



## Interboro School District Community Distance Learning Guide – Updated 5/10/20

The Interboro School District has created a Distance Learning Guide to provide our community with clear guidance around distance teaching and learning during the closure of schools due to COVID 19. Aligned to Interboro's mission and vision, we have set goals and priorities to:

- Provide structured and reliable learning experiences for students
- Continue learning and ISD curriculum at a pace that is reasonable given the circumstances
- Support educators as they learn about and utilize new technology tools and distance learning strategies
- Support students and families as they navigate technology tools and distance learning
- Remain mindful of the social, emotional, and learning needs of all involved

Throughout the closure, we will continue to elicit feedback from educators, parents, and students to make appropriate adjustments.

**Distance Learning will begin for all PreK - 12th grade students in the Interboro School District on April 6, 2020. The initial week of Distance Learning will be from April 6 through April 9, 2020. Friday, April 10th, will be a holiday. PreK - 8th grade specials that would normally run on Friday will be skipped for this week, as would be the case for any holiday during the regular school year. Student assignments for the first week of distance learning can still be submitted on Friday, April 10th, by 9:00 p.m. Parents will be notified of any further modifications to the calendar throughout the length of the shutdown.**

### Learning Platform

Google Classroom will function as our Learning Management System "lite." By using a common platform, we are able to create a common instructional access point for families and educators in order to efficiently organize and implement distance learning. Teachers will communicate with families (and students where applicable) regarding their Google classroom by Friday, April 3rd.

- Students/families in grades preK-5 can [CLICK HERE](#) to access a help guide to join Google Classroom and Classlink.
- Students/families in grades 6-12 can [CLICK HERE](#) to access a help guide to join Google Classroom.
- If you are experiencing difficulty logging into Google Classroom, [CLICK HERE](#) to review the Parent/Guardian FAQ for Technology.

For additional helpful technology information for families including how to log in to a District-loaned device [CLICK HERE](#)

## Technology Access for Families

### How do I acquire a District-loaned device for my ISD PreK - 12th grade student?

- If your family needs a device, please complete the survey found on the District's homepage or at <https://forms.gle/hv22haXY8hrFx8Ji7>. This survey will remain open through the length of the closure. You will be contacted by the Technology Department regarding the logistics for device pick up.

### What happens if I encounter an issue with my Chromebook/personal device or accessing classwork content?

- Please direct your concern/question to [techhelp@interborosd.org](mailto:techhelp@interborosd.org)

### What if my child has not joined a teacher's Google Classroom?

- If, by April 9th, a teacher notes that a student has not yet joined their Google classroom, they will email and/or call the family to check in. The teacher will also contact the child's administrator and school counselor to document this concern.

### Will teachers be using audio/video conferencing tools to meet with students?

- As the State continues the extended closure of schools, Interboro School District will provide opportunities for our teachers to use audio/video conferencing tools to meet with their students. These tools are free, web-based conferencing platforms for small or large group meetings which will allow our staff to interact more fully with your child(ren) via audio, video, file, and screen sharing. Some teachers may use these tools to set up live meetings with their classes. The tools our teachers will use are COPPA (Children's Online Privacy Protection Act) and FERPA (Federal Education Rights and Privacy Act) compliant.
- It is expected that all parents will respond to this consent form to indicate whether your child will be allowed to participate in audio and video conferencing through our distance learning plan. Participation in audio/video conferencing will remain optional for families and teachers. Please [CLICK HERE](#) to review guidelines and access the permission form. We are asking that parents complete this form by Friday, April 10th. **WE WOULD APPRECIATE ALL PARENT'S COOPERATION IN COMPLETING THIS CONSENT FORM.**

### How and why should I update my contact information?

- You can update your contact information on the Home Access Center (HAC) by contacting your building administrator or following the directions found at: <https://www.interborosd.org/Page/4520>
- **Correct contact information in the HAC will ensure that you are receiving all communication from the District.**

### Are there resources parents can use to help teach children about digital citizenship and being responsible online?

- To watch a video about digital citizenship and helpful advice to share with your child [CLICK HERE](#).
- To read more about learning with technology, [CLICK HERE](#)
- For a complete guide to digital citizenship and learning technology [CLICK HERE](#).

