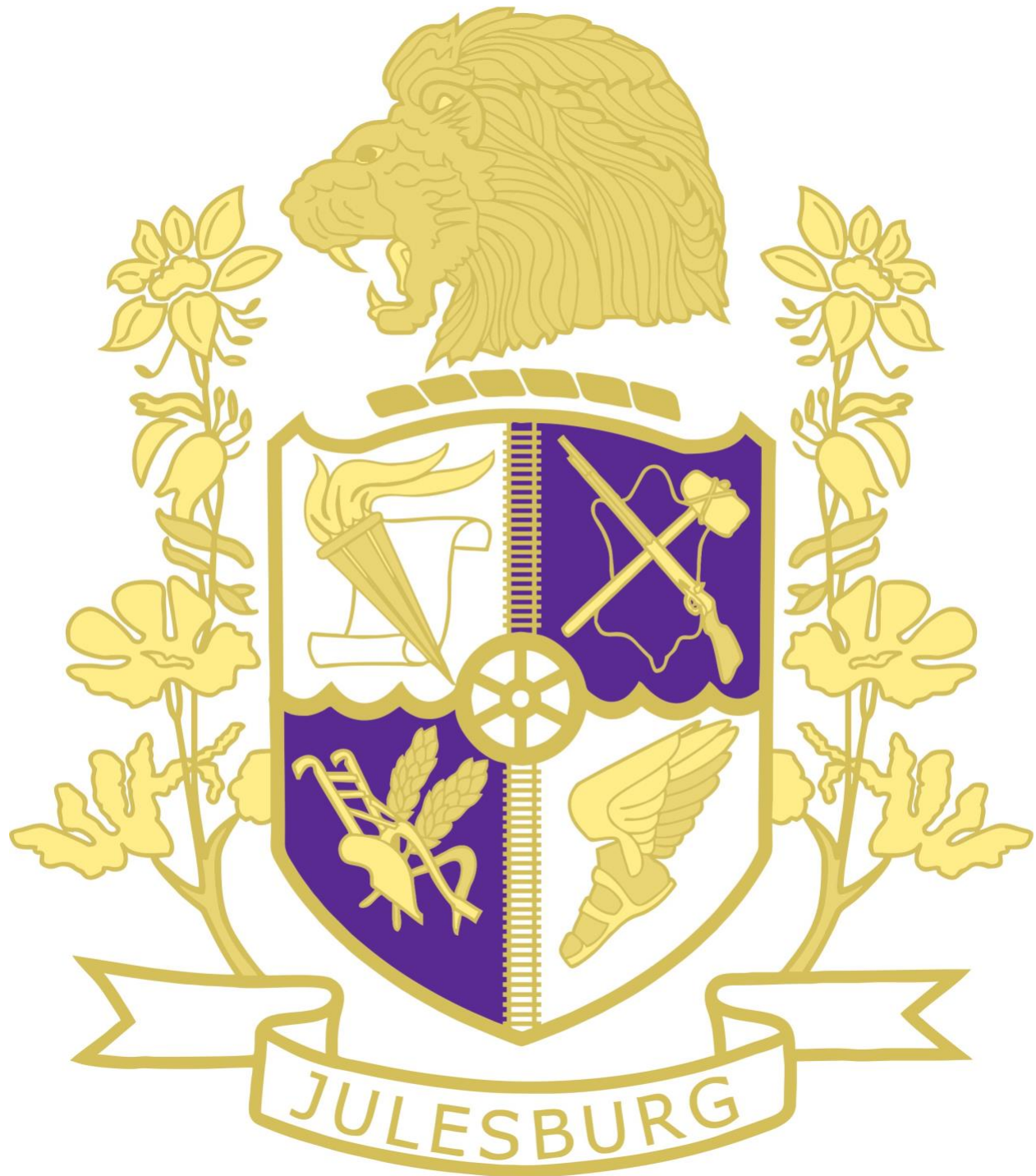# Julesburg Jr/Sr High School

Remote Learning Handbook

September 18, 2020

What is the purpose of remote learning?
- Remote learning days are about:
  - extending learning outside of the school building and not stopping instruction.
  - continuing to support the social emotional well-being of our students.
  - continuous development on a program that showcases a seamless flow between classroom learning and remote learning.

What might cause us to go to remote learning for your student(s)?
- Your student is quarantined.
- Your student's class is quarantined.
- Your student's teacher is quarantined.
- Your student's school is quarantined.
- Snow days.

This handbook primarily covers situations in which an entire class or school is quarantined.
- **What happens if only a student is quarantined?**
  - Each of our classes are equipped with the tools necessary to deliver instruction to individual students as needed. This may be through Zoom or online curriculum platforms such as Google Classroom, K12 or Edmentum.
  - If your child is quarantined, please contact the school immediately so that we can make the appropriate educational plans for your child.
- **What happens if a teacher is quarantined?**
  - Teachers have the ability to provide instruction to students if they are in quarantine via Zoom, Google Classroom, K12 or Edmentum.
- **What happens if we have a snow day?**
  - We are equipped with the ability to learn remotely in the event we have inclement weather. We will communicate with teachers, staff, parents, students and community members via text message, social media and our web page if learning will continue remotely on days with inclement weather.

