

Peters Township School District Remote Learning Handbook

2020 - 2021



Overview

In the Remote Learning Educational Delivery Model, students will remain home and utilize a District issued device to log-in and participate in both synchronous and asynchronous instruction with Peters Township assigned teachers. Teachers will utilize the same District curriculum and supplemental programs used within the schools; however, modifications will be made to suite an online learning environment. Teachers will provide instruction and academic support for the core subjects including English Language Arts, Mathematics, Science, and Social Studies. In addition, students will receive asynchronous instruction and weekly assignments for other subjects. Students will be given assignments that must be completed offline, asynchronously, and submitted to the teachers for grading.

Family Commitment

In the Remote Learning Model, family support will be needed to ensure that students participate in all online learning activities. Children will need adequate space, materials, and technology access for their daily online instruction. Families will need to follow an established daily learning schedule and must work with school staff to arrange for their children to participate in any state mandated educational assessments or activities.

Attendance

Attendance is required and is an extremely important aspect of participating in Remote Learning. Student attendance will be monitored as students log on to Canvas daily during their required class times. In addition, teachers will monitor students who are not logging in and/or are not completing work on a weekly basis. Students who fail to complete work will be referred to the counselor on a weekly basis. Counselors will work with families and school-based support teams to help develop support plans for students.

Daily attendance is captured by completing a one question assignment in the Attendance Course which is located in the student's Canvas dashboard. This assignment must be completed each day between the hours of 5:00 a.m. and 10:00 p.m. Reporting of attendance in PowerSchool will be delayed by one day to accommodate this window.

Instructional Day

Students will receive a set schedule with most required synchronous (live) class times scheduled within traditional school hours. Teachers will list times for synchronous lessons in the Announcement Section of Canvas. These lessons will introduce new content, allow teachers to check for understanding, and to build rapport with students. Teachers will also provide asynchronous instruction via personalized videos, curriculum materials or other curriculum-based resources. Asynchronous instruction could include a recorded lecture or lesson, independent work assignments, or materials used to reinforce content from synchronous lessons.

For grades K-6, 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. For Art, Music, Physical Education/Health, and World Language, students will

receive asynchronous assignments weekly. Students in grades 4 – 6 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 the Middle School, most classes will occur between 8:00 a.m. and 2:55 p.m. English, Mathematics, Science, and Social Studies Teachers will conduct synchronous lessons daily during the students' scheduled remote course in the PowerSchool Schedule or as listed in the Announcement Section in Canvas. For Art, Music, World Languages, Physical Education/Health, GOAL, Tech Ed, and Computer Applications, students will receive asynchronous assignments. Electives Teachers may choose to schedule a synchronous lesson to touch-base with students, but it is not required.

Most High School classes will occur between 7:35 a.m. and 2:25 p.m. Teachers of Core Courses in English, Mathematics, Science, and Social Studies will conduct synchronous lessons daily during the students' scheduled remote course in the PowerSchool Schedule or as listed in the Announcement Section in Canvas. For most Elective Courses (Art, Music, Media, BCIT, Tech Ed, Social Studies and English Electives, Physical Education/Personal Wellness and World Languages) students will receive asynchronous assignments. Electives Teachers may choose to schedule a synchronous lesson to touch-base with students, but it is not required.

For the Middle School and High School, courses with special circumstances may be scheduled immediately after-school hours or outside of a scheduled course period. At the Middle School, Period 11 may also be used to provide additional lessons. Teachers will post the hours for scheduled synchronous lessons in their Announcements on Canvas.

Assignments

A teacher will provide direct instruction to introduce new content and students will be responsible for completing independent assignments that reinforce the content with parent/guardian support. All assignments will be posted in Canvas for student access. Student assignments must be submitted to teachers for feedback and grading purposes according to teacher assigned due dates. Some assignments may span multiple days and will be noted as such by the teacher. Students are 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.

Students are expected to maintain the student code of conduct and academic integrity policies as outlined in the student handbooks. For any subjects being offered asynchronously (most Related Arts and Electives), assignments will be posted in Canvas. Students are expected to be on pace with their courses and assignments. Students may lose full or partial credit for assignments that are not completed. This loss of points could negatively impact a student's grade, which will be reflected on a student's report card. It would be in the best interest of the student to complete all assignments each week. Families experiencing extenuating circumstances that prevent a student from completing assignments should contact the teacher by email. Efforts will be made by Peters Township Teachers and Staff to support students in having a successful online learning experience from home.

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. Assessments will be given in the online learning environment and may be modified in content or form to suit the online 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.

Grades on assignments and assessments will be visible to parents through Canvas and PowerSchool. Final grades for the marking period will be reflected on student report cards.

Student Services

School counselors and nurses are available to support families participating in Remote Learning. Counselors and nurses can be contacted by email or phone and will respond to inquiries in a reasonable timeframe. When emailing, please always be sure to leave a call back number.

Special Education, Gifted Education, and English as a Second Language

Students participating in Remote Learning and receiving services through special education, gifted education, and/or English as Second Language programming will continue to receive services virtually. Service options will be developed in collaboration with parents and will be based on the services provided in student IEPs. Specially designed instruction and related services such as speech, occupational therapy, physical therapy, vision and/or hearing services will occur virtually to the extent possible. ELL supports will be provided remotely as appropriate.

Expectations for Students

Remote Learning days count for student instructional days. The following guidelines were developed to provide clear expectations for students on remote learning days.

