

Groton Public Schools

Distance Learning Guidelines for Certified Staff, Parents, Students, and Support Staff

During this unprecedented time, the Groton Public Schools wishes to continue to partner with you in providing engaging opportunities for your child that allows access to meaningful instruction while schools are closed. We will be providing distance learning opportunities, to the greatest extent possible, for our learners in a variety of ways and through different learning platforms. During the period of school closure, the Groton Public Schools may be implementing your child's general education, special education services, Section 504 accommodations, and/or related services in individual, small group, and/or whole class instruction using virtual classrooms in the Google Suite and/or Schoology and/or other digital tools as may be found to be helpful over time. This is a new model of teaching and learning for us all and we will grow in our use of technology as we implement distance learning opportunities. Your child's teachers will let you know what platform(s) will be used with your child. This document will provide information on the roles and responsibilities for staff, parents, and students so that we are able to work together as a team to continue teaching and learning during this period of school closure.

Certified Staff Roles and Responsibilities

- Learning will be focused around a compacted curriculum
- Students will have both online and off-line learning activities
- The distance learning experience will not replicate the traditional face to face instructional model
- The primary tools for communication between teachers and families will be Google Classroom and Schoology, student email addresses, and parent provided email addresses
- Teachers may provide learning that is pre-recorded and made available to students to watch at any time
- Teachers may utilize Zoom, a digital platform to provide live lessons to individual or groups of students at the same time
- Teachers may pause the lesson if there is a disruption to the learning environment and contact the parent to discuss alternatives to providing the instruction
- Follow School Dress Code while teaching lessons via a digital platform
- Teachers may invite a co-teacher, a paraprofessional or a tutor to provide support during the lesson
- Identify a space in your home where you can teach effectively and successfully
- Sit at a table/counter with minimal distractions in the background
- Respect the online live sessions – no recording or screen shots are allowed to protect student data and student privacy

- Complying with relevant BOE policies including confidentiality of student records and acceptable use of district computer systems, which can be accessed at www.grotonschools.org

Parent Roles and Responsibilities

- Provide support for your children by:
- Establishing routines and expectations
- Defining the physical space for your child to study; providing earbuds or headphones and basic school supplies (pens, pencils, paper, etc.)
- Monitoring and/or engaging in communications from your child's teachers
- Protecting the privacy of your child by not allowing other people in your home to participate in, be visible in, or observe your child's online learning
- Respecting the online live sessions – no recording or screenshots are allowed to protect student data and student privacy
- Maintaining the confidentiality of the other students participating in the group
- Understanding that in group lessons, personally identifiable information of your child may be disclosed to individuals such as parents of other children receiving group lessons as well as individuals who may be in the space where your child is receiving instruction
- Taking an active role in helping your child process his/her learning and establishing times for independent work
- Contacting your child's teacher if your child is experiencing stress or worry that is interfering with his/her ability to complete his/her work
- Ensuring your child complies with the acceptable use of district computer systems
- Contacting your child's principal if you would like to opt your child out of group instruction on either Google Classroom, Schoology, or Zoom
- Complying with relevant BOE policies including confidentiality of student records and acceptable use of district computer systems, which can be accessed at www.grotonschools.org

Student Roles and Responsibilities

- Actively engage in distance learning by:
- Monitoring online platforms daily

- Establishing daily routines for engaging in the learning experiences
- Identifying a space in your home where you can work effectively and successfully
- Being responsible for independent learning
- Engaging in all learning to the best of your ability
- Being an advocate and communicating with your teachers if you cannot meet deadlines or require additional support
- Charging your device or having it plugged in
- Using earbuds or headphones
- Following the School Dress Code when participating in a virtual lesson
- Joining the virtual lesson on time
- Sitting at a table/counter with minimal distractions in the background
- Staying muted until it is your turn to talk
- School and classroom behavior rules apply to virtual lessons
- Respecting the online live sessions – no recording or screen shots are allowed to protect student data and student privacy
- Complying with relevant BOE policies including confidentiality of student records and acceptable use of district computer systems, which can be accessed at www.grotonschools.org

Support Staff Roles and Responsibilities Paraprofessionals, Tutors, Kindergarten Aides, & Building Subs

- Support staff can assist teachers and students by:
- Checking your GPS email 3 times per day
- Initiating contact via email with your student(s) case manager at least once per week to get your assignment(s)
- Preparing materials identified by the teacher to support lessons
- Locating video clips on topics identified by the teacher
- Attending virtual meetings with your case manager and/or administrator(s)
- Observing and/or supporting your student(s) in their digital classrooms as requested by the teacher
- Keeping your microphone muted, unless you are participating in live lessons
- Sitting at a table/counter with minimal distractions in the background when joining a live lesson
- Following the School Dress Code when participating in a live lesson
- Joining the live lesson on time when invited by the teacher
- Charging your device or having it plugged in
- Using earbuds or headphones
- Contacting your student(s) teachers with suggestions/ideas to assist the student(s)

- Individual communication to/from a parent is to be directed to the teacher
- Direct communication with a student/parent can only be done under the teacher's directive and authorization
- Participating in the professional development plan for support staff
- Recording your completed PD sessions on the Work Log or other accountability method shared with you by your administrator(s)
- Sharing your Work Log or other accountability method in your Google Drive with your administrator(s)
- Attend live video conferencing sessions with your assigned student(s) and/or other classrooms as assigned by administration
- Respecting the online live sessions – no recording or screen shots are allowed to protect student data and student privacy
- Complying with relevant BOE policies including confidentiality of student records and acceptable use of district computer systems, which can be accessed at www.grotonschools.org