

District Remote Learning Student and Parent Handbook

2020-2021

Albert Gallatin
AREA SCHOOL DISTRICT

INTRODUCTION

Albert Gallatin believes that the optimal learning environment for our students is to have in-person interactions with their teacher(s). Due to the COVID-19 pandemic, that is not possible at this time, so AGASD has developed a model that most closely resembles that in-person interaction.

Through the CANVAS learning management platform, students will log on and engage in live, real-time classes with their teachers, following their assigned daily schedule. Instruction will model an in-class experience. As if in their actual classroom, students will extend their learning by participating in meaningful learning activities designed to enrich or remediate the presented concepts in their virtual classroom. You will find this curriculum to be more rigorous, engaging, and in-line with academic expectations than the online instruction provided at the end of last school year.

As outlined in their schedule, students will have opportunities for breaks and movement throughout the academic schedule. Live lessons will be recorded for the student who prefers to work at their own pace, or cannot access technology during the designated class 'period'.

To support both students and parents, online 'live' office hours will be provided by teachers each academic day.

The guidance in this document is intended to provide the framework and accountability for the successful implementation of the Albert Gallatin Area School District Remote Learning Program. If you have any questions at any time, please feel free to reach out to your building administrator(s).

CANVAS Learning Management System

The district has purchased Canvas as a student learning management system (LMS). All teachers will be trained on the LMS and be required to use it for an agreed upon set of standard functions such as communicating with families, posting, and grading student assignments.

ATTENDANCE

Attendance in distance education is just as important, if not more important than traditional education. All students are required to complete a check in for classes each day in order to fulfill all attendance requirements. Students must also complete classwork to fulfill classroom attendance/grading as well.

- Daily login attendance on CANVAS
- Submission of student work

In order to be counted for class each day (M-F) you must log into your class and turn in the class assignment no later than 10pm each day.

Students failing to complete the classroom assignment may receive a failing grade for the work that day; regardless of whether or not they logged into the class that day.

If a student is absent, a written parental or doctors excuse should be emailed to Mr. Gary Serock at gary.serock@agasd.org

ACCOUNTABILITY

Attendance monitoring will be conducted by the district at several levels:

- Student attendance will be monitored by logging on to Canvas daily. In addition, teachers will monitor students who are not logging in and those who are not completing work on a daily basis. Teachers will make a primary effort during the school day to check-in on the student.
- Students who fail to complete work will be referred to the counselor on a weekly basis (by the end of the day on Thursday).
- Students that fail to meet the expectation for Daily School Attendance may be required to follow state guidelines and district policy for truancy elimination, as well as possible citations through the magistrate. Additionally, students reported to the counselor and/or administration may be denied credit for the class, which may lead to retention in either the grade level or individual class.

REMOTE SCHOOL DAY

DAILY SCHEDULE

Students at Albert Gallatin High School will follow their set daily schedule during the remote learning period. This schedule will run from 9:20 am until 2:00 pm each academic day. Students will have daily opportunities to engage with their teachers.

HIGH SCHOOL SCHEDULE

Below is a sample schedule of a remote learning day. Schedules will vary by building.

Albert Gallatin High School- Remote Learning Schedule					
Time (Period)	Monday	Tuesday	Wednesday	Thursday	Friday
7:00-9:15	Student Support, Office Availability, Staff Meetings, Professional Development				
9:20-9:50 (1)	Direct Instruction (Live)	Direct Instruction (Live)	Direct Instruction (Live)	Direct Instruction (Live)	Direct Instruction (Live)
9:55-10:25 (2)					
10:30-11:00 (3)					
11:05-11:35 (4)					
11:40-12:10 (5/6)	Schedules vary according to individual student schedules and assigned lunch times				
LUNCH 5					
12:15-12:45 (6/7)	↓	↓	↓	↓	↓
LUNCH 7					
12:15-12:45 (7/8)					
12:50-1:20 (8/9)					
LUNCH 9					
1:25-1:55 (10)					
2:00-2:20	Teacher "Office Hours"				
2:20	End of Live Remote Learning Day				

INSTRUCTION

- Students will receive daily access to real-time engagement with teachers for instruction, academic support, and/or office hours.
- Teachers will conduct (5) live instruction lessons per class period per week to be delivered according to the modified school schedule.
- The live instruction provided will focus on the introduction of new content, addressing student misconceptions, and teacher modeling.
- All teachers will provide academic support sessions per week in the form of content reviews, small group lessons, check-ins, and/or class/team meetings. These sessions support students' successful completion of applying new learning concepts to the assignments for the week. In addition, these opportunities are designed for students and families to have access to teacher support in real-time to further student understanding of instructional content.

