

## REMOTE INSTRUCTION

Code **EBC-R(2)** Issued **11/20**

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Remote instruction creates an opportunity for students and teachers to interact in creative ways and allows students to continue learning during situations that necessitate the closure of school and/or district buildings or otherwise disrupt normal operations (e.g. natural disasters, pandemics, etc.). The board authorizes the superintendent to temporarily permit remote instruction when necessary.

Staff members are expected to comply with district policy, state and federal law, and state regulation throughout the remote instruction period.

### **Grading and Access to Materials**

Every student in the district will be provided with the necessary materials to achieve learning objectives during periods of remote instruction. Students are expected to participate in remote learning activities and to complete all remote assignments as instructed by their teachers. Remote assignments are graded and should be completed and submitted in a timely manner. Teachers will consistently monitor academic progress during periods of remote instruction and address any issues that may arise.

District administration will work with families to reduce barriers to remote instruction. Teachers will be empowered with flexibility to adapt instruction and classroom grading policies to address remote learning conditions where some students are unable to access all remote learning materials.

### *Students with disabilities*

Plans on how instruction will be delivered to address individualized educational plan (IEP) goals, including the provision of related services and access to assistive technology, will be developed on a case-by-case basis in collaboration with the student's IEP team.

### **Communication**

General information on remote instruction can be found on the district's webpage at [www.spartanburg4.org](http://www.spartanburg4.org) or by calling the district office. The district will also use a robocall system to communicate with families during periods of remote instruction.

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If a family does not have email access, a parent/legal guardian should contact the building principal to determine appropriate alternative means for communication with teacher(s).

### **Student Discipline**

The district code of conduct will be enforced during periods of remote instruction, and students will be subject to the disciplinary consequences associated with actions they may take while engaging in virtual instruction, including online harassment and bullying.

### **Student Privacy**

Staff members should ensure that the confidentiality of student records is maintained throughout the period of remote instruction and avoid revealing the protected personally identifiable information of a student absent parental consent. Any virtual classroom environment, including any recordings of such environments, must only be accessible to other students enrolled in the class and must not be posted on public websites (e.g. the district or teacher's website, Facebook, Instagram, etc.). Individuals in the home of students may view or overhear virtual classroom interactions without a violation of student privacy laws.

### **Copyrights**

While there are many exceptions to copyright laws that allow teachers to share instructional materials with students, teachers should confirm that their plans for remote instruction comply with such laws. Generally, teachers should make certain that copyrighted materials they share are necessary parts of the curriculum and should avoid sharing copyrighted materials purely for recreation or entertainment purposes.

### **Child Welfare**

District staff are "mandated reporters" and must report suspected child abuse or neglect when, in a staff member's professional capacity, they have received information that gives them reason to believe that a child has or may be abused or neglected. During periods of remote learning there is an ongoing legal obligation to report such abuse or neglect.

Reports of child abuse or neglect may be made orally by telephone or otherwise to the Department of Social Services or to law enforcement. Reporting suspected abuse to a co-worker or supervisor is not sufficient.

Adopted 11/9/20