

*Morris County*

**USD**  
**417**

**Remote Learning Handbook**

*for Students, Teachers, and Families*



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## 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:

- 6 hours of daily participation or 30 hours a week by the student in learning activities
- Daily participation by the student in teacher-initiated contact
- Daily remote learning log completion (see Appendix)
- Participation in the same assessments as students who are attending school in-person.
- Commitment to participation for at least one grading period.
- Family confirms adequate high-speed internet access

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**

For technical support for a Chromebook

Email: [chromebookrepair@cgrove417.org](mailto:chromebookrepair@cgrove417.org)

Information and Technology Director: Torri McDougal

Phone Number: 620-767-6767

For technical support with Edgenuity

Phone: 1-877-202-0338

Email: [customersupport@edgenuity.com](mailto:customersupport@edgenuity.com)

## **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 and will initiate daily contact via phone or video conferencing. 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 per day or 30 hours per week. This time must be documented daily on the daily 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 promptly
- Students and *at least* one teacher 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.

### **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 a teacher. 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 periodic submission of this daily log will be required.

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### **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.

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### **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.

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### **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. If the district issues a device or devices to a 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.

## **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.

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## **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.

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## **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.

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# Appendix A: Remote Learning Daily Log

Date:

Student Name:

Student Grade:

School Name:

USD:

Student ID:

Name(s) of teacher(s) who made contact today:

Activity / Class	Assignments Completed (Circle)		Test Taken (Circle)		Total Minutes*
	Y	N	Y	N	
	Y	N	Y	N	
	Y	N	Y	N	
	Y	N	Y	N	
	Y	N	Y	N	
	Y	N	Y	N	
	Y	N	Y	N	
	Y	N	Y	N	
	Y	N	Y	N	

\*For a Remote Learning student to be funded as a full-time student, the student must participate in six hours (360 minutes) of learning activity each day or a total of 30 hours a week.

I certify that I am enrolled and participating in courses offered through the USD listed above.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that my child is enrolled and participating in courses offered through the USD listed above.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_





***I (print name) \_\_\_\_\_ verify that I am the parent/legal guardian to (print student(s)) \_\_\_\_\_. My signature below indicates that I am requesting my student(s) enroll in remote learning for at least one grading period instead of attending on-site. My signature indicates that I agree to, will follow, and will uphold the terms and conditions of the USD 417 Remote Learning Handbook.***

\_\_\_\_\_

***Parent/Guardian Signature***

\_\_\_\_\_

***Date***

\_\_\_\_\_

***Student Signature***

\_\_\_\_\_

***Date***