OFFICE HOURS

- Live Office Hours will be available daily. Teachers will be online via Zoom, Google Chat/Hangout or Canvas conferencing. This time frame will be communicated to students and families in advance. During the school day, teachers will be available via email, Canvas chat, or by phone for parents who express that preference.

ASSIGNMENTS

- Overviews or agendas for the following week will be provided to students by 2:00 pm on the last school day of the previous week.
- Students will be given specific assignments during instructional periods and all assignments will be posted in Canvas.
- Daily assignments will be due no later than 10pm each day. Teachers will monitor progress daily to promote completion of student assignments.
- In addition to the general education teachers, individual students receiving special education, ESL services, or 504 services will be appropriately supported by their assigned Special Education teachers, ESL teachers, and/or school counselors throughout remote learning experiences.
- The total time spent on non-instructional assignments/homework will be designed to fall within an average of 15 minutes per day/per course for Middle School and High School students.
- Assignments may span multiple days. Time expectations will be clearly communicated for students and parents for assignments that will span multiple days.

GRADING

- For remote learning, traditional grading procedures will apply. Grading of assignments will reflect student mastery of content.

STUDENT AND FAMILY SUPPORT

- Teachers will be available via. email and/or phone between the hours of 7:00am-2:20pm for student and/or parent interaction when not in live sessions.
- If communications are received after 2:15pm on a remote learning day, teachers will respond before 2:00pm on the following remote learning day.

COMMUNICATION

- All teachers and professional staff members will be available via. email each school day Monday-Friday from 7:00am-2:15pm to support students. This includes related arts teachers, elective teachers, special education teachers, school counselors, nurses and speech therapists.
- If you send an email after 2:15pm, please anticipate a response on the next remote school day.
- If your child is struggling, please contact your child's teacher to arrange support. Teachers can be contacted by email Monday through Friday, 7:00 am-2:15pm or during daily office hours.
- Please refer to your student's schedule to see when a particular class is in session. We do not want students working to the point of frustration and your child's teacher will be available to work with your student remotely.

***For general school and district announcements, please refer to your School Counselors CANVAS page.**

SCHOOL COUNSELOR

- Counselors will be available during the school day 7:00am-2:00pm via. email for support.
- The counselors will contact those students who are scheduled to meet with them via. email to establish the best mode of communication.
- They will also provide all students recommended learning opportunities that will satisfy Career Education and Work standard requirements.

PARENT EXPECTATIONS

- Ensure the student completes the Daily School attendance submission daily.
- Support and encourage your child to login/complete work each day as instructed by the teacher.
- Contact the teacher of record for any questions or concerns.
- Notify administration if any issue cannot be fixed at the parent/teacher level.

STUDENT EXPECTATIONS

- Check your CANVAS daily!
- Keep a list of your passwords handy if you can't remember them.
- Submit your daily class attendance each day by logging in and completing all class work as assigned for each class to ensure that you are marked present for each class.
- Establish a daily routine to maximize your success.
- Choose a location to work that enables you to focus on the tasks and work undisturbed.
- Complete the assigned work for all classes you are assigned; **DON'T FALL BEHIND!**
- Take advantage of your teachers' office hours.
- Make sure you read through ALL the instructions, assignment details and requirements.
- Visit the school Wi-Fi Hotspot if your connectivity is not stable or consistent.
- Reach out to your teacher if you need help.
- Students are expected to maintain the student code of conduct, academic integrity policies, and technology policies as outlined in the student handbook.

MEAL SERVICE

Meal service will be provided for all students based on a regular school week (5 breakfasts/5 lunches). Times and locations will be announced.

CONTACT INFORMATION

If you have additional questions and/or concerns, please contact your building administrator(s) below:

Albert Gallatin Area High School	724-564-2024	Brian Reams, <i>Principal</i> Marissa Dugan, <i>Assistant Principal</i> Kristin Martin, <i>Assistant Principal</i>
Albert Gallatin North Middle School	724-737-5423	Mike Dunham, <i>Principal</i> Sharon Lepri, <i>Assistant Principal</i>
Albert Gallatin South Middle School	724-725-5241	Zachary Dillow, <i>Principal</i> Sharon Lepri, <i>Assistant Principal</i>
A.L. Wilson Elementary School	724-564-7434	Krista Baker, <i>Principal</i>
Friendship Hill Elementary School	724-725-9515	Randy Wilson, <i>Principal</i>
George J. Plava Elementary School	724-737-5424	Eric Witt, <i>Principal</i>
Masontown Elementary School	724-583-1091	Duane Frund, <i>Principal</i>
Smithfield Elementary School	724-569-9570	Renee Rosie, <i>Principal</i>