## Teaching and Learning During Closure

How much time can I expect my child to be spending with lessons and assignments on a daily basis?

<b>PreK</b>	Daily: 15 Minutes ELA; 15 Minutes Math, Story Time
<b>Kindergarten</b>	Daily: 30 Minutes ELA, 30 Minutes Math
<b>1</b>	Daily: 30 Minutes ELA, 30 Minutes Math Weekly: Optional Science and Social Studies (suggested 30 minutes)
<b>2</b>	Daily: 30 Minutes ELA, 30 Minutes Math Weekly: Up to 30 Min of Science, Up to 30 Min of Social Studies
<b>3-5</b>	Daily: 30 Minutes ELA, 30 Minutes Math Weekly: 30 Minutes Science; 30 Minutes Social Studies
<b>PreK-5 Specials</b>	Maintain Rotational Schedule (15-20 Minute lessons according to weekly rotational schedule)
<b>Title I Services</b> <i>*for eligible K-4 students</i>	Title I students will be offered services virtually via Lexia, support lessons, and weekly Audio/Video conferencing opportunities for approximately 50 – 75 min per week.
<b>6-8 Specials</b>	Maintain Rotational Schedule (30 Minute lessons according to weekly rotational schedule)
<b>6-12 Core Content (Math, ELA, Social Studies, Science)</b>	Daily: 30 Minutes for each core content area
<b>9-12 Electives</b>	Daily: 30 Minutes for each enrolled elective

How will I know what assignments my child should be completing?

- For classes that occur daily, teachers will be emailing parents/guardians (and students at the secondary level) a “Week at a Glance” by 3:00 p.m. on Sunday. The “Week at a Glance” will be a clear and detailed chart/message listing the upcoming week’s assignments and a suggested schedule for the week.
- All assignments for the given week will be posted to the Google classroom by 8:00 a.m. on Monday.
- For any course that meets daily, the teacher will post a daily morning message/announcement for their students by 8:00 a.m.

When are assignments due?

- Assignments will be grouped by week from Monday through Friday. All assignments for a given week will be due by Friday by 9:00 p.m. Teachers will provide more detailed information to students by providing “Week at a Glance” documents containing assignments and due dates.

### Does my child have to be online at a specific time of day or can he/she work on assignments outside of normal school hours?

- Students can work on assignments at whatever time works best for their individual learning. When audio/video conferencing begins, some teachers may provide a specific time when they are available to support students with questions or conduct live lessons, however, students will not be required to attend these designated sessions.

### What happens if my child is not completing work?

- If, at any point during the closure, a student does not complete the assignments for a given week by Friday at 9:00 p.m. the educator will reach out to the family on the following Monday. The teacher will also communicate the concern to the student's counselor and administrator.
  - If, during the following week, the student does not exhibit increased participation and assignment completion the student's administrator and/or counselor will reach out to the family.
  - If assignments are not completed on a weekly basis, student attendance will be impacted accordingly.

### What is the grading process for elementary teachers for the third trimester?

- As teachers engage in common planning, they will identify the standards connected to each created assignment. When students complete assignments, teachers will keep a record of exhibited proficiency on that standard. **At each grade level, teachers have determined the standards of focus to report out on during 3<sup>rd</sup> trimester, Distance Learning. Other standards not assessed during Distance Learning, instructional reading levels (K-2), Characteristics of Learners, and Overall Proficiency Averages (3-5) will be greyed out for the 3<sup>rd</sup> trimester.**
  - **K-2 Modified Proficiency Indicators for Trimester 3**
    - P - Student exhibited Proficiency during previous trimester prior to school closure. Student regularly submitted online assignments during school closure.
    - D – Student exhibited Developing Proficiency through regularly submitted online assignments during school closure.
    - B – Student was exposed to standard through online lessons during school closure.
  - **3-5 Proficiency Indicators for Trimester 3**
    - Standards will be assigned traditional 1-4 proficiency indicators.
    - Teachers will utilize New COVID-19 Comments to reflect work completion during closure.
  - **Elementary Specials**
    - Student completion of work for PreK & Kindergarten specials will be *optional* during the shutdown. All Kindergarten students will receive a "B" to indicate exposure.
    - 1<sup>st</sup> – 5<sup>th</sup> grade specialists will follow the proficiency indicators for the given grade level.
    - 1<sup>st</sup> – 5<sup>th</sup> grade specialists will only assign proficiency indicators for "participation" category. All other reporting categories for their subject matter will be greyed out.
- **The last day of Distance Learning for PreK – 5 students is May 29, 2020. Report cards and information regarding elementary summer work will be mailed home on June 19<sup>th</sup>.**
  - **During pick up/return scheduled for the week of June 1<sup>st</sup> – 5<sup>th</sup>, elementary students may receive their workbooks from March-June. While some of these workbooks were not used this Spring, some of the concepts were addressed in our long-distancing learning activities and others will be reviewed in the Fall. Families may use these workbooks for practice and review. Some grades may choose to use parts of these workbooks for this summer work – so please save them until you receive summer work information.**

