



LAWRENCE

Public Schools

Remote Learning Handbook

for

Students, Teachers, and Families



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Dear Students, Staff, and Families:

During this time of remote learning, we will work as a team to help students learn and grow. We created this handbook to provide students, staff, and families with the information needed to experience success.

Please read through this information before beginning the school year, and contact us if you have any questions. This handbook supplements, rather than replaces, our existing student/school handbooks.

The 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 our remote learning environment. These requirements include:

- 6 hours of daily participation by the student in learning activities
- Daily participation by the student in teacher-initiated contact
- Possible daily learning log completion
- Participation in assessments as determined by the the student's teacher(s), district, and state

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 (not including weekends and holidays).

Technical Support / Device Support Contact Information

See this website for tutorials about technology tools: <http://usd497.technology/contact/>
Contact the Technology Help Desk: 785-330-4357.

ROLES AND RESPONSIBILITIES

We are all on the same team in helping children meet their highest potential and to experience success in both academics and in social-emotional development. To meet this goal together, each of us has a role:

Students

The student's role is to participate daily and learn to apply skills and concepts to the best of their 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 themselves to their 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 will ensure 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. Teachers will also provide feedback about 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 a 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 students' teachers by phone, e-mail, and/or video conferencing. Additionally, parents and guardians should contact their students' teachers to keep them informed of any anticipated absences or needs.

ACADEMIC ENGAGEMENT EXPECTATIONS

Time

We are excited to work with you as we begin the remote learning experience! We have been planning and preparing to ensure your student(s) receive a high-quality and appropriately-rigorous educational experience during this time. **Thank you** for being our partner in this process, and please know that your feedback will continue to be important to us throughout the year.

The Kansas State Department of Education has set forth attendance and learning requirements, and we are asking for your commitment to help us successfully achieve them.

There are **TWO** ways to meet the attendance and learning requirement set forth by the state:

1. **Class Attendance:** Your student will log-on for daily scheduled classes. A learning log is ***NOT*** required if the student is present for ***daily scheduled classes***. Please understand that if your student is ill or has an appointment that will keep them from attending virtually, you will need to call the school to excuse the absence as you have in the past.
2. **Daily Learning Log:** If your student(s) is unable to log-on for ***scheduled daily classes***, a Daily Learning Log must be completed for the time not in attendance. A ***total learning time*** that meets or exceeds 360 minutes (6 hours) must be recorded for each student ***each day***. A Daily Learning Log will be provided for parents/guardians/students to complete. Specific directions for submission will be given.

A Daily Learning Log should include the following:

- Time spent in direct instruction learning from all teachers
- Time spent online completing assignments and learning in other productive ways
- Time spent offline completing assignments and learning in other productive ways

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 teachers will be in contact daily through online courses, video conferencing, or phone calls.
- Students are encouraged to initiate communication with questions
- If necessary, families will log activities and follow the submission process for learning logs

***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.

Mandatory or Compulsory Attendance

Under a remote learning model, students are still expected to attend school virtually 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 follow our district's truancy policy.

Academic Integrity

All students, whether remote 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 Classes

Students will be expected to actively participate in daily classes with teachers. This is a requirement of participation in the remote learning option. Specifics will be communicated by teachers with families at the onset of remote learning. Additionally, the completion of a daily learning log by students and parents along with periodic submission of this daily learning log may be required.

Special Education and Student Supports

Students with an IEP, 504 Plan, and other documented student supports can be very successful in 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 a 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 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 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.

Matters of Non-Compliance

We understand that being a 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 they are not participating and engaged in their learning. If teachers or school administration has concerns about a student's participation or progress, attempts will be made to visit with the student and their family to discuss barriers and work together to remove those barriers.

Truancy Policy

Truancy provisions outlined in Kansas Statutes are still applicable. Students are expected to remotely attend all daily scheduled classes. If students are unable to attend daily scheduled classes, a parent/guardian can choose to comply by way of completing Learning Logs.

Lawrence Public Schools encourages students to log in to "live" lessons with their teacher(s) according to the daily school/class schedule. If a student is unable to participate, they must:

1. Complete a Learning Log averaging 360 minutes (6 hours) per day as required by KSDE to ensure equitable access to education and school accountability. Learning Logs should be turned in daily; however, KSDE has provided a one-week-window for submission; and
2. Engage in a meaningful conversation (via phone or video conferencing platform) with a teacher each day.

If students do not log in to "live" lessons with their teacher(s) and do not submit Learning Logs in conjunction with daily meaningful conversations with a teacher, the student may be considered truant.

Schools will also consider equity issues. A student's remote learning participation during the school day may be hindered by challenges with technology and/or the lack of reliable internet connectivity in the home. If a student is not present when remote learning attendance is taken or does not turn in Learning Logs, a school official will contact the family to investigate barriers that may be hindering participation. If there are technical barriers, the district may be able to assist. If, after a thorough investigation, it is apparent that the student is truant, then the principal can commence the attendance verification process for truancy.

Attendance Verification Process for Truancy

1. Student attendance is confirmed via daily class attendance -OR-
2. Student attendance is confirmed via Learning Logs (This may take a few days. The principal should not begin the truancy process until it is determined the student is not engaged, and the parent is not completing the logs.) AND a meaningful conversation with a teacher via phone or

video conferencing system has been documented daily.

3. If a student is not reported in attendance by either the daily class attendance or Learning Logs and meaningful conversations, the principal will investigate to determine the reason the student is not participating. After investigation, the principal will make an informed decision regarding truancy.

4. If there are barriers to participation, the principal will work with the Data and Technology Department to help solve technology and/or internet connectivity challenges.

5. If, after determining there are no equity or other contributing factors prohibiting participation, the principal will begin the truancy process.

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 a 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.