

Manhattan Public Schools

Remote Learning Guidelines
2020-2021 School Year
Manhattan Public Schools
District #3



Overview

This platform allows for teacher flexibility during on-site in-person instruction for all students, online remote learning for families with medical, health, and/or safety concerns related to COVID-19, and long-term building closures related to COVID-19. The platform also allows a student and/or teacher to be connected during times of isolation due to symptoms or quarantine caused by exposure to a positive COVID-19 test due to close contact with the student with a positive test.

The goal for students in Remote Learning is an educational experience that is as close to as if they were attending in-class learning. Manhattan Public School's plan is to implement a system where students can ask questions and participate in class discussions. This scenario requires parent/adult supervision and coordination to ensure that all remote students are participating in required classes and learning opportunities. Students are expected to attend classes daily.

The District is authorized to provide off-site instruction for the longer of June 30, 2021, or when COVID-19 no longer remains a threat and all students are able to return to school for in-person instruction.

Remote Learning Scenario

- Full remote learning is available for families with medical, health, and/or safety concerns related to COVID-19
- Remote learning is also available to students who are unable or unwilling to follow District safety measures related to COVID-19
- Extra-curricular activities (on-site) are not available to students accessing remote learning due to associated health risks
- Lunch is not provided to students accessing remote learning
- Parents notify school if electing remote learning
- Parents will be allowed to return their students to onsite in-person instruction at any time
- Extenuating circumstances will be considered by the administration

Remote Learning Platform

- **Students will receive synchronous live instruction by logging onto their device, meaning students will see/hear the same instruction as the in-person students**
- **The goal for students who opt for full eLearning is to provide an educational experience that is as close to as if they were attending in-person learning**
- **Students would be expected to follow the in-person schedule that their grade level teacher(s) establish(es)**
- **Attendance will be recorded and monitored**
- **Grading will follow Manhattan Public School's traditional grading model to determine proficiency**
- **Extenuating circumstances will be considered by the administration and/or teacher**
 - **Teachers may record lesson and upload to Google Classroom to accommodate students who are unable to attend class synchronously**
 - **Packets will be available if needed ~ all materials for pickup will be properly handled to reduce the transmission of germs and limit contact**

Initial Steps

- Chromebooks will be available as needed to ensure a 1:1 device
- Headphones will be provided for remote learners if needed
- Class plans will be posted to Google Classroom (Grades 3-12)
- Expectations for Remote Learning will be communicated to parents and students, as well as posted to Google Classroom
 - Teachers are available for questions during the scheduled class time and between 8am-4pm
 - Teachers are not available for questions outside of 8am-4pm
 - Daily attendance is required
 - Non-students may NOT attend class via Google Meeting; this includes parents
 - Headphones are encouraged for remote learners

Technology

- Each student will need a device with a webcam and mic (laptop, chromebook)
- Each student will need headphones or earbuds for synchronous learning
- If the household has multiple remote learners the home should have enough internet bandwidth to support it
- All students will need to login and use Google classroom through their school domain (mhstigers.org) account only
- K-2 students will also need to use SeeSaw

Student Attendance for Remote Learning

- The remote learning platform is synchronous and students are expected to attend classes at the regularly scheduled time
 - Communication from students to teachers is expected when the synchronous learning is not feasible. Accommodations will be made to meet the needs of each student.
 - Students not attending class at their scheduled will be marked as absent

Student Assessment/Grading for Remote Learning

- Grading and Assessment will be consistent with in-person classes. Teachers may modify assignments and assessments on an individual basis, when necessary.
- Some assignment materials may be physically picked up and returned to the school. Communicate with teachers and the main office to coordinate this exchange.

Student & Parent/Guardian Checklists for Remote Learning

Kindergarten - 4th Grade Student Checklist:

- I know how to access remote learning activities while at home.
- I will do my best to complete the activities.
- I will contact my teacher by email with my questions, during class or between 8am and 4pm.
- If I need help, I will ask a parent or family member.
- I will be ready to share the work I completed, if my teacher asks for it.
- I will let my parents know when my work is ready to be shared with my teacher.
- During class, I understand that I need to be sitting up, not in bed, and have safe, respectful, and responsible actions.
- During class, I will be the only person in my home listening to live instruction.
- I will listen to instruction using headphones to eliminate any distractions.

Kindergarten - 4th Grade Parent/Guardian Checklist:

- I know how to find the learning materials used by my child's teacher.
- I am prepared to help my child with questions about their activities.
- I will help my child with the activities, if needed. I will contact the teacher via email with any questions.
- I understand that my child's teacher is available during class time and between the hours of 8am and 4pm.
- I will make sure to do my best to have my child complete their learning activities.
- I will share my child's work as the teacher has suggested.
- If my child is ill and unable to participate in remote learning that day, I will call the school office at ___ or email the office at ___ to report the illness.

Student & Parent/Guardian Checklists for Remote Learning

5th - 8th Grade Student Checklist:

- I know how to access remote learning activities while at home; i.e. Google Classroom and learning activities posted there.
- I will do my best to complete the activities.
- I will ask my teacher questions during Google class meetings, or between 8am and 4pm.
- If I need help, I will ask a parent or family member.
- I will post assignments and assessments to Google Classroom.
- I will let my parents know when I have shared my work with my teachers.
- During class, I understand that I need to be sitting up, not in bed, not eating, and have safe, respectful, and responsible actions.
- During class, I will be the only person in my home listening to live instruction.
- I will listen to instruction using headphones to eliminate any distractions.

5th - 8th Grade Parent/Guardian Checklist:

- I know how to find the learning materials posted to Google Classroom.
- I am prepared to help my child with questions about their activities.
- If available, I will help my child with the activities if they need help. I will contact the teacher(s) via email with any questions.
- I understand that my child's teacher is available during class time and between the hours of 8am and 4pm.
- I will make sure my child completes the remote learning activities and posts them to Google Classroom.
- If my child is ill and unable to participate in remote learning that day, I will call the school office at ___ or email the office at ___ to report the illness.

Student & Parent/Guardian Checklists for Remote Learning

9th - 12th Grade Student Checklist:

- My teachers have talked to me about how to access Google Classroom and learning materials posted there.
- I will complete the activities assigned.
- My teacher is available for help during my Google class meeting, or during a scheduled time between 8am and 4pm when not teaching other classes.
- I can email my teacher with questions.
- I will post assignments and assessments to Google Classroom.
- During class, I understand that I need to be sitting up, not in bed, and have safe, respectful, and responsible actions.
- During class, I will be the only person in my home listening to live instruction.
- I will listen to instruction using headphones to eliminate any distractions.

9th - 12th Grade Parent/Guardian Checklist:

- I am committed to supporting my child in remote learning.
- I know how to find the learning materials posted to Google Classroom.
- I am prepared to help my child with questions about their activities.
- If available, I will help my child with the activities if they need help. I will contact the teacher(s) via email with any questions.
- I understand that my child's teacher is available during Google class time, or during a scheduled time between 8 and 4 when not teaching other classes.
- I will make sure my child completes the remote learning activities and posts them to Google Classroom.
- If my child is ill and unable to participate in remote learning that day, I will call the school office at ___ or email the office at ___ to report the illness.