

BCSD Remote Learning Option Parent/Student Guidelines

Remote Learning Option Overview

In response to a stakeholder survey administered in May 2020, the Bibb County School District (BCSD) decided to provide a Remote Learning Option for students. In addition, a distance learning plan has been developed in case of school closure due to substantial spread of COVID-19. These guidelines represent BCSD's commitment to making every effort to ensure the learning of each student continues to be successful.

We understand that face-to-face instruction is the ideal situation for students; however, in these unprecedented times, families wanted a virtual option for their children. It is important for parents and students to understand that participation in the Remote Learning Option will require students to participate in virtual assignments and activities, view videos for learning, submit work for feedback and grading, engage with digital tools and software and attend synchronous (live) sessions via Microsoft Teams or through Canvas, the district's learning management system. This model will vary across the elementary, middle, and high school levels.

Our Approach to Remote Learning

It is our goal to provide an equitable learning experience for all students. Equity has been at the forefront of every conversation that has been held during the planning process. In addition to academic support, we are aware students will also need support with social emotional learning. Through this Remote Learning Option, careful considerations are being made to focus on equity for all students in a remote learning environment.

Role of the Parent/Guardian(s)

While school faculty and staff will support student learning, there is still a need for support and guidance from an adult who is physically present with the student to supervise and monitor progress throughout the school day and the semester. The virtual teacher will need to identify who will be working with the student daily. This person will be the contact for the teacher throughout the semester.

The primary duties of the parent/guardian(s) are as follows:

- Read their emails at least once daily
- Answer all communications
- Complete all paperwork requests
- Keep the student’s information up to date
- Monitor their student’s assignment completion and grades daily
- Ensure their student attends all required live classes
- Monitor their student when taking assessments and tests to ensure that no ‘additional help’ is provided
- Communicate with their student’s teacher(s) or counselor, whenever they feel that a student is struggling or needs additional support

Roles in Supporting Remote Learning

Students	Families
<i>Students will prepare for remote learning by:</i>	<i>Families will prepare for remote learning by:</i>
<ul style="list-style-type: none"> • Engaging in remote learning activities being offered by their teachers • Ensuring they know the usernames and passwords for instructional resources that are accessible via the district portal and/or website • Ensuring they set up a remote workspace and calendar to manage their time 	<ul style="list-style-type: none"> • Assuring that a device and internet access are available at home • Ensuring they are monitoring communication from the school for up-to-date information • Encouraging their students’ participation in remote learning content • Reviewing the appropriate grade-level information linked within the learning management system • Ensuring they know their students’ usernames and passwords for instructional resources that are accessible via the district portal and/or website

Learning Management System

Students who will participate in the BCSD Remote Learning Option will attend school online using our robust learning management system (LMS), which hosts online courses and course management tools for students, teachers, and parents. The LMS which is titled Canvas, offers a single place where students can access any information related to academics. Canvas is a learning

management platform that will help teachers build a digital learning environment.

What is Canvas? Click on the video link below to learn more about Canvas.



<https://www.youtube.com/watch?v=3D6ijOYUdj0>

Teachers/ Instructors will use Canvas to:

- Create an online class
- Add assignments
- Curate resources
- Give Feedback
- Communicate with learners

Students/ Learners will use Canvas to:

- Access class online
- Submit assignments
- View progress
- Communicate with teachers/instructors
- Access their courses
- Access supplemental tools and resources
- Take assessments
- Review grades
- Manage their course schedule
- Interact with teachers, faculty, staff, and peers in an online community

Parents will use Canvas to:

- View students' courses and grades
- View students' assignments and events
- Read announcements, view the calendar, and see the course syllabus
- Access a list of assignments with due dates
- See students' assignments, but not their discussion posts
- View students' scores on assignments in Canvas (Course grades will continue to be published in Infinite Campus.)
- Use the Inbox to contact the teacher
- Set up notifications to get e-mails or texts for announcements, assignments, etc.
- View the instructional content in the course

Below is a Canvas introductory video for parents. Click the link below.



<https://www.youtube.com/watch?v=t-5sWZODhY8>

Parent/Student Orientation Presentation

Students and parents are required to listen to the Parent/Student Orientation Presentation before or during Open House. The school will give parents more information about the dates and times for Open House. Open House dates can also be found on the district' website at www.bcsd@k12.net. The purpose of

the orientation presentation is for parents and students to understand the expectations for participating in the Remote Learning Option. The presentation is located on the BCSD website at www.bcsdk12.net under the Remote Learning Option tab. The session will help students and parents become familiar with all the Remote Learning Option requirements.