Students are expected to:

- Complete assignment for attendance.
- Log on to Canvas each day to check for communications from their teachers and complete daily assignments.
- Actively engage in classes and stay on track with assignment completion and deadlines.
- Put forth time and effort in class participation and assignment completion as if they were at school every day.
- Participate in office hours as needed.
- Maintain the student code of conduct as outlined in the student handbooks.
- Follow the Academic Integrity Policy (High School Students Only). ([Policy 145 – Linked here](#))

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.

Technology Device and Accessories

Caring for the Device

- Use two hands when holding or moving the device.
- Use clean hands while using the device.
- Use only the provided stylus when writing on the screen.
- Use only the power adapter that came with the device.
- Use a microfiber cloth to clean the screen.
- Keep the device stored in a safe, cool place out of direct sunlight.

Battery Conservation Tips

- Make sure the laptop is fully charged for the next school day.
- Close open applications that are not in use.
- Restart the device once a week so the device can receive updates and perform maintenance routines.

Best Practices

Students are responsible for the use and care of the device at home and at school.

Student Expectations		
<ol style="list-style-type: none"> 1. Bring the device to school every day. 2. Charge the device at home every night. 3. Be mindful of where and when you use your laptop. 		
Security		
Concept:	Technology Example:	Non-Technology Example:
Keep your personal information secure.	Sharing your full name and location online.	Sharing your locker combination.
Secure your Passwords.	Giving your laptop password to your friends.	Giving out a key to your house.
Only log-in to your computer.	Logging onto another's computer to edit/use/work on the laptop.	Breaking into another student's locker.
Avoid unauthorized web sites.	Accessing websites that are 18+.	Going to an R movie when you are eight.

Avoid opening links in suspicious e-mail.	Clicking on links in emails that are from unknown senders or look suspicious.	Letting someone you do not know walk into your house.
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Behavior		
Concept:	Technology Example:	Non-Technology Example:
Be Nice.	Writing an unkind message about another student in a shared a document or on a discussion board.	Making-fun of another student on the school bus.
Re-read before hitting send.	Sending an e-mail to a teacher using "text-language."	Turning in a paper in English class before proofreading it.
See something, say something.	Ignoring inappropriate behavior you read in a discussion board.	Witnessing a fight and not reporting it.
Take care of the device.	Pulling off keys on the keyboard.	Hitting a sibling.
Use the camera appropriately.	Taking an inappropriate picture with the webcam.	Taking an inappropriate picture using a camera or phone.

Repairing the Device

The Student and Parent/Guardian understand and agree that they will not attempt any repairs on the device and that damage must be reported to the school. The student will place a "Help Desk" ticket when deemed necessary, under the category of 1:1. The librarian will sign out a loaner device to the Student. It is important not to delay as one problem can lead to another if not solved right away. If your device is damaged, the Technology Department will fix it or send it out for repair. Under no circumstances should you or anyone else take the device to a third party for repair.

Replacing the Device

In the event the device is stolen or otherwise not returned to the District while in the custody of the Student, the Student and Parent/Guardian agree they will be responsible to the District for the replacement cost unless a police report is timely filed. Lost or stolen devices must be reported to the school principal or designee within 48 hours and police reports must be provided to the District within one week. Failure to abide by these procedures will result in the full replacement cost being billed to the Student and Parent/Guardian.

Returning the Device

The Student understands and agrees that at the end of the school year, upon the student's withdrawal from the District, or upon request from the District, the device and all accessories must be returned to the District in the same condition they were originally provided except for normal wear and tear, as determined by the District. Failure to return the device and accessories to the District in a timely manner or the unapproved use of the device without the District's consent may be considered unlawful possession of District property and the District may pursue



legal remedies to obtain the laptop or its value.



Peters Township School District
**Accidental Damage Protection (ADP)
 Program**

At the start of each school year, students enrolled in the Peters Township School District will be assigned a District owned device to access the curriculum. Families in the Peters Township school district have the option to participate in an Accidental Damage Program (ADP) for student assigned technology devices at a cost of \$25 per student, per year. ***In order to participate in the ADP program, payment must be received no later than September 16, 2020.***

What is covered under the Accidental Damage Protection (ADP) Plan?

ADP covers accidental damages, including most spills, drops, and breaks. If damage deemed intentional by the IT Department or building administration, the district may require the family to cover repair costs.¹

Covered by ADP		Not Covered by ADP	
Item	List Price	Item	Cost
Broken Keyboard	\$74	Stylus	\$14
Broken Screen	\$250	Charger	\$60
Small Repairs: Missing key, touch pad, touch screen malfunction, etc.	Cost determined by Dell vendor per incident.	Lost Laptop	\$510

¹ Incidents of abuse or intentional damage are not covered by the usage fee or ADP and may result in the full repair cost being billed to the Parent/Guardian. The ADP Program Plan does not cover lost accessories such as power adapters and pens.

Submit this section

Peters Township School District Accidental Damage Protection Plan: **2020 - 2021** School Year

Make checks payable to: **Peters Township School District or PTSD**

Student Name: _____

Parent/Guardian Name (please print): _____ Student Grade: _____

Parent/Guardian Signature: _____ Date: _____

I acknowledge and understand that the Accidental Damage Protection Plan Fee must be paid by September 20, 2020 to participate.

For Office Use Only

PAID Via Check: Check # _____ Via MoneyOrder Date _____
 Received by: _____ Date: _____