Red Hill Handbook Addendum

The following is an addendum to the Red Hill Student and Family Handbook. It outlines information that applies specifically to virtual learning at-home, at a caregiver's or in school during the first nine weeks of school while we are in Stage 2 of the Return to School plan. **When students are participating in virtual learning activities such as Zoom meetings, they are expected to follow all of the policies and procedures they would if they were physically in school.**

Expectations in a Virtual Learning Environment

- Students must adhere to all Standards of Conduct as published in the Red Hill Student & Family Handbook, ACPS Student Conduct Policy, ACPS Responsible Use of Technology Policy, Digital Citizenship Field Guide including those for Dress Code, Behavior, Technology usage, Digital Citizenship, etc.

- Students are responsible for the content posted through their login and account activity. Sharing or using usernames and passwords with others or using other's usernames and passwords is strictly prohibited. While parents are allowed to know their student's usernames and passwords, please let your child enter it him/herself.

- Students/parents are expected to check Seesaw daily. Please download and use the Seesaw Family App for communicating with your child's teacher.

- Teachers will provide scheduled office hours. Students and parents who have questions or concerns will know they can access the teacher during the office hours.

- Students will attend both synchronous virtual lessons with teachers and/or participate in asynchronous lessons daily, Monday through Thursday; and only asynchronous tasks on Fridays.

- Student attendance will be recorded daily for the previous day and updated weekly in PowerSchool. Parents can check attendance through the Parent Portal. To report a discrepancy, please call the school.

- Students are expected to be active participants in virtual activities as directed by the teacher(s).

- Students/parents should advocate for needs and additional support by communicating with the teacher, counselor or school. Students are expected to complete tasks assigned by teachers including making corrections on returned assignments if the teacher submission, late work, and incomplete work.

- ACPS students and families have multiple options for receiving technical support:

  1. Call the school and ask for technology support. You will be transferred to a technician or a voicemail box for a technician who can help you..
  2. Use the online Student Technology Support Form to submit a service ticket.
  3. Call the ACPS Service Desk at 434-975-9444, Monday through Friday from 7:30 a.m. to 5 p.m.

- Students will maintain best practices for virtual learning sessions

Attendance

Parents/guardians have the legal responsibility to ensure that their child is fully participating in virtual school by monitoring their progress and participation in Zoom sessions and through Seesaw posts. When a student is unable to participate in daily instruction, parent notes/doctor notes should be submitted to the office via email to redhillofficestaff@k12albemarle.org or phone call to (434) 293-5332. The office is open 7:30 AM - 4 PM. Families can call the office anytime to leave an attendance message. Leave your name, child's name and the reason for the absence. In Virginia, all virtual students are held to the same attendance policies/guidelines as students who are in traditional schools.

Parent or Adult Caregiver Support

In order for a student to be a successful virtual learner, a true partnership must be established between the family, student, and the teacher. It is imperative that all contact information be kept current in Power School. Teachers will be communicating regularly with parents/guardians in addition to communicating with students.

Before virtual learning begins, students may need support in the following ways:

- Parents and/or caregivers, set up a dedicated learning space in the home or virtual learning location - free from distractions and interruption (pets, siblings, television, etc...). This may include a quiet space, good lighting, no movement behind the student, and appropriate background.

- Parents and/or caregivers should monitor the surroundings. When in a Zoom meeting with video and mic turned on, teachers and classmates can see and hear what is happening around the student. Anything that can be seen or heard on the screen should be consistent with what is acceptable and appropriate in a school setting.

- Parents and/or caregivers ensure students have access to the technology and materials they will need to participate in synchronous and asynchronous activities. This includes Internet access, technology devices (iPad for K-2, laptop for 3-5), school supplies and school-provided learning kit materials.

During synchronous virtual learning sessions, students may need support in the following ways:

- Parents and/or caregivers support academic integrity by allowing students to work independently. It will be essential as students develop the skills needed to thrive in a virtual environment.

- Parents and/or caregivers are expected to assist their child in following all ACPS policies and procedures. Students must understand they must be properly dressed and cannot issue inappropriate or threatening language.

- Parents and/or caregivers are expected to ensure that the student is communicating appropriately with teachers and classmates (email, chat feature, etc…).

For asynchronous learning, students may need support in the following ways:

- Parents and/or caregivers may need to monitor student work and ensure that assignments are submitted according to directions by the teacher. This includes due dates and format.

- Parental and/or caregiver supports academic integrity by allowing students to work independently. It will be essential as students develop the skills needed to thrive in a virtual environment.

