Suffolk Public Schools

Continuity of Learning

Remote Learning

Handbook

SUFFOLK
PUBLIC SCHOOLS

Please be advised that the guidelines and expectations in the handbook may change based on details surrounding the need for remote learning.

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Welcome to Remote Learning

This handbook is designed to support students, families, and staff in preparing for a transition to remote learning within Suffolk Public Schools. In the event of inclement weather, emergency school closures, public health concerns, or other circumstances that prevent in-person instruction, a remote learning day may be implemented to ensure continuity of learning and minimize instructional disruptions.

During remote learning, students are expected to actively engage in meaningful learning activities and complete assignments provided by their teachers. Instructional materials may be distributed in advance or assigned on the scheduled remote learning day. Learning activities may include online assignments through Canvas, live or recorded teacher instruction, independent practice, collaborative activities, or offline assignments that do not require internet or device access.

Suffolk Public Schools is committed to providing equitable access to learning opportunities for all students. Depending on student access to technology and internet connectivity, instruction may occur through school-issued devices, printed materials, or alternative instructional resources. Teachers will communicate expectations, assignments, schedules, and methods for student support to ensure students remain connected.

This handbook is designed to assist Suffolk Public Schools in preparing for a transition to remote learning by outlining clear guidelines and expectations. If a school closure occurs, a remote learning day may be implemented to ensure students continue participating in meaningful learning activities. Students will complete assignments provided by their teachers, either sent in advance or assigned during the remote learning day. Depending on access, assignments can be completed using school-issued devices via Canvas or through offline activities that do not require electronic devices.

Remote Learning Definition and Overview

Remote learning is an instructional model that allows teaching and learning to continue when students and staff are unable to participate in traditional in-person instruction. In alignment with guidance from the Virginia Department of Education, remote learning provides students with access to meaningful educational experiences outside of the school building through digital and/or non-digital instructional methods. Remote learning may include teacher-directed lessons, independent assignments, virtual activities, offline learning tasks, and opportunities for communication and feedback between students and teachers.

Work Hours

Should the division or building move to remote instruction the following work hours will be implemented:

- **Division and School Hours**: Contingent on circumstance and will be communicated through Suffolk Public Schools Communications Department and/or specific department leadership
- **Teacher Remote Work Hours**: 8:30am - 3:30pm - communication from parents and students to building level staff must be monitored and responded to that day
    - **Teacher Remote Office Hours:** 9:00am - 10:30pm and 2:00pm - 3:30pm

Remote Learning Day Expectations

Learning Expectations

- Staff and students are expected to maintain appropriate conduct and responsibilities during remote learning. Learning expectations include, but are not limited to:
    - Responding to emails and messages in a timely manner
    - Attending and actively participating in all required virtual instruction or meetings
    - Dressing in accordance with the Suffolk Public Schools dress code policy and maintaining appropriate backgrounds and conduct during virtual sessions
    - Completing assigned tasks, coursework, documentation, and deadlines as required
    - Using division-approved platforms, technology tools, and communication methods appropriately
    - Demonstrating respectful communication, digital citizenship, and ethical conduct in all interactions
    - Maintaining a safe, distraction-free environment that supports learning, productivity, and engagement

Work Hours & Availability

- Staff will adhere to their remote work hours unless otherwise approved by a supervisor
- Employees must be reachable during the workday via:
    - Email
    - Phone (as appropriate)
    - Approved communication platforms (e.g., Google Meet, Canvas, etc.)
- Calendar availability should be accurate and up to date, including meetings, office hours, and instructional blocks.

Instruction & Student Support

- Teachers and instructional staff will:
    - Deliver asynchronous (required for attendance) and synchronous (optional) standards-aligned instruction using approved remote platforms.
    - Post assignments, materials, and feedback in a timely manner.

    - Provide remote office hours or designated student support times.
- Lessons should be intentional, engaging, and accessible for all learners, including students with disabilities and multilingual learners.