TECHNOLOGY POLICY NO. 815

Classrooms in the Albert Gallatin Area School District are equipped with a Microsoft Windows powered computer that is connected to the district's fiber-optic Wide Area Network. Available on these computers is content-filtered internet, Microsoft Office Suite, and various educational programs/software. Computer usage and network traffic is monitored and logged by the Director of Technology on a daily basis. Any student that does not comply with the Computer Network/Internet Policy will be subject to disciplinary action by their respective principal and/or administration. The increased accessibility of electronic resources requires the implementation of the following use guidelines:

1. Students will adhere to the Internet Policy. (Available in library)
2. Students will observe software copyright laws and fair use guidelines. They will not be permitted to copy school software or bring software from home to copy on the school machines.
3. Illegal use of the network; intentional deletion/manipulation or damage to files or data belonging to others; copyright violations or theft of services and/or identity will be reported to the appropriate legal authorities for possible prosecution.

The Albert Gallatin Area School District assumes no responsibility at any time for the loss, destruction, or theft of any cellular phone or similar device that is brought to school.

The District property may be used by the student only for noncommercial purposes, in accordance with District policies and rules, the District's Internet Acceptable Use Policy, as well as local, state, and federal law.

COMPUTER NETWORKS/INTERNET POLICY NO. 815

A Chromebook and accessories in brand new or good working order are being lent to each student, beginning in 6th grade. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document. This equipment remains at all times the Property of the Albert Gallatin Area School District and is lent to the student for educational purposes only. The student may not deface or destroy this property in any way.

The equipment is for the use of the student only; family and friends should not use the equipment. Inappropriate use of the device may result in the student losing his or her right to use of the Chromebook. The equipment will be returned when requested by Albert Gallatin Area School District, at the end of the school year, or sooner, if the student is enrolled in Alternative Education, or withdraws from the District prior to the end of the school year.

1. The Internet will be used to support the functions of the district, its curriculum, the educational community, projects between schools, communication and research for school district administrators, teachers and students.
2. The Internet and computer technology will not be used for illegal activity, transmitting offensive materials, hate mail, discriminatory remarks or obtaining, transmitting or otherwise communicating indecent, obscene or pornographic material.

3. The Internet and computer technology will not be used for profit purposes, lobbying or advertising on behalf of any individual or employee of the district without the express written consent of the district.
4. Use of the district's computer technology or the Internet for fraudulent illegal copying, communication, taking or modification of material or any other activity in violation of the law is prohibited and will be referred to the proper authorities.
5. In no event shall the district be liable for any damage, whether direct, indirect, special or consequential, arising of the use of the Internet accuracy or correctness of databases or information contained therein or related directly or indirectly, to any failure or delay of access to the Internet.
6. The district may terminate the availability of the Internet and Network accessibility at its sole discretion.
7. From time to time, the district will make determination on whether specific uses of the Internet and Network are consistent with this policy and notify users of the same.
8. The district, in its discretion, reserves the right to log Internet use in terms of time and content and to monitor file server disk space utilization by users.
9. The district reserves the right to remove a user account on the Internet and Network to prevent further unauthorized activity as specified in this document.
10. The Network shall not be used to disrupt the work of others; hardware or software shall not be destroyed, modified or abused in any way.
11. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
12. Diligent effort must be made by the user to delete mail daily from personal email directories to avoid unnecessary use of file server disk space.
13. Diligent effort must be made by the user to periodically delete obsolete files from the Network file server.
14. Users shall not intentionally seek information, obtain copies of or modify files, other data, or passwords belonging to other users, or misrepresent other users in the Network.
15. Uploading, downloading, installation, or use of unauthorized games, programs, files or other electronic media is prohibited.
16. The illegal use of copyrighted software is prohibited.
17. In order to maintain a high level of security on the Local Area Network all Network users must update their passwords at least every six months and must notify the Computer Center of the new passwords.
18. The user shall be responsible for damages to the district's equipment, systems and software resulting from deliberate or willful acts.
19. The Internet, Network and e-mail are not guaranteed to be private. People who operate the systems do have access to all e-mail and files. Messages relating to, or in support of, illegal activities may be reported to the authorities.

20. Failure to follow the procedures listed above by students of the district may result in suspension or loss of the right to access the Internet, to use the district's computer technology, and be subject to other disciplinary actions, including but not limited to, expulsion.

21. Violations of this policy and procedures by employees of the district may result in discipline, including but not limited to, dismissal.

22. All students and employees who wish to use the Internet, Network, and computer technology tools must sign an Internet Agreement form which will be kept on file in the current school location. If the user is a student under the age of 18, the signature of the student's parent or guardian will also be required on the Internet Agreement form.