Holyoke School District
Remote Learning Handbook

What is the purpose of remote learning?
- Remote learning days are about:
    - Learning outside the classroom with no interruption to classroom instruction
    - Continuing to support the social/emotional needs of our students
    - Developing a model that demonstrates flow between classroom learning and remote learning

What can I do as a parent/guardian to ensure my student is successful on remote learning days?
- Communication between your child's classroom teachers regarding situations that may affect your child's learning
- The school is here to help your child be successful in this platform
- Ensure that your child has a designated table/desk space for learning and a consistent work time routine each day
- Learn how to navigate Google classroom and Edmentum
- Make a weekly schedule for your child's learning and check in daily to ensure daily goals have been met
- Follow the chain of command for communication as outlined in the Student Handbook

Please share with your child's teachers:
- A current email address and phone number to best reach parent/guardian (please remind the school of any changes to this information)
- Changes in daily schedule
  - example: dentist appointment, meetings, etc
- If your child will spend the day with a care provider, please consider providing contact information with permission to contact if the care provider is assisting with remote learning
- Activities/lessons that are taking significantly longer to complete than what was advised by the teacher
- Technology availability
- Internet access
- Attendance

How will my student get the remote learning assignments needed to complete at home?
- Assignments will be posted to Google Classroom. The teacher posted assignments will be the ONLY graded assignments recorded in Infinite Campus
- A weekly overview of lessons for students and parents to access will be posted in Google Classroom

If my child qualifies for academic assistance how will this be done?
- Holyoke students who are receiving Special Education services will continue to have access to supplementary support. Holyoke service teachers and paraprofessionals will be accessible via email and Google Meets. They will reach out to the students that they serve to provide additional support
- Holyoke teachers and paraprofessionals will assist classroom teachers in meeting the needs of students with individualized learning plans

How can parents and students access the teacher during remote learning?
- Regular school hours apply on remote learning days M-F
- Teachers will be available for contact from parents M-F during their scheduled plan time unless otherwise scheduled with the classroom teacher
- Teachers can also be reached via phone or email. Parents can expect a response within 24 hours M-F
- Teacher will be available outside of school hours upon appointment

How long does my child have to complete assignments on remote learning days?
- Student work is required to be completed and submitted at the direction of the teacher. All work must be completed on the date it is due. Late work is subject to the penalties as outlined by the classroom teacher's policies

- If a student is absent on a remote learning day, he/she will have 2 days to make up the work as is the regular policy

What are my student's responsibilities during remote learning?
- Students are expected to complete the lessons by the due date or as assigned by their teachers on a daily basis
- Students should seek clarification and guidance from teachers as needed
- All work turned in must be the student's best work and students will follow the code of conduct as outlined in the student handbook for the JH/HS and students will follow the behavior expectations as displayed in the elementary student's planner.
- Check in to Google classroom daily for attendance to be recorded

What does attendance look like during remote learning?
- Attendance will be taken every class period at the JH/HS and once with the elementary homeroom teacher. Your child is required to check in once daily.
  - If your circumstances warrant alternate attendance arrangements, please contact your child's seminar teacher at the JH/HS and contact your child's homeroom teacher at the elementary.
  - **Attendance**
    - Your child must log into Google Classroom within the first 5 minutes of each class to verify attendance at the Jr/Sr. High and the first 5 minutes of their homeroom teacher's class to verify attendance at the elementary. Parents must contact the student's teacher if an absence is anticipated or occurs
    - If a student is absent on a remote learning day, she/he will have 2 days to make up the work as is the regular policy
    - If a student is absent for 2 or more days with no communication from a PARENT/GUARDIAN, the teacher will make 2 attempts to contact the family before deferring to administration to initiate a response.

What is the code of conduct on remote learning days?
- All the regular school days code of conduct regulations apply. Please refer to the student handbook or planner.
- In addition students must:
  - Adhere to the rules concerning the use of the school's electronic devices and school assigned Google accounts
  - Refer to each teacher's classroom policies to find further code of conduct information for individual classrooms

GOOGLE MEETS NORMS for STUDENTS

- **Enter the meeting promptly with audio muted**
- **Keep the audio muted until it is your time to talk**
- **Dress in school appropriate attire**
- **Always share your video of yourself**
- **Attend the meeting at your home work space as free from distractions as possible**
- **Make sure you have enough space for all your materials to comfortably work and participate**
- **Come to the meeting prepared with all your materials you need for the meeting: books, pencil, notebook, device, etc**
- **Stay focused on the objectives of the meeting**
- **Speak clearly and in a controlled voice that everyone can hear and understand**
- **Wait your turn to share in the discussion or lesson**
- **Actively listen and participate in the lesson and discussion**
- **Give your best effort outline just as you would in school**
- **Only accept Google Meet invites from your teachers and do not create your own meetings**