What can parents do to make sure my student is successful during remote learning days?
- Maintain frequent communication with your child's classroom teacher as to instances or routines that may affect his/her learning. We are here to help!
- **Please share with your child's teacher:**
  - A current email address and phone number to best reach parents/guardians (please remember to notify us if your information changes)
  - Changes in schedule
  - If the 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 than advised by the teacher
  - Technology availability
  - Internet access
  - Attendance

- Ensure your child has a designated table/desk space for learning, and a consistent work time routine each day.
- Learn how to navigate Google Classroom, K12, and Edmentum.
- Make a weekly plan for learning and check in with your child daily to ensure his/her daily goals have been met.
- Follow the chain of command for communication as outlined in the Student/Parent Handbook.

How will my student get the remote learning assignments needed to complete at home?
- Assignments will be posted to Google Classroom and/or K12. The teacher posted assignments will be the only assignments graded and posted in PowerSchool.
- A weekly overview of lessons for students and parents to access will be posted in Google Classroom and/or K12.

If my child qualifies for academic assistance how will this be done?
- Students that are receiving Special Ed services will continue to have access to support. Service teachers and paraprofessionals will be accessible via email and Zoom. They will reach out to the students that they serve to provide additional support in person if needed.
- Edmentum will be the platform used by students receiving Special Ed services in core subject areas (English, Math, Social Studies and Science). Students will receive an email regarding their daily and weekly assignments.
- Julesburg Jr./Sr. High 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 days?
- Regular school hours apply on remote learning days Monday - Friday.
- Teachers will be available for contact from parents Monday - Friday (During their scheduled Plan Period), unless otherwise scheduled with the classroom teacher.
- Teachers can also be reached through phone, text or email. Parents and students can expect a response within 24 hours Monday - Friday.
- Teachers will be available outside of school hours upon appointment.

How long does my student 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 turned in on the date it is due. Late work is subject to penalties as outlined by the classroom teacher's classroom 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 is my student's responsibility during remote learning days?
- Students are expected to complete the lesson(s) 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.

- Check in to Zoom daily for attendance to be recorded.
  - On Mondays, all classes will meet via Zoom during their regularly scheduled times.
  - On Tuesdays, the following class periods will meet at 8:15 am and 1:05 pm respectively: Periods 1 and 5.
  - On Wednesdays, the following class periods will meet at 8:15 am and 1:05 pm respectively: Periods 2 and 6.
  - On Thursdays the following class periods will meet at 8:15 am and 1:05 pm respectively: Periods 3 and 7.
  - On Fridays, the following class periods will meet at 8:15 am and 1:05 pm respectively: Periods 4 and 8.
  - The primary purpose for these Zoom meetings will be to take attendance. Teachers who are not using an online platform for their instruction will use Zoom meetings to deliver instruction.
  - Students can expect Zoom meetings to last 5-47 minutes.
  - Students needing individualized instruction may participate in a one-on-one Zoom meeting with their teacher or JHS staff member.

- **Attendance**
  - Teachers will submit attendance into PowerSchool within 5 min. of the Zoom meeting daily. Parents must contact the child's teacher and the High School Office if an absence is anticipated or occurs. The High School Secretary will attempt to contact a Parent/Guardian each time a student is unexpectantly absent.
  - If a student is absent on a remote learning day, he/she must makeup all announced schoolwork or tests on the day the student returns even for illness as is the regular policy.
  - If a student is absent for two days with no communication from a parent, the High School Secretary will notify the Principal.

What is the Code of Conduct on remote learning days?
- All of the regular school day code of conduct regulations apply. Refer to the Student Handbook.
- In addition students must:
  - Adhere to rules concerning use of the school's electronic devices and school assigned Google accounts.
  - Refer to each teacher's syllabus to find further code of conduct information for each individual classroom.

Zoom Norms for Students
- Enter the meeting promptly with audio muted.
- Keep the audio muted until it is your turn to participate.
- Dress in school appropriate attire.
- 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 of 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 online just as you would in school.
- Only accept Zoom invites from your teacher(s); do not create your own meetings.

Zoom Norms for Teachers
- Start the meeting promptly and greet students as you would when they're entering the classroom.
- Dress in school appropriate attire.
- Facilitate the meeting in space that is free from distractions with enough space to comfortably work in.
- Come to the meeting prepared with all of 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.
- Speak clearly and in a controlled voice that everyone can understand.
- Facilitate engagement and interaction between students through meaningful learning opportunities.
- Create weekly Zoom invites by Monday at 8 am.
- 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 PowerSchool weekly.
- The teacher posted assignments will be the only assignments graded and posted in PowerSchool.
- Parents and students will have access to learning session recordings.
- Parents can have access to the weekly overview of lessons on Monday of each week. Most of the time, this access can be provided by the student to the parent. Please contact the teacher for more information.
- 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, Zoom, comments on assignments, emails, chats etc.
- Teachers will facilitate opportunities for students to engage with each other, the teacher, and/or curriculum and instruction via Zoom such as whole class meetings, small group meetings, and individual meetings.
- Teachers will provide accommodations and modifications as defined within a student's formally identified individualized learning plan.
- All assignments posted via email, Google Classroom or K12 for each subject area are required and must be completed. Additional learning opportunities will be housed under an enrichment label.

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

How will my child 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 PowerSchool.
- Grading will mirror the criteria teachers use in the regular classroom on any given day to grade assignment.

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

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.

Chain of Command:
- Classroom Teacher (or person most directly involved)
- Principal
- Superintendent
- Board of Education