Resources for Virtual Learning

The links below will be very helpful to parents and students. Parents can click the underlined titles below to go directly to the resource, or parents can go to the BCSD website at www.bcsdk12.net and click on Resources for Virtual Learning under the Headlines title.

Links

https://www.bcsdk12.net/news/what_s_new/remote_learning_resources

[Virtual Learning Resources](#) (Canvas Resources and Training Videos for Parents and Students)

[ClassLink](#) (Link to learning resources for students)

[Electronic Device Distribution](#) (Information regarding the device distribution)

[Virtual Open Houses](#) (Dates for the upcoming Open Houses)

Synchronous (Live/On-Line Instruction) vs. Asynchronous (Off-Line Instruction) Learning

Synchronous (Live Instruction)

Live interaction and conversation through chats, audio, video, or via phone are required to some extent for all students. Parent/legal guardian(s) or designated adult(s) are required to some extent to communicate with staff regarding their student on a regular basis as well.

Teachers will record live lessons and make the recordings available for students when they are not able to attend live instruction. Students and parents will be able to access the videos when needed. There will be a combination of online and off-line work and projects to complete and turn in with due dates. Students that are struggling to master standards/skills or have demonstrated a proficiency level below their assigned grade level will be required to attend live classes on a set schedule.

There will be an expectation for synchronous (“live” online learning), asynchronous (learning without the teacher that may be online) and unplugged learning during the Remote Learning Option. Virtual teachers will provide

synchronous learning on Monday, Tuesday, Thursday, and Friday for elementary and middle school. On Wednesdays, students will be involved in asynchronous learning as well as unplugged learning while the virtual teacher plans for upcoming lessons. High schools will communicate the expectations for their daily schedule.

Explanation of Synchronous, Asynchronous and Unplugged Learning

Navigating Remote Learning Environments

Providing realistic and meaningful remote learning experiences requires planning for the digital and non-digital pathways applicable to your students' unique remote environments. Use the categories below to spark ideas for tasks you can use with your students!

Synchronous

This type of learning is done **with** the teacher **online** (live) at a designated time:

- Live content mini-lessons
- Lesson follow-up (debrief a lesson or expert video)
- Assignment check-in (Q&A, clarity, technical issues)
- Online discussions, debates, brainstorming, etc.
- Teacher read-alouds
- Live reflections
- Digital games

Asynchronous

This type of learning can be done by students digitally **without** the teacher present **at any time** during the day:

- Teacher-recorded content mini-lessons
- Tasks assigned on an internal or external website or platform
- Online practice (math facts, sight words, vocabulary, etc.)
- Expert videos or tutorials (view and respond)
- Recorded reflections

Unplugged

This is time spent on tasks that require **little to no technology**.

- Choice boards/Menu tasks
- Assignments that can be done offline and submitted via a text, free app, or hard copy
- Open-ended prompts such as:
 - Read a book and . . .
 - Partner with a family member to . . .
 - Make your own . . .
 - Practice _____ by _____
 - Use materials you have to . . .

Building Connections

- Communicate assignments with students and parents via consistent communication channels.
- Find time to meet with your students, on- or offline, via virtual meetings, recorded messages, or class chats.
- Offer office hours at the same time each week so students and parents can reach out with questions.
- Stay connected and celebrate success via emails, texts, and phone calls.

Scheduling of Instructional Time

The student will have live class requirements, conferences, assignments, and/or assessments between the normal school hours on Monday, Tuesday, Thursday, and Friday excluding school holidays. According to state policy there is a minimum number of hours required for students.

The minimum number of hours required per school day are as follows:

- Kindergarten 4.5 hours per day
- 1st through 3rd grade 4.5 hours per day
- 4th through 5th grade 5.0 hours per day
- 6th through 12th grade 5.5 hours per day

For Kindergarten through 12th grade, time does include Math, Social Studies/History, Social Sciences, English/ Language Arts, Science, Foreign Language, Art, PE/ Health, Computer Science, and other elective courses, as well as, support activities such as tutoring, state testing, and Academic Support Services (per IEP). Time may also include educational field trips, testing, counseling, health screenings, and extended learning time activities. Also, school sponsored non-instructional activities may count toward attendance hours.

Technology Requirements

For a student to participate in the Remote Learning Option, the family must have reliable internet access. In addition, there are some minimal technical specifications.

