom Assignment (independent work)

***At times when teachers are not presenting a live lesson, they will be holding office hours. If you have any questions or concerns, they will be available during those times. Please prioritize your time. Athletics will take place after 3:30.**

-----EXPECTATIONS CHECKLIST-----

Students

- Check your Google Classroom daily
- Make sure you are working in your quiet space (turn off the TV/radio while you complete assignments)
- Attend Live Learning lessons daily unless unable to do so; watch recorded lessons in Google Classroom if unable to attend live
- Complete lesson activities/assignments each day
- Utilize online programs during the first 45 minutes of the day
- Ask for help when you need it
- Remember to charge your device and MiFi each night

Parents

- Review your child's Google Classroom daily to see what assignments they are responsible for
- Provide your child with the supplies needed to complete assignments
- Keep open communication with your child's teacher
- Contact teachers during office hours to get help
- Remind your child about their due dates
- Help your child find a place where work can be completed with minimal distractions
- Ask your child questions about their learning for the day and celebrate their success



Resolving Technical Issues/Dress Code/Cyberbullying

Protocol for Resolving Technical Issues

- First, make sure it's not a browser issue (e.g., Google Chrome). Then, try shutting down your computer to install updates. If this doesn't work, then try clearing your history, cookies, and cache (found in Chrome Settings).
- If this doesn't work, read log error messages and record problem specifics and forward this to your teacher. Take a screenshot, if possible, to illustrate the exact problem. Your teacher will seek assistance from tech support and respond to you within 24 hours.
- Seek assistance from your peers. They can help you, too!
- Once the problem has been resolved, refresh/reload the Web page. If you do not refresh the web page, then the system will remember and display the exact same page (with errors) you were looking at the last time you logged in.

Google Meet Student Dress Code Expectations

- Students participating in a Google Meet must be dressed in school appropriate attire. No low cut blouses, strapless tops etc. Adhere to Student Code of Conduct.

No Cyberbullying

Cyberbullying is defined as bullying that is done through the use of an electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool. BISD does not tolerate cyberbullying as stated in the Students Acceptable Use Policy, and the Student Code of Conduct. Teachers will manage their online environment with students to prevent or discourage cyberbullying. Teachers will report any cyberbullying to their campus administrators. BISD has tools in place to monitor and prevent students from cyberbullying. These tools do not replace the teacher from monitoring students behavior online.



What Does a Virtual Day Look Like?

- Wake up just as you would on a normal school day.
- Eat breakfast, get dressed, and ready yourself to learn.
- Open your device and log in.
- Head over to Classlink (the app or the homepage online) and log in there. This will log you in to everything you need for the day. If you are unsure of how to log in: PK-2nd can use their Quick Cards & 3rd-12th can use their Google account.

Username: firstname.lastname@burkevilleisd.org

Password: first initial, last initial, lunch number

- Click on the **big green checkmark** on your Launchpad homepage.
- Complete the short questionnaire to check in for the day.
- After you have completed these steps, head over to your class to see what work you have.
- Since this will closely mirror a school day, check your schedule and see what time your classes will be live. If you miss a live lesson, please go back and watch the recording when possible.
- Watch your live lessons during their scheduled time. To do this, you will click on the link below the class name.
- Complete your assignments in Google Classroom during the time given. If you need help, contact your teacher through email or join their Meet during their office hours. This will help keep you on track.

Watching a Live Lesson:

- Navigate to the class you are attending.
- Click and enter that class.
- Under the class name, look for the meeting link.
- Click on the link and you are joined.

Practice Class

Class code sbspdcs

Meet link <https://meet.google.com/lookup/dqkvdhbxej>

