Haxtun 6th-12th Grade

Remote Learning Handbook

July 20, 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 can I 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, Goedustar, and other tech as needed..*
- *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 Handbook.*

How will my student get the remote learning assignments needed to complete at home?

- *Assignments will be posted to Google Classroom. The teacher posted assignments will be the only assignments graded and posted in Goedustar.*
- *A weekly overview of lessons for students and parents to access will be posted in Google Classroom*

If my child qualifies for academic assistance how will this be done?
- *Haxtun students that are receiving Special Ed services will continue to have access to supplementary support. Haxtun service teachers and paraprofessionals will be accessible via email and Google Meet. They will reach out to the students that they serve to provide additional support.*
- *Haxtun 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 M-F.*
- *Teachers will be available for contact from parents M-F (During their scheduled PLAN Period), unless otherwise scheduled with the classroom teacher using phone, text, or email.*

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.*
- *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.*
- *Students should seek clarification and guidance from teachers as needed.*

What does attendance look like during remote learning?

- *Attendance will be taken twice daily. Your child is required to check in once daily.*
  - *If your circumstances warrant alternate attendance arrangements, please contact the teacher.*
  - ***Attendance***
    Your child must log in to Google Classroom within the first 5 min. Of each class to verify attendance. Parents must contact the child's teacher if an absence is anticipated or occurs.
  - *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.*
- *If a student is absent for two days with no communication from a parent, the teacher will make two attempts to contact the family before deferring to administration to initiate a response.*
- *Normal absence policy will apply as per student handbook.*

What is the code of conduct on remote learning days?
- *All of the regular school day code of conduct regulations apply.*
- *In addition students must:*
  - *Adhere to rules concerning use of the school's electronic devices and school assigned Google accounts.*

Google Meets 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.**
- **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.**
- **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 Google Meet invites from your teacher(s); do not create your own meetings.**

Google Meets 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.**
- **Clearly define the Learning Intentions/Purpose of the meeting.**
- **Clearly define whether students should have their video muted or active.**
- **Facilitate engagement and interaction between students through meaningful learning opportunities.**
- **Create Google Meet invites or schedule meetings at least a week prior to the meeting date.**
- **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 GoEdustar weekly.*
- *Teachers will provide parents a weekly overview of lessons on Monday of each week.*
- *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, Google Meeting, 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 Google Meet such as whole class meetings, small group meetings, and/or individual meetings.*
- *Teachers will provide accommodations and modifications as defined within a student's formally identified individualized learning plan.*
- *All assignments posted in Google Classroom for each subject area are required and must be completed.*

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 GoEdustar.*

- *Grading will mirror the criteria teachers use in the regular classroom on any given day to grade assignments. This could include, but is not limited to:*
  - *Success Criteria*
  - *Quality of Work*
  - *Completion of Teacher Generated Assignments*
  - *Timelines of Completion (turning assignments in on time)*
  - *Time on task*
  - *Accuracy*
  - *Rubrics*
  - *Following Directions*

District and classroom provided technology (ChromeBooks, 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 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.*

Importance of Routine

Good routines are important for everyone, but especially for young children. It's important that, during this remote learning period, students continue to get ample

rest, exercise, hydration and good nutrition. It's also important that they continue to maintain good hygiene by keeping up with bathing routines, brushing teeth, and other personal health care routines. Children are encouraged to take brain breaks throughout the learning period as needed. Sample schedules are available upon request from the child's teacher.

What is the district doing to ensure my child is safe while online during remote learning?
Haxtun School District monitors students' online activities through GoGuardian and Bark for Schools. This software is available on all district issued Chromebooks. If students use their own devices, Bark for Schools will still monitor our students' district issued Google Accounts.

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.

Situations involving Curriculum/Instruction:
- *Classroom Teacher*
- *Principal*
- *Superintendent*
- *Board of Education*

Situations involving Special Education:
- *Classroom Teacher*
- *Special Education Coordinator or Specialist*
- *Principal*
- *Superintendent*
- *Board of Education*

Situations involving Student Behavior/Discipline:
- *Classroom Teacher*
- *Mental Health Specialist (If Involved)*
- *Principal*
- *Superintendent*
- *Board of Education*