

**Peters Township School District
Remote Learning
Student Handbook**

2021 - 2022



Remote Learning Handbook

Instructional Day

For students in grades K-5, classes will occur between the hours of 9:00 a.m. and 3:30 p.m. Teachers will conduct daily synchronous lessons in English Language Arts (ELA), Mathematics, Science and Social Studies. These lessons will have components of live instruction and time for students to complete work independently. For Art, Music, Physical Education/Health, and World Languages, students will receive asynchronous assignments weekly. Students in grades 4 and 5 will also receive a weekly assignment in Computer Applications. Related Arts Teachers may choose to schedule a synchronous lesson to touch-base with students, but it is not required.

For Middle School Students, classes will occur between 8:00 a.m. and 2:55 p.m. English, Mathematics, Science, Social Studies, and World Languages. Teachers will conduct synchronous lessons daily during the students' scheduled remote course in the PowerSchool Schedule. These lessons will have components of live instruction and time for students to complete work independently. For Art, Music, Physical Education/Health, GOAL, Tech Ed, Intro to Innovation, Literature, Media Literacy, and Computer Applications, students will receive asynchronous assignments. Teachers of Elective Courses may choose to schedule a synchronous lesson to touch-base with students.

High School classes will occur between 7:35 a.m. and 2:25 p.m. Teachers of Core Courses in English, Mathematics, Science, Social Studies, and World Languages will conduct synchronous lessons daily during the students' scheduled remote course in the PowerSchool Schedule. These lessons will have components of live instruction and time for students to complete work independently. For Elective Courses (Art, Music, Media, BCIT, Tech Ed, Social Studies and English Electives, Math Electives, World Language Electives, and Physical Education/Personal Wellness) students will receive asynchronous assignments. Teachers of Elective Courses may choose to schedule a synchronous lesson to touch-base with students.

Attendance

For Elementary Students and synchronous courses at the Middle School and High School, attendance for remote students will be taken by the teacher. Students must be on-camera at the scheduled class time to be considered present for class.

For asynchronous courses at the High School level, teachers will provide a daily check assignment for attendance taking purposes. (Note: Attendance is not taken at the course-level at the Middle or Elementary Schools.)

Assignments

Teachers will provide instruction to introduce new content and students will be responsible for completing assignments that reinforce the content with parent/guardian support. All assignments will be posted in Canvas for student access and parent viewing. Teachers will provide feedback and grades according to teacher assigned due dates for all assignments. Some assignments may span multiple days and will be noted as such by the teacher. Students will be

expected to put forth the time and effort in class participation and assignment completion similar to how they would engage in during a traditional in-person instructional day.

After teachers contact parents for missing assignments, students who fail to complete their work will be referred to the counselor. If students are not attending classes and completing work regularly, students may be required to return to in-person instruction.

Assessments

Assessments will be given in the remote learning environment. The purpose of assessment is to gather information about student learning. Efforts should be made to allow students to take exams independently to produce an accurate reflection of each student's ability.

Respondus Lockdown Browser may be used to ensure academic integrity during assessments. This application prevents students from accessing outside resources while taking assessments.

Grading

Students participating in Remote Learning will follow the same District Calendar and marking periods. Typical grading procedures will apply. Grading of student assignments will reflect student mastery of content. Deadlines must be followed to receive a grade for an assignment or assessment.

Expectations for Students

The following guidelines were developed to provide clear expectations for remote learning students.

Students are expected to:

- Attend classes every day – much like in-person classes.
 - Students who do not attend regularly will follow the District's Attendance Policy linked here: [Policy 204](#)
- Actively engage in class with cameras turned on. Cameras are only permitted to be turned off under direction of the teacher.
- Stay on track with assignment completion and meet all deadlines.
- Put forth the same time and effort in class participation and assignments as if they were at school every day.
- Notify the teacher immediately if any tech issues or problems arise.
- Maintain the student code of conduct and academic integrity policies as outlined in the student handbooks.
 - High School Students are reminded of the Academic Integrity Policy linked here: [\(Policy 145\)](#)

The safety and privacy of our students remains one of the District's top priorities. As such, please be advised that the recording, photographing, or sharing of the virtual learning program is a violation of the Pennsylvania Wiretap Law, which makes it illegal to record a conversation without the express consent of all participants. 18 Pa. Const. Stat. §5703. Conduct of this nature

is also a violation of the Family Educational Rights and Privacy Act (FERPA) as well as School District Policy 216. 20 USC 1232g; 34 CFR 99; Policy 815. As such, violations of these laws and District policy may result in both criminal penalties, individual liability in a civil lawsuit for damages by an injured party, as well as discipline consistent with District Policy and the Code of Student Conduct.