



# BPS Remote Learning Plan

## *Teaching & Learning Expectations*

# Grades 8-12

***Barnstable Public Schools recognizes the serious impacts of the COVID-19 pandemic. We understand that the pandemic is impacting our staff, students, and families in many different ways, and we are aware of the many challenges our BPS community is facing. We want our parents, caregivers, and students to know:***

- Our faculty and staff are committed to providing students opportunities to engage academically, socially, and emotionally.
- We do not expect caregivers to be homeschooling. We appreciate your support in keeping your children engaged in the remote learning experiences, posted on the [district's remote learning page](#) and connecting with the teacher.
- Creating consistent, uninterrupted time and space for learning will not be easy, but efforts to do so will help structure the day for students and offer a much needed sense of normalcy during this difficult time.
- We recognize that as our remote learning plan continues to evolve, there will be bumps in the road along the way. We can address those challenges best by working together and continuing to communicate what is working and what is not with each other.

***We understand that under the stay-at-home advisory many homes are busy and may include remote adult work combined with remote school work. We are approaching Phase 2 of our Remote Learning Plan by taking into account the many challenges our students and families may be facing. We have established the following expectations for teaching and learning in grades 8-12.***

- Remote learning experiences are designed to engage students for approximately **2 hours per class over the course of a week. For most BHS students this will mean approximately 14 hours of engagement throughout the week.**
- Teachers will communicate with families/students at least weekly to share the plans and assignments posted on the [district's remote learning page](#) for the week. Communication may take the form of a variety of remote learning platforms including real time video conferencing. *Please refer to Notice Regarding the District's Use of Audio/Video Learning Platforms (see Appendix B).*
- Beginning the week of April 6th, new assignments will be posted on the [district's remote learning page](#) every Monday. For the week of April 6th, students are strongly encouraged to submit the posted assignments as assignments will be required starting April 13, 2020.

- Beginning April 13, 2020, **BHS teachers will have established a remote classroom platform for each class/section for the purpose of posting assignments and activities. Students will be required to submit assignments on a weekly basis for each class.** These assignments are important for the continuation of the learning process and prevention of learning loss. Students with disabilities will continue to receive accommodations, modifications, and/or specially designed instruction as determined by their IEP or Section 504 Plan to the greatest extent possible. English Learners will continue to receive sheltered instruction.
- English Language Development teachers will be providing activities and assignments for English Learners each week, and collaborating with classroom teachers on their activities and assignments.
- Parents are encouraged to communicate with school staff with any questions concerning students' access to Remote Learning Experiences.
- Teachers will assess assignments as 'Meeting Expectations' or 'Not Meeting Expectations'. **Teachers will provide students with targeted feedback on their submitted work.** Remote learning assignments will be reflected in students' term and final grade for the course. *(Please see Appendix A for grading information.)*
- **Teachers will be available for "office hours" for two hours each day** - this is a time to check in with a teacher, get help on an assignment, etc. If you attempt to contact the teacher outside of their office hours, every effort will be made to respond within their next set of office hours.
- **Students are expected to be actively engaged in the remote learning assignments and/or communicating with their teachers.** If students are not regularly engaging in the remote learning opportunities, teachers will be reaching out to caregivers. If teachers are unable to connect with students/families, caregivers will be contacted by a school administrator.

Never before has a school-family partnership been more essential. We know that this remote learning experience is new for us all. Along with our students, our teachers are also learning differently. As your everyday lives have changed, so have the lives of our faculty and staff. The health and safety of the BPS community continue to be our utmost priority. We ask that you be patient with yourselves, your children, and us as we navigate this together.

## APPENDIX A

### How will BHS students be graded during this period of remote learning?

As we review the high school grading practice for the remainder of the school year, it is important to consider that homes are busy places and many lives have been disrupted. We concluded that it is essential that our grading practices afford students every opportunity to be successful, regardless of the challenges that the closure has brought about. The grading structure outlined below offers opportunity and flexibility to best meet the needs of all BPS students.

**Term 3 will be extended through the end of the school year. The extended Term 3 will cover the period from February 7 to June 24. There will be no Term 4.**

Given the timing of the school closure and our transition to remote learning, an extended term 3 will:

