

Holton USD #336

Remote Learning Handbook

for Students, Teachers, and Families

(Last Edited August 15, 2020)



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Introduction

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:

- 395 minutes (6 hours, 35 minutes) of daily participation by the student in learning activities
- Daily participation by the student in teacher-initiated contact
- Remote participation learning log completion (see appendix)
- Participation in equivalent 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.

Technical Support / Device Support Contact Information

During normal school hours: call your student's normal attendance center and calls will be answered in the order they arrive. You may also e-mail helpme@holtonks.net.

We are not set up for 24/7 access to technical support; however, our technical team wants to help and will be more available early on. The helpme@holtonks.net email does notify our technical support personnel and if they have an opportunity after hours to help, they will.

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 will proactively monitor each student's progress. Students should have daily contact with one or more teachers, through Zoom, Email, or Phone. 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 and 35 minutes per day. This time must be documented on the participation log, which is available in the appendix.

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 within 2 school days for HMS & HHS and 1 school day for HES. (*Block Schedule vs Regular Schedule*)
- Students and their teachers 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.

Teachers/Staff Communication

Teachers and staff will respond to student requests for assistance within 2 school days for HMS & HHS and 1 school day for HES 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 Class Participation

Students will be expected to actively participate daily with teachers. 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 participation log by students and parents/guardians along with submission of this participation log will be required. In the middle school and high school, students and parents/guardians will be responsible for submitting the participation log to the school.

Special Education and Student Supports

Students with an IEP, 504 Plan, and other documented student supports can be successful in at-home remote learning models. Please continue to be in contact with your child's special education teacher 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/need 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 if possible.

Use and Care of District-Issued Devices and Technology

The school district will provide a device to access the remote learning. Technology that we provide will serve as an important tool to support students who are at-home remote learners. It will be the parent's or

guardian's responsibility to provide adequate internet access or transportation to a location that provides adequate internet access. We require that students follow the district's Acceptable Use Policy. It is the parent's/guardian's and student's responsibility to protect the device. If there are technical and software issues, concerns, or barriers, please report these as soon as possible by contacting our district's technical support team (see page 2).

Participation Policies: Activities, Athletics, Field Trips

Our district will consider 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.

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.

Although in person students are not the focus of Remote Learning instruction, they may be incidentally appearing in the videos. We will expect the Remote Learning student to be visible at all times during his or her Zoom session when they are with their teacher or classmates participating in activities, projects, etc.

Students should follow the school dress code at all times and access the Zoom classroom with appropriate backgrounds and settings.

It is the expectation of USD 336 that no one (staff, students, parents or guardians) should post to any social media platforms or electronically share with others any student pictures or videos of the classroom setting.

Student Records

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

Appendix A: HMS/HHS Remote Learning Participation Log

Remote Learning Weekly Log Holton Middle/High School – USD 336 (Please Print Legibly)

Student Name: _____

Student Grade: _____

Week of: _____

**HMS/HHS Staff will also be tracking your Daily attendance through Zoom on PowerSchool. All homework must be completed within the standard time frame as the class. When homework is turned in and graded, PowerSchool will be updated.

Day of the Week	Classes the student attended by Zoom. (HMS: This should be 5 Block Classes per day) (HHS: This should be 4 Block classes and CRT)	Classes the student completed academic work for.	Total Minutes the student attended classes via Zoom and/or worked on coursework. (Minimum of 395 daily minutes required.)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

*For a Remote Learning student to be funded as a full-time student, the student must participate in a minimum of six hours and 35 minutes (minimum of 395 minutes) of learning activities each day, not just screen time.

I certify that this student is enrolled and participating in courses offered through the USD 336 listed above.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Appendix B: HES Remote Learning Information

Welcome to Holton Elementary remote learning classrooms! We are honored that you have entrusted us to provide your child's instruction and we will do our best to meet his/her needs. Developmentally, students' needs change as they get older. We believe a one-size-fits-all does not best meet for all students Pre-K through 12.

HES teachers have been working very diligently to develop a program that will best meet each child's developmental and educational needs as well as social-emotionally. Holton Elementary teachers and administration agree with many parent concerns regarding young children being on electronic devices for six and a half hours a day. However, compared to what was implemented last spring, it is imperative that there be a higher level of accountability. The accountability does not just fall on the shoulders of students and parents but also on teachers and schools. The information below will hopefully help provide a better understanding of what a "normal" remote day will look like and what will be expected.

Classrooms with remote learners will begin their day with a live Zoom meeting with their classroom teacher, remote learners and brick and mortar students. This will take place from approximately 7:45 to 8:10. (The first few days, the live Zoom meeting will not begin until closer to 8:00am.) During this time all students may ask questions about assignments, order breakfast or lunch to be picked up later that morning and can talk with classmates. Teachers will also be taking attendance as that is one of the accountability pieces for this year's remote learning. How each class interacts with remote learners may look different from class to class. In general, class then begins at 8:10 for the day, and the live Zoom will be disconnected.

Holton Pre-School will be providing remote learning for students with an Individual Educational Plan.

Kindergarten, first and second remote learners will work through the daily assignments that have been assigned in SeeSaw. Work will be turned in through SeeSaw as well. Students will gain quick access to links, including SeeSaw, through their teacher's bitmoji classroom. Assignments

will consist of a variety of delivery methods. Some will be videos that have been recorded as the teacher delivers the lesson to the class. Some may be videos that teachers make specifically for on-line instruction, while others may be premade materials that accompany our curriculum. Classroom teachers will make at least one more contact with the Remote students during the day. This will be scheduled between the teacher and the student and his/her family. If at any time you or your child has questions, please feel free to e-mail or message the classroom teacher using SeeSaw.

Third, fourth and fifth grade remote learners will begin working through the daily assignments that have been assigned in Google Classroom. Work will be turned in through Google classroom as well. Assignments will consist of a variety of delivery methods. Some will be videos that have been recorded as the teacher delivers the lesson to the class. Some may be videos that teachers make specifically for on-line instruction, while others may be premade materials that accompany our curriculum. It is likely that remote learners may be one day behind what the brick and mortar students are learning. This will give teachers time to get any recorded videos uploaded and linked to Google Classroom. If at any time you or your child has questions, please feel free to email the classroom teacher. Please be understanding as we do our best to create a meaningful learning experience for your children and make adjustments as we learn more through this whole process.

Please be patient with your remote learning child as we all know this is not the optimal learning experience, but it is best for your child at this time. Also, please be understanding as our teachers do their best to create a meaningful learning experience for all children and make adjustments as we learn more through this whole process. Classroom teachers will make at least one more live contact with the remote learning each day. This will be scheduled between the teacher, the student and his/her family.

Remote Learner Expectations:

1. Students will be expected to be awake and dressed before connecting with the classroom on Zoom.

2. Students will be given a daily classroom schedule and we strongly encourage students to follow it as best as possible. This will provide structure and stability for your child. Enrichment and extension activities will also be provided.
3. If you have any questions or concerns, contact your classroom teacher as soon as possible. We want to work with you and help make this successful, however we know there will be issues from time to time.