Minimum technical specifications are as follows:

- Chrome, Windows-based, or Apple computer
- Reliable Internet Connection with a recommended minimum 3 Megabits per second download speed
- Internal or external microphone
- Internal or external speakers (Earbuds may be used)
- Internal or external web camera
- Google Chrome Browser
- Firefox Browser
- Adobe Acrobat Reader

Attendance of the Virtual Learner

The virtual teacher will need to take attendance daily. To be considered “in attendance,” students are expected to interact and respond to their teachers every day. Students will do that with a daily Check-In in Canvas.

What will taking attendance look like?

- Students will check in daily in Canvas by completing a “check-point” assignment.
- Teachers (Homeroom teachers in Elementary/Middle and Advisement teachers in High) will record the student’s daily attendance in Infinite Campus.
- If a student is ill and cannot attend class, parents will need to notify the teacher/School Attendance Clerk to report the absence. An e-mail to the student’s teacher is necessary.
- Parents will need to forward documentation to the teacher and school office for excused absences.

Why is taking attendance daily important?

- In addition to meeting the legal attendance requirements for the state of Georgia and complying with the BCSD attendance policies, logging attendance provides you and your child with a log of the work accomplished.

Attendance vs. Engagement

Engagement in the learning is just as important as attendance. By registering your student for the Remote Learning Option, you are agreeing to ensure your student is actively engaged in class and that he/she is completing/submitting his/her own work, on time, and in compliance with the assignment’s guidelines. Students are expected to respond to all questions and/or prompts from the teacher during the live session to the best of their ability. Students are expected to complete any work assigned during the session or by the assigned deadline.

Sample Daily Check-In

All students will check-in daily on a form similar to the one below. The Daily Check-In form will be in Canvas.

Daily Check-In




Tell me how you are doing.

* Required

1
Enter your FIRST and LAST NAME? *

Enter your answer

2
How are you feeling today? *

 I'm Great!	 I'm Okay!	 I'm meh!	 I'm struggling!	 I'm having a tough time.	 I'm not doing great.
A	B	C	D	E	F

A- I'm Great!
 B- I'm Okay!
 C- I'm meh!
 D- I'm struggling!
 E- I'm having a rough time.
 F- I'm not doing great.

3
How is your internet today? *

Good
 Not Good

Assessments/Tests

Students may be required to take assessments/tests/diagnostics/exams on camera. This decision will be decided by the teacher and/or school administration. If a student is required to take an assessment/test/diagnostic/exam on camera and fails to do so, his/her grade will be penalized.

Bullying

Bullying of any type is against our Code of Conduct and will not be tolerated. Bullying will result in disciplinary action up to and including the possibility of

expulsion. Depending on the nature, severity, and outcome of the incident the matter may result in referral of the incident to the appropriate authorities as well.

Cyberbullying

“Cyberbullying occurs when a minor is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another minor using the internet, interactive and digital technologies or mobile phones. For this behavior to be considered cyberbullying, the infraction needs to take place between two minors.” The BCSD does not tolerate any form of cyberbullying.

Cyberbullying includes but is not limited to the following:

- Assuming a false identity online to trick others.
- Spreading lies and rumors about victims.
- Tricking people into revealing personal information.
- Sending or forwarding mean text messages.
- Posting pictures of victims without their consent.

Behavior Expectations in the Virtual Classroom Environment

The following guidelines outline our behavioral expectations in the virtual classroom environment:

- Make sure to present yourself in an appropriate manner on camera (dress appropriately, no pajamas).
- Make sure you are in a setting conducive to learning such as a home office, kitchen table, or personal desk.
- Eliminate outside distractions, such as televisions and radios.
- Silence your cellphone, making sure it is on silent during the class session.
- Use appropriate/ non-offensive language in the chat, on the whiteboard, or on the microphone.
- Only share contact information with your teacher and/or a school administrator, not with anyone else.
- Practice Digital Citizenship (no hacking into programs, no impersonating anyone else, or posting inappropriate links, etc.)
- Report any issues or suspicious activities to your teacher or your school administrator.

Opening Schools or Transitioning to Full-time Remote Learning

- If local community spread levels prevent in-person classes, all students will engage in remote learning with their classroom teachers, similar to what the BCSD provided at the end of the 2019-2020 school year. Schools will be prepared to open classes entirely online if health conditions prevent us from reopening. Teachers will use existing curriculum resources, such as Freckle, Accelerated Reader, StemScopes, Big Ideas, and other approved resources as they did in the last few months of the 2019-2020 school year. Schools will implement regular grading practices if they start with remote learning for all students, or if they transition to remote learning mid-year.