

USD 290

Ottawa School District

Remote Learning Guidelines

for Students, Teachers, and Families



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:

- At least 7 hours of daily participation by the student in learning activities (Preschool students need 3 hours of daily participation in learning activities)
- Daily participation by the student in teacher-initiated contact
- Daily remote learning log completion which is signed by parents
- Participation in the same assessments as students who are attending school in-person.

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.

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 take age-appropriate initiative and individual responsibility for their own learning. This includes, but is not limited to, the following:

- Applying oneself to their studies in focused ways
- Login during the specified times of the school day as communicated by the school or teacher
- 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

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 will communicate specified times for students to either join classes live or in small learning groups. Staff will give directions for the work that students will accomplish independently. At least one teacher will proactively monitor each student's progress. 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. They will help students establish a learning schedule and a place in the home that is conducive to attending to their learning. 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. Please keep the schools informed of any changes to contact information. 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 seven (7) hours per day. This time must be documented daily on the daily log, which will be available digitally. More information on accessing the digital daily remote learning log will be provided by your child's teacher or school.

Student / Family / Teacher 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 will be in contact daily with teachers through a variety of means, such as live streaming classes, virtual small group learning, etc.
- Students are encouraged to initiate communication with questions.
- 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.
- Families will log activities through the digital remote learning log.
- USD 290 expectations are to use Class Dojo (elementary only), Skyward, phone or email for direct communication between staff and families.

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

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, families will be expected to work with administration to problem solve. The district’s truancy policy could be used in the event that absences without valid reasons continue.

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 Learning

Students will be expected to actively participate in daily learning with teachers. Guidance will be provided for families to support learning for independent work. 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 daily submission of this log will be required.

Instruction can be delivered to students by teachers either synchronously (live teaching with a virtual platform) or asynchronously (recorded lessons conducted by the classroom teacher to view when students are ready).

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 as well as local 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.

Use and Care of District-Issued Devices and Technology

Technology that we provide serves as an important tool to support students who are at-home remote learners. The district will issue a device to the 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 via the methods outlined in the [Technical Support](#) section.

Technical Support / Device Support Contact Information

If you have a Chromebook issue, please email help@usd290.org at your earliest convenience. This will generate a ticket in our Help Desk system, allowing us to make certain your issue is tracked. Please include your device serial number or

the USD290 barcode number on the bottom, a description of what is wrong, and your home address. If your Chromebook is unable to be used, please find another device to send the email, or use the Live Chat feature on the COVID-19 responded website (covid19.usd290.org), available from 8AM to 4PM as long as a USD290 staff member is online and not teaching!

Once the repair has been reported, we will coordinate with you to have the device picked up by one of our technicians. We will have a time and date for you to set the device safely outside so that we can retrieve it. The repair will take place back in our shop. Once completed we will attempt contactless delivery. We will ring your doorbell, wait to make visual contact with you, and then leave the device on your doorstep!

We will make our best effort to expedite all repairs - but please understand that we will have to disinfect the device before and after the repair.

Participation Policies: Activities, Athletics, Field Trips

Our district will consider and follow any approved guidance or policy recommendations from KDHE, KSDE, KSHSAA, and other professional organizations regarding at-home remote learning students' eligibility to participate in extracurricular / co-curricular activities, athletics, and/or field trips.

Remote and virtual learning students may participate in extracurricular activities as long as they are enrolled in a minimum of five courses and are academically eligible on a weekly basis. Eligibility is defined in the OMS/OHS student handbooks.

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, there may be instances where classrooms are live-streamed / recorded. Only USD 290 accounts will have access.

Student Records

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