- Provide sufficient time for students to make up missed work from the period of time prior to the school closing, as determined by the classroom teacher.
  - Allow staff and students sufficient time to transition to remote learning platforms where work can be assigned and submitted.
  - Establish consistency with grading for the remainder of the year, regardless of the duration of the school closure.
1. The remote learning portion of Term 3 will be graded as follows:
    - a. **Work submitted will be graded as Meeting Expectations or Not Meeting Expectations.**
    - b. Student work that meets the following criteria will be considered Meeting Expectations:
      - i. Completed within a window of time that allows for students' circumstances or learning needs. If assistance is needed, BHS students need to communicate with their teacher.
      - ii. Demonstrated an understanding of the assignment and content.
  2. Teachers will provide timely and targeted feedback to students. At the teacher's discretion, work that does not meet expectations may be returned to be revised and re-submitted.
  3. All assigned work will contribute toward P/F grade for Term 3.
  4. Term 3 will consist partly of assignments and assessments from the month prior to school closure (graded traditionally) and new assignments that promote student engagement in the remote learning plan (graded as Meeting Expectations or Not Meeting Expectations).
  5. **Grades for Term 3 will be calculated as Pass/Fail/NG.** "No Grade" (NG) exists for extenuating circumstances that will be reviewed by BHS Administration on a case-by-case basis.
  6. **Barnstable High School will not hold final exams for the 2019-2020 school year.**

### How will final grades be calculated?

In order to provide opportunity and flexibility to best meet the needs of all students, BHS is moving to a **trimester model** for grading purposes for all full year courses for the 2019-20 school year. Each trimester will represent 30% of the student's final grade, with the mid-term exam grade representing the remaining 10%.

- Term 1: 30%
- Term 2: 30%
- Midterm Exam: 10%
- Term 3: 30%

**All BHS students will receive one of three options for Term 3: Pass, Fail, or No Grade (NG).** However, it will be necessary to assign a numerical value to Term 3, so that a final grade can be calculated. To calculate a student's final grade for the year, each classroom teacher will provide a numerical grade for Term 3. The Term 3 numerical grade will be based on assignments and assessments from the month prior to school closure (graded traditionally) and new assignments graded as Meeting Expectations or Not Meeting Expectations. The BHS transcript will only show one of the three options for Term 3: P, F, or NG.

Teachers will determine the Term 3 numerical value based on the following:

**Pass:** A teacher can assign any numerical value for Term 3, but no less than a minimum numerical value of 70, or the Year-to-Date average (average of Term 1, Term 2, and Midterm Exam), whichever is higher.

**Fail:** A numerical value of 60 will be used to calculate the final grade.

**NG:** A student's final grade will be calculated by averaging Term 1, Term 2, and the Mid-Term Exam. This is reserved for extenuating circumstances only.

The grading practices above afford students opportunities to be successful, and to improve their final grades by actively engaging in remote learning. The table below provides three different scenarios so that students can see how final grades can be calculated.

		T1 (30%)	T2 (30%)	MT Exam (10%)	T3 (30%)	Term 3 numerical value assigned by teacher (using T3 grading value guidelines)	FINAL GRADE
<b>SCENARIO 1</b>	Pass for T3 and <b>YTD average is used as T3 value</b> for calculation of final grade	92	82	85	P	86.71	86.71
	Pass for T3 and teacher assigns value of 95 for T3 to calculate final grade	92	82	85	P	95	89.2
	Fail for T3 (60 used for calculation of final grade)	92	82	85	F	60	78.7
	NG for T3 - final grade is calculated on T1, T2, and Midterm exam	92	82	85	NG	no value	86.71
<b>SCENARIO 2</b>	Pass for T3 - <b>YTD grade is below 70</b> , so 70 is used for T3 to calculate final grade	55	55	60	P	70	60
	Pass for T3 and assigns grade of 80 for T3 to calculate final grade	55	55	60	P	80	63
	Fail for T3 (60 used for calculation of final grade)	55	55	60	F	60	57
	NG for T3 - final grade is calculated on T1, T2, and Midterm exam	55	55	60	NG	no value	55.71
<b>SCENARIO 3</b>	Pass for T3 - <b>YTD is below 70</b> , so 70 is used for T3 to calculate final grade	76	65	50	P	70	68.3
	Pass for T3 and assigns grade of 90 for T3 to calculate final grade	76	65	50	P	90	74.3
	Fail for T3 (60 used for calculation of final grade)	76	65	50	F	60	65.3
	NG for T3 - final grade is calculated on T1, T2, and Midterm exam	76	65	50	NG	no value	67.57

## Half year courses

For a half year course (Semester 2) students will receive a grade of Pass, Fail, or NG.

## APPENDIX B

### Notice Regarding the District's Use of Audio/Video Learning Platforms

*(April 3, 2020- Subject to Regular Updates Throughout the Period of School Closure)*

The District is providing this notice regarding the use of audio/video learning that the District is offering for learning at home, now and in the future.

The District understands that protecting student privacy is a primary consideration as we transition to a remote learning environment, it is our hope that these parameters and expectations will enhance our efforts to protect student privacy.

The District may use live audio/video conferences with teachers and other educational personnel. In the future, staff may also make pre-recorded lessons available via Google Classroom, Schoology or other similar platforms.

If you do not wish for your child to participate in audio/video learning at home, you must reach out directly to your child's teacher. Otherwise, if you do not contact your child's teacher, your child will be able to participate in any such conferences offered by the District for the remainder of the 2019-2020 school year.