Academic, Instructional, and Related Services Supports

- Students who require an adapted curriculum will be provided with alternative assignments and activities designed to meet their learning needs and that can be completed independently, without reliance on a virtual platform.
- Related service providers will communicate with their caseload students to schedule time to check in and provide appropriate resources.
- Student support personnel, including, but not limited to, ELL teachers, reading specialists, special education staff, interpreters, therapists, and related service providers such as occupational and physical therapists and speech-language pathologists, must remain available to provide services to their assigned students, as appropriate.
    - The structure and scheduling of these supports should be determined at the building level and may include virtual service delivery and/or continuation of services when school is back in session.

Communication Expectations

- Emails and messages should be responded to within 24-48 hours during the workweek.
- Communication with students and families must be:
    - Professional
    - Clear
    - Aligned to division expectations
- Staff should follow established communication chains when questions or concerns arise.

Technology & Workspace

- Employees are expected to:
    - Log attendance and participation as required
    - Maintain documentation aligned to their role (lesson plans, logs, student contact, service minutes, etc.)
- Supervisors may conduct:
    - Remote walkthroughs
    - Check-ins
    - Data reviews to ensure instructional fidelity

Teaching and Learning

Elementary School: Kindergarten through fifth-grade students may receive instructional work sent home by their teacher. Students in grades four and five will also have access to their division-issued Chromebook and should use our learning management system (i.e. Canvas) to access teacher-assigned work. For additional support, parents are encouraged to review the Parent Curriculum Overview Guide, available by grade level on the Suffolk Public Schools website, to better understand what their child is currently learning in school.

Middle and High School: For secondary students, assignments and learning activities will be

accessed and completed on their school-issued Chromebook through the division learning management system (i.e. Canvas).

Grades

All remote work is subject to grading. Teachers must continue entering grades in the Teacher Access Center (TAC). Teachers are expected to enter grades within five days of assignment submission, provide feedback and support as needed, and allow retakes or resubmissions for work not meeting passing standards. During remote learning periods, teachers should make every effort to avoid assigning zeros or failing grades. All IEP accommodations must be followed for assignments and assessments conducted in the remote environment.

Teachers should allow flexibility in assignment due dates during unscheduled remote learning days.

Assignment Deadlines, Submitting Work & Make-up Work

- Previous Deadline - The teacher may extend the deadline of assignments (due the day of unscheduled remote learning days) by two days.
- Submitting Work - Assignments should be submitted virtually when possible.
- Make-up Work - Students who do not have access to technology during a remote day should contact the teachers as soon as possible for instructions on when and how to submit makeup work.

Attendance Expectations

Student attendance data will be collected through “Teacher Access Center” and loaded in the student information system (eSchoolPlus) for reporting purposes. Parents and students should monitor/confirm attendance through Home Access Center (HAC). Teachers must have daily interaction with each student, which can occur through activities such as teacher office hours, submitted assignments, or other meaningful engagement. Only students who demonstrate “meaningful engagement” will be marked present for the day.

“Meaningful Engagement” is defined as:

- Participating in remote class discussions
- Attending remote meetings
- Submitting assigned work (late submissions must be accepted within 5 days)
- Emailing teacher
- Attending teacher office hours

Meal Services on Unscheduled Remote Learning Days

When Suffolk Public Schools transitions to remote learning due to inclement weather or emergencies (and the need for remote learning allows), the following protocols apply:
Core Requirements

- SPS will make every attempt to ensure school meal services remain available to students during remote learning periods.
- SPS will plan to provide meals either in advance of or during the weather event, based on the division's service delivery model.
- School leadership and nutrition departments will work closely to determine the most feasible distribution methods.

Primary Option: To ensure students continue to have access to nutritious meals on days when instruction is asynchronous, meals will be provided at King's Fork Middle School-350 Kings Fork Road, from 11 AM to 2 PM (at the front loop of the building) for families to pick up. Children do not need to be present during meal pick-ups.
Secondary Option: To be determined based on conditions, access to roads and overall safety.

Resources Page

VDOE Remote Learning Resource
https://www.doe.virginia.gov/teaching-learning-assessment/specialized-instruction/virtual-learning/unscheduled-remote-learning/

Parent Curriculum Overview Guide
https://www.spsk12.net/families/parent-resources/elementary-parent-overview-guides