



BPS Remote Learning Plan

Teaching & Learning Expectations

Grades PK - 3



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

- Our faculty and staff are committed to providing your student 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 remote learning may be challenging for families given the current environment created by the COVID-19 pandemic. Our current reality has helped to inform our remote learning plan and the associated student expectations. We are deliberately approaching this new phase slowly so we may fine tune this approach to teaching and learning. Below is guidance for student expectations.

- **Remote learning experiences are designed to engage students for approximately 2-3 hours each day.** These hours do not need to be consecutive. Preschool experiences are intended to be 1.5 hours per day. Students' daily learning experiences will include an abbreviated combination of their typical school learning day/week.
- Teachers will communicate with families/students weekly to share the plans and assignments posted on the [district's remote learning page](#) for the week.
- **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 activity/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.

- **Teachers will host a morning meeting either live or prerecorded at least once a week.** Morning meetings will last at least 20 minutes and will be scheduled by the classroom teacher. *Please refer to Notice Regarding the District's Use of Audio/Video Learning Platforms (see Appendix A).*
- Beginning the week of April 6th, **new activities/assignments will be posted on the [district's remote learning page](#) every Monday.**
- Parents are encouraged to communicate with school staff with any questions concerning students' access to Remote Learning Experiences.
- **Beginning April 13, 2020, students will be required to submit up to two math and two English Language Arts activities/assignments** from the district's remote learning plan, as identified by the teacher. 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. Students with disabilities will continue to receive accommodations, modifications, and/or specially designed instruction targeting previously learned skills, as determined by their IEP or Section 504 Plan to the greatest extent possible.
- We know that caregivers may have to help students "submit" some of their work and it may involve taking a picture of what they have done and emailing it to the teacher, or it might be an email that the student writes to respond to a learning activity. We appreciate your help with this and will be flexible and collaborative.

How Will My Child be Graded During this Period of Remote Learning?

The information below describes how we will be monitoring student progress during the remote learning period. This will be in place until we receive further guidance from the Department of Elementary and Secondary Education (DESE) on grading that applies to PK - 3 students.

- **Students are expected to be actively engaged and visible.** 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 the Principal.
- **Students will be provided with timely and specific feedback on submitted activities/assignments.** Teachers will keep track of the activities/assignments submitted by their students for the purpose of monitoring student engagement and providing additional support to families, as needed.
- We expect some guidance pertaining to grading from DESE in the coming weeks. **Trimester 3 starts 4/13/20.** The third trimester is considered a 'remote learning' trimester until the definitive return to school dates are set. It has not yet been determined how the final grades for the year will be recorded on report cards.

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

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.¹
- 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.

¹ 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](#).