- Parents and/or caregivers are expected to ensure that the student is communicating appropriately with teachers and classmates.

In general, students may need support in the following ways:

- Parents and caregivers are expected to read, review, and follow the ACPS Responsible Use of Technology Policy.

- Parents and/or caregivers may need to assist (according to grade level) a daily work schedule for the student in accordance with the synchronous and asynchronous class schedule.

- Parents and/or caregivers of K-5 students may need to assist students by checking ACPS platform SeeSaw for assignments and assisting with logging into Zoom sessions.

- **Communication is a key component to virtual learning.** Parents/guardians will need to provide schools and teachers with the most current contact information (phone numbers, emergency contact, and address).

- Parents/guardians should maintain open lines of communication (phone and email) with teachers and communicate any concerns or questions to the teacher. Teachers will return communication within 1 business day.

- For students who are with a caregiver (e.g. relative, babysitter, learning coach, daycare provider, etc.) during virtual learning, teachers and the school will continue to expect to communicate student progress and/or concerns directly with the student's parent or legal guardian. Parents/guardians will be responsible for passing school communication along to caregivers.

- Parents/guardians should plan to attend one virtual parent-teacher conference in the first quarter.

Glossary of Terms

Power School is the student information system used by ACPS. The Parent Portal is the online access point for important student information.

This secure site provides an easy way to view student academic information including:
- Attendance
- Progress reports/report cards
- State testing scores

Asynchronous Instruction is instruction provided by a certified educator to students who participate in instruction at a separate time from when the teacher delivered the instruction. This may include but

not be limited to methods such as printed work materials, teacher assigned individual or group projects, audio- or video-recorded lessons, or online course modules, or other appropriate methods as determined by the district.

Zoom is the secure on-line platform that will be used for teachers to video conference with students to deliver synchronous instruction. In addition, it may be used for parent and teacher interactions and conferencing.

Seesaw is a platform for student engagement. Teachers can empower students to create, reflect, share, and collaborate. Students "show what they know" using photos, videos, drawings, text, PDFs, and links. It's simple to get student work in one place and share with families, and nothing is shared without teacher approval. Each student will have classes set up in Seesaw and parents/guardians can see their child's work and communicate with the teacher through the Seesaw Family App.

Synchronous Instruction is instruction provided by a teacher to a student or students at the same time but not necessarily in the same place who engage in instruction while it occurs. This may include but not be limited to in-person instruction or telephonic, Internet-based, or other appropriate methods of communication as determined by the district and may include full-class or small-group instruction or one-on-one instruction between student and teacher.

Information for Families of Students Receiving In-Person Access during Stage 2

Additional Expectations for In-person Students and Families

ACPS will offer optional in-person access to buildings to a <u>limited</u> number of students, including: students without internet access or limited access that we cannot improve, students with special needs who cannot access the curriculum virtually as determined by their Individual Education Plan (IEP) and English learners in grades 4-12 at WIDA Level 1 or Level 2. ***Families will be notified by the Department of Special Education, ESOL Office or the school if their child is invited to access virtual learning in person at a school building, Monday through Thursday 8:15-2:45.***

In addition to the expectations above for virtual learning, the following apply to in-person learners and their families.

● Families should conduct <u>symptom screening</u> of your student(s) every morning before sending them to school. Keep sick students home and report student absences to the school. Contact the school nurse about any questions/concerns.

● Students should come prepared to learn with **only** the materials they need each day:

   ○ Regular school supplies, based on student's grade level
   ○ Lunch or snack if not choosing school lunch
   ○ Technology device fully charged each Monday if taken home on Thursday
   ○ A clean mask or cloth face covering

● Students should follow dress code and <u>mask policy</u> and be dressed appropriately for outside play.

● If using ACPS transportation students are expected to follow <u>bus safety rules</u>.

● Masks will be required and students will need to keep them on throughout the day unless a staff member instructs them otherwise (e.g. while eating breakfast or lunch).

● Students will be required to wash or sanitize their hands frequently during the day. All building entry points, classrooms, and busses will have hand sanitizer dispensers to promote and support this requirement.

● Staff will help students maintain a distance of at least six (6') feet between themselves and staff, students and other individuals where practicable. Students should cooperate with these measures.

● If your child becomes ill at school, you will be notified and will need to pick your child up promptly. Please arrange to transport your child home as soon as possible or designate your emergency contact to do so. Make sure your child's school has your up-to-date contact information and that you can be available if the school calls. Ensure that you have provided the names and phone numbers of 2 individuals or "emergency contacts" who can transport your student home in case you are not able to.