

Tonganoxie USD 464 Remote Learning Handbook



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OVERVIEW

The Tonganoxie USD 464 Remote Learning Handbook was created using guidance from public health officials and input from students, staff, Board of Education, and community members. This is a difficult time for everyone, and we knew our plan needed to include options and flexibility. The Tonganoxie School district will provide two options for student learning for the Fall 2020 semester:

On-Site Learning Environment with enhanced safety protocols: Students and teachers will be in school, 5 days per week, full time, with enhanced sanitation, required face coverings and social distancing practices put into place when possible.

Rigorous Remote Learning Environment: Students will be doing all of their learning from home and not entering the school building at all. Students will receive direct instruction daily via Google Classroom (Seesaw for grades PreK-2). Remote students MAY participate in athletics and activities.

*****The choice selected by each student/guardian will be the student's learning platform for the complete semester of the Fall 2020 school year, unless we are required to close all buildings to move to a remote learning environment.***

*****Facilities and playgrounds are not open to the public during the pandemic.***

*****All current student handbooks, policies, and guidelines will still be followed explicitly.***

******This living document is subject to change as we continually adjust to the changing nature of our current pandemic. For the most current and updated plan, please visit our [website](#). Significant changes to the document will be communicated via email. USD 464 administration is authorized to revise the plan to account for changes in the pandemic or operational efficiencies. USD 464 administration reserves the right to deviate from this document in real time if there are any health or safety concerns.***

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:

- 6 hours of daily participation by the student in learning activities
- Daily participation by the student in teacher-initiated contact
- 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.

Teacher Contact Process

Please email your child's teacher directly with questions, updates, and more. You should expect returned communication within 24 hours.

Technology/Technical Support / Device Support Contact Information

The district will provide Chromebooks to allow access to students if students do not have a device at home (must be a device other than a cell phone). If a parent does not have appropriate internet access they may utilize the district Wi-Fi, district provided hot spot, or contact the district office for additional resources. For Chromebook repair or technical support for remote learners, please contact our district IT department at 913-416-1400 extension 1225.

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

Students will have a daily connection with their teacher(s). Such connection will be done through Google Classroom (Seesaw for grades PreK-2). Attendance is required and monitored by the classroom teacher. This attendance will be entered in Skyward daily.

Remote learning will include daily direct or flipped, teacher-led instruction, online work (activities and work on the computer), offline work (activities and other work not involving screen time), and a connection/check in time with a teacher (phone call, video conferencing).

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
- Students that do not attend class meetings can be considered truant.

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.

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 provide daily direct or flipped instruction. There will be activities assigned for online work (activities and work on the computer), offline work (activities and other work not involving screen time), and additional time dedicated to homework/practice/studying. Teachers will proactively monitor each student's progress and will initiate daily contact via Seesaw (PreK-2), Google Classroom (3-12), or phone. Teachers will also provide feedback on the student's learning and success on an ongoing basis.

ACADEMIC ENGAGEMENT EXPECTATIONS

Time

At-home remote learning students (and families) should plan to engage in learning activities and experiences for at least 6 hours per day, which includes any and all learning activities, not just screen time.

Remote learning will include daily direct or flipped, teacher-led instruction, online work (activities and work on the computer), offline work (activities and other work not involving screen time), and a connection/check in time with a teacher (phone call, video conferencing).

K - 5th Grade Time Allotment & Instruction (6 total hours daily- *any and all learning activities, not just screen time*)

- ELA - 90 minutes daily (combination of teacher-led, direct instruction and offline work)
- Math - 60 minutes daily (combination of teacher-led, direct instruction and offline work)
- Science – 30 minutes daily (Alternate days with Social Studies)
- Social Studies - 30 minutes daily (Alternate days with Science)
- Grade Level Teams will provide choice boards for students with minimum requirements to show competency.
- Offline work may include an additional 3 hours a day.
- May include tiered intervention with students needing additional supports in foundation reading or math skills (i.e.co-teaching with specialists, ELL, special educators, interventionists, aides).
- Competency-based learning activities will take place through direct instruction, flipped instruction and project based learning activities.

6th - 12th Grade Time Allotment & Instruction (6 total hours daily- *any and all learning activities, not just screen time*)

- Each class a student is enrolled in will meet during their scheduled time daily to provide direct or flipped instruction (15 - 45) minutes daily.
- Project based learning and differentiated instruction is encouraged to prove mastery of priority standards through competencies.
- The Building Administration may adjust the master schedule to meet the learning needs of students during the pandemic.
- Offline work may include an additional 3 hours a day.
- May include tiered intervention with students needing additional supports in foundation reading or math skills (i.e.co-teaching with specialists, ELL, special educators, interventionists, aides).

- Competency-based learning activities will take place through direct instruction, flipped instruction and project based learning activities.

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 promptly
- Students and *at least* one teacher will be in contact daily by phone or video
- Students are encouraged to initiate communication with questions

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

Communication by Teachers / Staff

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. Flexible hours of attendance are permitted to accommodate your learning while meeting other obligations.

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 Conferencing

Students will be expected to actively participate in daily conferences 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.

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. 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.

Use and Care of District-Issued Devices and Technology

Technology that we provide may serve as an important tool to support students who are at-home remote learners. The district will provide Chromebooks to allow access to students if students do not have a device at home (must be a device other than a cell phone). We expect that students will follow the district's Acceptable Use Policy. If a parent does not have appropriate internet access they may utilize the district Wi-Fi, district provided hot spot, or contact the district office for additional resources. For Chromebook repair or technical support for remote learners, please contact our district IT department at 913-416-1400 extension 1225.

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 students in Tonganoxie USD 464 MAY participate in athletics and activities.

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. Students who incidentally appear in these videos will not be identified by name.

Student Records

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