In addition to the online learning resources available on the District's website, District staff may also use the following audio/video platforms for instruction and/or interaction.

- [Google Meet](#) – video communication tools
- [FlipGrip](#) – password protected online tool for video discussion/reflection
- [Zoom K-12](#)- video communication and conferencing tools
- [Screencastify](#) - screen recorder for Chrome

This list may be updated regularly as more resources become available. The District also reserves the right to discontinue the use of any platform at any time.

Parents/guardians are strongly encouraged to review the privacy statements for each platform prior to allowing their children to participate in audio/video learning at home. The District is providing on-going professional development for staff regarding these platforms and general best practices associated with these types of learning platforms.

Prior to allowing your child to participate in audio/video learning at home, you should discuss this information with your child and confirm your student understands the following:

- The District takes privacy and security of student information seriously. In order to help ensure everyone's privacy students and staff **must not**:
  - Share passwords for any audio/video meetings or class gatherings with anyone outside of the established classroom;
  - Permit unknown persons to enter or participate in any audio/video meetings or class gatherings; and/or
  - Record or take pictures of any audio/video meetings or class gathering.<sup>1</sup>
- The virtual classroom will be treated like the regular classroom. Other members of a student's household may observe or otherwise participate in the classroom on the same terms that they could in a traditional classroom, and their doing so will not implicate your privacy rights. To the extent any member of your household observes or participates in the classroom, including your student, they will be held to the same standards of and expectations for behavior that would apply inside a classroom in the school building. If you have questions about what these expectations are, contact a building administrator for more information.
- During classroom instruction, audio and video recordings and photography are not allowed. The same applies to our remote learning instruction. You may not make audio or video recordings of remote learning instruction, or take photographs during instruction that include any staff member or other students. If you receive such recordings or photographs from a source other than the School District, delete them and do not post or forward. Please notify the District immediately.
- Continued participation or use of any resources is not guaranteed.

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<sup>1</sup> Please note the prohibition against recording also applies to all telephonic communications between staff members and students and/or parents/guardians.

Prior to each audio/video learning opportunity the lead staff member will provide a general summary of these expectations. In general, the disclaimer will be as follows:

***“We are now going to begin a remote learning opportunity through the use of audio and/or video communication. It is important that we continue to respect the privacy and intellectual property rights of our school community – our teachers and our students. By participating in remote learning today, you agree that you may not save, record, share, or post this session or any photos from this session.***

***I also agree that I will not save, record, share or post this session or any photos from this session. The rules in school apply to this remote classroom experience. Students must treat each other with respect during our time together and must obey school rules. If you or your parents/guardians do not agree to these rules, please disconnect from this session and contact me to receive an alternative learning opportunity.”***

As we embark into this very new world on remote learning it is important for families to understand that

- By allowing a student to participate in online instruction, parents or guardians understand and agree that the information regarding their child and their child’s voice, image and writing may be shared with other students (e.g., group chats, shared assignments, video feeds) in the class, and that by allowing their child to participate parents or guardians are agreeing to the dissemination of such otherwise confidential information as described above.
- As part of offering this remote instruction, parents/guardians and students must keep in mind that they can be observed by the educator and by other students in what is normally a private/home setting. That setting should be free of any behavior, activities, items, or arrangements that implicate a student or family’s privacy and that the student and his/her parents/guardians do not want others to observe. By opting in to allow the student to participate in the remote learning described above, the parent/guardian and student agree that the Barnstable Public Schools and its staff, including but not limited to, have no liability or responsibility if such behavior, activities, items, or arrangements are observed by others. Parents/guardians are responsible for monitoring their child’s use of the above listed services when accessing programs from home. Students are responsible for their own behavior at all times. The same rules of conduct and behavior will apply as apply in the classroom.

These guidelines and expectations are informed by a number of legal considerations and protections. The following provides a brief overview of these legal considerations.

#### **Children’s Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Barnstable Public Schools presence in Google Apps for Education. No personal student information is collected for commercial purposes. The school’s use of student information is solely for education purposes.

#### **Child Internet Protection Act (CIPA)**

The District is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student mail containing harmful content from inappropriate sites will be blocked.

#### **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents/guardians the rights to review student records. Under FERPA, schools may disclose directory information, but parents/parents may request the school not disclose this information. More information about student records is available as part of the District’s online [Student and Family Handbook](#).

#### **A Note on Bullying and Harassment**

Even in this remote learning environment bullying, cyberbullying and harassment are strictly prohibited. Anyone who experiences or witnesses bullying or harassment when participating in the District’s remote learning should notify the staff immediately. The District’s Bullying and Harassment Intervention Plan is available as part of the District’s online [Student and Family Handbook](#).