### What is the grading process for secondary teachers for the 4th marking period?

- The 4th Marking Period begins April 6th
  - The last day of Distance Learning for senior students is May 22, 2020. Seniors will complete make up work from May 26 – 29.
  - The last day of Distance Learning for 6<sup>th</sup> – 11<sup>th</sup> grade students is May 29, 2020. 6<sup>th</sup> – 11<sup>th</sup> grade students will complete make up work from June 1 – 5.
  - Report cards will be mailed home on June 19<sup>th</sup>.
- Teachers will evaluate learning tasks and provide feedback on work completed. All work assigned and graded will be entered in the “Teacher-Specific” category in the HAC gradebook. **4<sup>th</sup> Marking Period Grades for Middle School (Grades 6-8) Specials**
  - Specialists will enter either of the following codes in place of numerical grade
    - P = Pass
    - XC = Exposed to Curriculum
  - These codes will not impact the student’s overall course average, which will be determined by numerical grades earned in first three marking periods.
  - *Note- For middle school core subjects (ELA, MATH, SCI, SS) student 4th MP grades will be computed from work assigned 4/6/20-5/29/20. The 4 marking period grades will then be averaged to compute the student’s final grade.*
- **High School 2<sup>nd</sup> Semester (0.5 credit) Electives**
  - Google form presented to parents on May 5, 2020 indicating a pass/fail option for their student <https://forms.gle/grztahuKzTTwF42K8>
  - Students are eligible for this pass/fail option because these classes have been disproportionately affected by the school closure
  - If the student is doing well in his/her .5 electives class and is on track to earn a high grade, s/he should not select the pass/fail option. On the other hand, if the student is currently earning a lower grade, s/he may want to select the pass/fail option. If the student is concerned about failing a class, s/he should select the pass/fail option and should reach out to his/her teachers to learn more about how to earn a “passing” grade in the class.
    - Parents of Seniors will have until the May 29<sup>th</sup> to submit form
    - Parents of Underclassman (9<sup>th</sup> – 11<sup>th</sup>) will have until June 6<sup>th</sup> to submit form

### Will secondary students still take final examinations?

- Final examinations will not be given for secondary students, and there is no requirement to give a project in the absence of this final.
  - For high school report cards, final examinations (10% of the overall grade) will not be included in the GPA average for the year. This spot on the report card will be marked by teacher with **CVD** code which will mean, “Test not administered due to Covid-19 shutdown.” This will prevent any numerical calculation for the final examination.

### How will secondary teachers complete grades for the 3rd marking period?

- The last day of instruction for the 3rd Marking Period was March 11th (6-8th grade) or March 12th (9th - 12th grade). Teachers will not assign any new assignments that will count toward the student’s 3rd marking period grade.
- Parents and students should check updated grades in the HAC gradebook. If the student is currently not passing a course, by April 9th the teacher will contact the parent/guardian and student regarding the current grade and any opportunities to complete work to improve that grade.
- Given the unique situation, when applicable, teachers may need to provide students with an alternative assignment to complete work that was missed prior to March 11th/12th.

