



Pearl City School Dist. 200

Family & Student Remote Learning Handbook

2020-2021

Rationale

We believe that it is important for Pearl City School District 200 to have a remote learning option given the potential for schools to not be in session due to Executive order, local cases of COVID-19, or even in lieu of school cancellation due to inclement weather. Prolonged closure without academic activity would negatively impact students in a number of ways. More importantly, for all students, we believe that having the option of remote learning days reinforces the fact that teaching and learning are not confined to class periods or physical classrooms.

We are taking this strategic approach not because we think by doing so, we will stop the pandemic; we are simply trying to do our part to slow the spread of COVID-19. Our job is to provide quality instruction to our students in a safe and welcoming environment, and by using Remote Learning the parent or school district feels that we are no longer able to provide quality instruction and maintain an environment that is safe for our staff and students. The transition to Remote Learning is a decision made to attain the following goals:

- 1) Provide students a safe, continuous learning environment with as few interruptions as possible;
- 2) Eliminate the need for students and staff to make up days at the conclusion of the school calendar.

There are three variations of Remote Learning for the Pearl City School District. Please see all three guidance documents below.

Opt-In Remote Learning Plan

Learning/Communication Platforms

- In an effort to provide consistency and clarity, Google Classroom will be used as the learning and communication management platform for all students K-12.
- Faculty and staff will also be available through their Pearl City email address.

Delivery of Content

- Students will be provided with structured schedules
- Structured and scheduled engagement in academics
- Scheduled Google Meets conferencing with classes with firm expectations
- Live streaming will be available for students that are learning remotely
- New curriculum will continue to be covered
- Streamed or recorded lessons from teachers to facilitate new learning
- Attendance based on being visually present or completing assignments/assessments. There will be an attendance form to complete either daily or by class

Grading/Academic Expectations:

- Students will be required to be present and attendance will be recorded through Google classroom
- Students will be expected to complete assignments and assessments by assigned due dates
- Some assignments may need to be physically returned through mail or by dropping it off at the school office
- Grading and feedback on assignments and assessments will be the same/similar to general grading practices and in-person grading practices

Student Supports:

- General "office hours" of availability for faculty and staff
- Social-emotional supports from school counselors, social workers, staff members, and administrators will be available to support students via digital mediums

Student Device and Access

- All students who are in Remote Learning will be required to utilize district provided devices.
- Students will be monitored for safety and internet protocols
- Families will need to provide access to the Internet for their students

Food Distribution

- Parents and students that would like to have a school meal can come and pick up a lunch from the cafeteria

It is important to reiterate that any student opting for Remote Learning SHALL remain in Remote Learning until the conclusion of the first quarter. A student's progress will be

evaluated at mid-term to see if a change may be recommended by the school district. A deadline for notification to move from Remote to In-Person at the conclusion of the first quarter will be announced at a later date.

Friday Remote Learning Plan

- A lot of the information listed for Opt-In Remote Learning will pertain to the Friday Remote Learning Plan
- **No students will be at the school on Fridays. All Students will be remote learning**

In Addition:

- Teachers available from 8:30-1:30 through their school email. Teachers will not be available at school
- No new learning- Review, ask questions, preview, reteach
- Students will be required to log in and log out at specific times to record attendance
- Teacher time provided on Fridays to create lessons for next week
- Monitoring of student work for those that are absent due to illness
- Limited access for teachers into the building will be allowed on Friday Cleaning Days

All School Remote learning Plan

Ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in a remote learning day:

Students will be assigned work and expected to participate in their learning based on their regular scheduled day. Teachers may provide lessons through google classrooms which may be through live streaming, recorded lessons, or through links to assignments provided by the teacher. All work assigned to the students on the emergency day or school closure will be due to be submitted back to the teacher or staff member as assigned. Students may have up to five days to complete the assignments in case of emergency or situations beyond their control (no internet or lack of services). Teachers may assign multiple day's work if the district is in need of being closed for a known extended time.

On a remote learning day the teachers should follow their regular contracted hours and scheduled class periods. Teachers shall be available for technology support or if a student has

a question regarding an assignment. Teachers should also provide either live or pre-recorded lessons throughout the day.

Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program.

Elementary Students K-1

Early Elementary students do not take their chromebook home. Therefore, the elementary teachers will be putting together research based assignments that the students can do while school is closed. Teachers will also be able to place information for students on their website pages and be able to access the information at home. Teachers will also provide digital instruction for parents that have an electronic device at home. The assignments will focus on Reading and Math. Special Ed. teachers will create assignments based on the goals of their students. SPED teachers will work with students on their individual goals.