GOOGLE MEETS NORMS for Teachers

- **Start the meeting promptly and greet students as you would when they are entering the classroom**
- **Dress in school appropriate attire**
- **Facilitate the meeting in a space that is free of distractions with enough space to to comfortably work in**
- **Come to the meeting prepared with all your materials**
- **Clearly define the learning intentions/purpose of the meeting**
- **Clearly define whether students should have their video muted or active**
- **Stay focused on the objectives of the meeting**
- **Facilitate engagement and interaction between students through meaningful learning opportunities**
- **Create Google meet invites or schedule meeting at least one week prior to the meeting date**
- **Provide closure at the end of the meeting**

What can I expect from my child's teacher during remote learning?
- Teachers will enter grades into Infinite campus each week
- The teacher posted assignments will be the only graded and posted in infinite campus
- Parents and students will have access to learning session recordings
- Teachers will provide parents a weekly overview of lessons on Monday of each week
- Teachers will monitor student progress daily and provide feedback for the student at least weekly. This feedback may come in the form of a message to the student, Google Meeting, comments on assignments, or email
- Teachers will facilitate opportunities for students to engage with each other, the teacher, and/or curriculum and instruction via Google Meet such as whole class meeting , small group meetings, and individual meetings
- Teachers will provide accommodations and modifications as defined within student's formally identified individualized learning plan
- All assignments posted in Google Classroom for each subject area are required and must be completed. Additional learning opportunities will be house under an "enrichment" label

What can I expect from my school's principal
- Support the expectations set forth for students, teachers, and parents
- Assist the teachers in communicating with parents
- Assist the parents in communicating with teachers
- Assist students with learning needs

How will my student be graded?
- Please refer to the grade scale provided in the student handbook. In order to keep things consistent, this is the same scale that will be used during remote learning
- The teacher posted assignments will be the only assignments graded and posted in infinite campus
- Grading will mirror the criteria teachers use in the regular classroom on any given day to grade assignments. This could include, but is not limited to:
  - Success criteria
  - Quality of work
  - completion of the teacher generated assignments
  - Timeliness of completion (turning work in on time)
  - Time on task
  - Accuracy
  - Rubrics

- ○ Following directions

District and classroom provided technology should be used for educational purposes only.
- Technology transmissions are monitored by the district to ensure appropriate use. This means that administration and teachers may check students' email and will be alerted to any inappropriate content.
- All school issued Google accounts and its/theirs content are property of the district
- Student may not access or use another student's school assigned Google account
- Students should protect their passwords at all times. Any suspected breach of a student's school assigned account should be reported to the teacher immediately

Importance of Routine

Good routines are important for everyone, but especially for children. It is important that, during this remote learning period, students continue to get ample rest, exercise, hydration, and good nutrition. It is also important that they continue to maintain good hygiene by keeping up with bathing routines, brushing teeth and other personal health care routines. Children are encouraged to take brain breaks throughout the learning period as needed.

What is the district doing to ensure my child is safe while online during remote learning?

The Holyoke School District monitors students' online activities through GoGuardian and Bark for Schools. This software is available on all district devices and district issued Chromebooks. If students use their own device, Bark for schools will still monitor our students' district issued Google Accounts.

How to communicate with School Staff

We recognize the importance of communication and value the input and partnership of our parents and community. Many questions can be answered and concerns or issues resolved quickly with direct communication with the educator in charge of the class or program. In order to create a positive chain of communication and avoid frustration for all parties, please adhere to the following protocol:

Each situation should be first addressed in the setting in which it occurred and almost always will start with the classroom teacher.

Situations involving curriculum/instruction:

1. Classroom teacher
2. Principal
3. Superintendent
4. Board of Education

Situations involving Special Education:
1. Classroom teacher
2. Special education teacher
3. Principal
4. Superintendent
5. Board of Education

Situations involving Transportation:
1. Bus Driver
2. Principal
3. Transportation Director/Superintendent
4. Board of Education

Situations involving Student Behavior/Discipline:
1. Classroom teacher
2. Counselor (if needed)
3. Principal
4. Superintendent
5. Board of Education

Situations involving food service:
1. Principal
2. Food Service Director
3. Superintendent
4. Board of Education