- Where applicable, students will have the opportunity from 4/6 – 4/17 to complete assignments/make up work that was assigned prior to March 12<sup>th</sup>. Hence, a student who is completing make up work could effectively be doing third marking period and fourth marking period work at the same time.
- Make up work and alternative assessments/projects can only positively impact a student's grade.
- Please find the below the schedule for important dates for the completion of the 3rd marking period.
  - **Make up work, etc. due by April 17th**
  - **Final grades submitted by April 22nd**
  - **Report cards available April 29th\*** *report cards will not be printed and will be available only electronically through the HAC*

### What are the next steps for High School Course Selection?

- The High School Administration and school counselors have compiled pertinent information for current 8th - 11th grade students and their families to guide the course selection process. Students and families will receive this information later in the month of April. **High School Course Selection should be completed by current 8<sup>th</sup> – 11<sup>th</sup> grade students in HAC by Friday, May 8, 2020. If students have not completed this process, they should contact their school counselor.**

### How and when should I contact my child's teacher?

- The most efficient and effective way to contact teachers is via email. Educators will be monitoring emails throughout the school day and respond within 24 hours. If a question pertains to assigned work, students and parents can also communicate with their teachers via assignments in Google Classroom.
- All educators will also hold Virtual Office Hours daily between **10:00 - 10:45 a.m.** and **2:00 - 2:45 p.m.** during which they will be available at their computers to respond to parent/student questions or concerns via email, provide feedback in Google classroom, or make phone calls\*.  
*\*Currently, educators will be using their personal devices to make such calls to families, using \*67, therefore you may receive a call from a blocked number.*

### How will I find out information about Special Education services for my child?

- Special Education/Speech/Gifted and other related service personnel will be reaching out to each student on their caseload. They will be providing each parent with a **COVID-19 Interim Individualized Emergency Special Education Plan Notice** regarding the academic and related services each student will be receiving virtually.
- Special Education teachers and related service providers have created Google Classrooms for their students to learn virtually.
  - If students were attending a regular education classroom before the shutdown, they will continue to be educated by the regular education teacher.
  - Any special education student that was in a co-taught or Itinerant setting will receive support from the special education teacher within the virtual setting.
- Teachers are creating lessons to accommodate and modify, to the best of their ability, under these circumstances.
- **504 plans will be followed, to the extent possible, through distance learning. Lessons will be modified and accommodated, according to the child's 504 plan**
- Students will continue to have access to all specialist/elective lessons through their Google classrooms.
- Teachers will be communicating bi-weekly, through a variety of methods, to follow up on each student's education and to provide support as needed.
- Case managers will contact parents to discuss the plan for evaluations, IEPs, 504s and GIEPs that are scheduled during the shutdown.
- As always, if you have any questions, please email your child's case manager.

## Student Attendance

### How will attendance be counted?

- **For the week of April 6-9, all students will be marked present for attendance.**
- Attendance will officially begin April 13th and continue to the end of the shutdown.
- Beginning April 17th, and continuing every Friday, between 3:00 - 5:00 p.m., parents will receive an electronic link to their building specific form, from their building principal with attendance to completed for that week. The building specific forms will also be available on the website.
  - Example: If you have children in three schools, you will receive a link from each school for each of your children.
  - Every child must have their own form submitted.
  - If parents have more than one child in the same school, they must complete the form, using the link, for each child.
- By 5:00 p.m. on the following Wednesday, the parent/guardian will need to complete the form for each child indicating the child signed in and actively participated in completing the assignments and instruction each day **(Please see the schedule below).**
- If the parent does not submit the form by the appropriate date, the child will be marked absent and be contacted by the school office to determine why the form was not completed.
- If you have difficulty completing the survey, please contact your child's building principal.
- **Student attendance is subject to change, if students have not completed the work as required by your child's teacher.**

<b><u>Attendance Weeks</u></b> <b><u>(As long as the shutdown is in effect)</u></b>	<b><u>Attendance</u></b> <b><u>Dates by which Parent Must Submit Form by 5:00pm</u></b>
April 13 - 17	April 22
April 20 - 24	April 29
April 27 - May 1	May 6
May 4 - 8	May 13
May 11 - 15	May 20
May 18 - 22	May 27
May 26 - 29	June 3
June 1 - 5	June 10
June 8 - 11	June 17