Elementary Students 2-6

The school district will allow the 2-6 grade students to take their chromebook home during the school closure. Teachers will be able to upload assignments to Google Classroom on a regular basis. Teachers may also place multiple assignments on the Google Classroom so students are prepared ahead of time. SPED teachers will work with students on their individual goals. Teachers may also send assignments home with the students the previous evening, so students can do the work on the chromebook.

Junior High

The school district will allow the Junior High students to take their chromebook home. Students will follow their regular schedule by using Google Meets or listen to prerecorded lessons by the teachers. Teachers will be able to upload assignments on Google Classroom on a regular basis. Teachers may also place multiple assignments on the Google Classroom so students are prepared ahead of time. SPED teachers will work with students on their individual goals. Teachers may also send assignments home with the students the previous evening, so students can do the work on the chromebook.

High School Students

The school district allows HS students to take chromebooks home. Students will follow their regular schedule by using Google Meets or listen to prerecorded lessons by the teachers. Teachers will place assignments on Google Classroom. Teachers will be able to upload assignments on Google Classroom on a regular basis. Teachers may also place multiple assignments on the Google Classroom so students are prepared ahead of time and in case they do not have access to the internet.

Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology.

If there is no internet access or if poor weather and power outages create issues for internet connections staff will work with the student/parent to make arrangements for an opportunity for the work to be completed at a later date. Parents should reach out to the school to make arrangements or to let people know they do not have internet access. The school district will also try to provide hotspots to families that are in need.

Grading

To receive credit and attendance for the courses for this school year students are expected to follow their regular schedule, complete all of the assignments and follow remote learning protocols. There will NOT be any social promotion this school year. Remote learning will consist of accountability and fidelity measures to ensure validity. Students will follow the regular grading policy even during remote learning.

Attendance

Attendance is required during scheduled class times

- A student will be marked absent if not on-line during class
- A student will be marked absent if work is not completed on time
- Students or Parents (Elementary) will be required to log in each day in order to be counted present. The district will send out a Google Form to be completed.

PreK-6

Tracking student attendance is a state requirement in order to count this as a school day and not make this up at the end of the year. Teachers will send an email to parents each morning. The email will contain a Google Form to track student attendance and the weekly calendar showing the remote learning plan for the day and week. Other specific directions and information may be included. This will also be posted on the website.

In order for students to be marked “present,” the parent will need to fill out that form at some time during the day. We understand that normal school hours may not be possible for your family as you navigate these difficult circumstances. We appreciate your flexibility as we try to take attendance accurately with this process. Teachers should then communicate to the office those that were NOT present.

Grades 7-8

Tracking student attendance is a state requirement in order to count this as a school day and not make this up at the end of the year. Teachers will post an attendance link in Google Classroom that includes a form to track student attendance along with the plan for learning that day. The teacher will then transfer this into the Skyward attendance system.

In order for students to be marked “present,” the student will need to fill out that form for **each class** they are enrolled in. We understand that normal school hours may not be possible for you or your family as you navigate these difficult circumstances. We appreciate your flexibility as we try to take attendance accurately with this new process.

Grades 9-12

Tracking student attendance is a state requirement in order to count this as a school day and not make this up at the end of the year. Teachers will post an attendance link in Google Classroom that includes a form to track your attendance along with the plan for learning that day. The teacher will then transfer this into the Skyward attendance system.

In order for students to be marked “present,” the student will need to fill out a form for **each class** they are enrolled in. We understand that normal school hours may not be possible for you or your family as you navigate these difficult circumstances. We appreciate your flexibility as we try to take attendance accurately with this new process.

Special Education, ELL, and Interventions

Instructional staff who provide services to our students with disabilities will make every effort to deliver the service minutes indicated in each student’s IEP utilizing the platforms available. These specialists will be in touch via email with you and your student to provide services as remote learning allows. When services return to the classroom setting, IEP teams can determine if additional services are needed to compensate for minutes not served. All IEPs will be held via Google Meet.

Families with No Internet/Device

Please reach out to your building principal if you are in need of a device or having device issues and we will sign one out to your child. The remote learning experience cannot be duplicated through paper packets, so please contact us if you do not have internet and we will work to help get that for your family by checking out an internet hotspot or connect you with other resources.

Completion Protocols

Students not making progress, not completing academic packets or opting not to participate during this closure, will be eligible for summer school or virtual summer school. For promotion

to the next grade level or passing of the course, students will need to have completed the requirements outlined in this grading policy.

Receiving and returning student work if district closes

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

In an effort to cut down on paper packets, the district is developing the use of Google Classroom for grades 2-12. PK-1 will use a mixture of technology and physical paperwork packets. Google Classroom and SeeSaw will be another communication method for parents to be able to contact the classroom teachers.

In order to support our students instructionally while they are at home, the district is looking to purchase hot spots for families without internet access. The district will also be offering a paper solution for families that do not have access to the Internet. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent phone calls- either to the students directly or to their parents.

If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support.

Online Instruction

Google Meets and Google Classroom will be the school district online component to help deliver weekly live and recorded instruction from the classroom teacher. The teachers will pre-record lessons and then follow-up with tutorials in the same week.

Breakfast and Lunch Options

Lunches will be provided to all students during remote learning at school. This will be a once-a-day pick up (grab-and-go) option available at selected school locations and a specific period of time (for example - from 11:00 am to 1:00 pm). Once the plan is determined and finalized, this area will be updated.

Monitor and verify each student's electronic participation

All work will be posted on the district website or Google Classroom on the remote learning day. The work will need to be completed and turned in either electronically or in paper form to verify the student's participation on the remote learning day.

Address the extent to which student participation is within the student's control as to the time, pace, and means of learning

Student participation will vary based on the grade level and age of the student. Please see information above.

Provide effective notice to students and their parents or guardians of the use of particular days for remote learning

Communication

Please go to your Skyward account and ensure that your family's contact information, including phone, email, and any other information is correct. During remote learning, please make sure that you are frequently checking the email account that is listed in Skyward, and also that your students are checking both district email (all grade levels) and Google Classroom (grades K-12). For grades K-12, your children work with Google Classroom on a daily basis, and they should be familiar with how to sign in and access these materials.

Updates will be sent out as frequently as possible from the district via email. Please monitor your email daily for important information from the district and/or your child's school and teachers.

Ensure that all teachers and staff who may be involved in the provisions of remote learning have access to any and all hardware and software that may be required for the program

All teachers have been assigned a laptop or chromebook for use at school and at home. Teachers will be available for support from 8:00am-3:10pm. Teachers will also be providing live streaming lessons and recorded lessons throughout the school day.

General Expectations

In general, student work on a remote learning day will be based upon research informed instructional practices. Some examples of research informed instructional practices appropriate for remote learning include, but are not limited to:

1. Setting Objectives
2. Reinforcing Effort/Providing Recognition and Feedback
3. Cues, Questions & Advance Organizers

4. Nonlinguistic Representations (Graphic Organizers)
5. Summarizing & Note Taking
6. Identifying Similarities and Differences
7. Generating & Testing Hypotheses
8. Homework for later grades with minimal parental involvement with a clear purpose
9. Scaffolding Instruction
10. Student practice
11. Individualized Instruction
12. Inquiry-Based Teaching
13. Concept Mapping
14. Reciprocal Teaching
15. Promoting student metacognition
16. Teacher clarity (learning goals, expectations, content delivery, assessment results, etc.)
17. Setting goals or objectives
18. Higher-level questioning
19. Learning feedback that is detailed and specific
20. The Directed Reading-Thinking Activity
21. Question-Answer Relationship
22. KWL Chart
23. Comparison Matrix
24. Anticipation Guides
25. Response Notebooks
26. Student Reflection
27. Use of software programming vetted and approved for usage by Pearl City School District

One of the best pieces of advice offered from other states is to not overwhelm students with work on these days. Students will not be expected to complete the equivalent of classwork time and additional homework in our traditional school day during a remote learning day. The law requires 5 clock hours of instruction and appropriate learning opportunities for all students' needs. Student work should be relevant, meaningful, and manageable for them. Should a circumstance, such as a power outage or lack of internet access at their home prohibit a student from completing an assignment(s), that student will be given adequate time to make up the assignment *without penalty* once school resumes. If it is known in advance that a student does not have access to the internet or required technology to complete the work, a non-electronic method of completing the work, if available, should be provided to the student. All students will have five (5) school days to submit any expected work on a remote learning day for full credit.