

# ***Pike County School System***

## **Philosophy and Procedures for Remote Learning**

### **Mission**

The mission of the Pike County School System is to develop individuals who will possess the knowledge, skills, and values essential to becoming productive citizens.

### **Vision for Remote Learning**

The Pike County School system envisions remote learning as a rigorous, differentiated process that allows students to own and have input into their learning process while developing critical educational, technological, and organizational skills.

### **Purpose**

By adding remote learning to our system's offerings, we have given students an additional opportunity to stay connected with their learning. Through remote learning, students will be able to enhance their technology skills in a real-world capacity via online media outlets and learning platforms. Students who choose to participate in the PCS remote learning program benefit by improving their critical-thinking skills and increasing self-discipline and time management proficiencies.

### **Partnerships**

Our remote learning environment allows students, parents, teachers, and content providers to collaboratively pursue quality educational endeavors outside of the traditional classroom.

### **Student Bill of Rights for Remote Learning**

Students have the right...

- to have questions about digital or remote academic work answered clearly and promptly
- to the expectation that his or her work is presumed to be done with honesty and integrity
- to the presumption that anybody involved in the remote work is complying with privacy laws and policies related to student privacy and student data
- to expect that there are policies and procedures in place for ensuring and maintaining the integrity of student work
- to understand what and why data is collected and stored, how it is being used, and that data collection is specific and limited

## Expectations

<i>To be successful in the virtual environment, the following are basic expectations:</i>		
<p><b>Students</b></p> <ul style="list-style-type: none"> <li>• Be in a suitable workplace</li> <li>• Log in 5 minutes before virtual session begins</li> <li>• Be respectful</li> <li>• Actively participate and listen</li> <li>• Use appropriate language (including hand signals) and writing styles</li> <li>• Submit assignments in a timely manner</li> <li>• Dress appropriately (if camera is active)</li> <li>• Own your learning and ask for help</li> <li>• Notify teacher if you will be absent from a virtual session</li> </ul>	<p><b>Teachers</b></p> <ul style="list-style-type: none"> <li>• Have a syllabus with appropriate pacing</li> <li>• Model and discuss expectations for participation</li> <li>• Be prompt for live virtual sessions</li> <li>• Plan lessons in advance</li> <li>• Hold weekly “office hours”</li> <li>• Set and follow weekly schedules</li> <li>• Allow students to help develop a motto, slogan, or mission statement for virtual class</li> <li>• Create hand signals</li> <li>• Respond to student/parent inquires within 24 hours excluding nights and weekends</li> <li>• Grade/provide feedback on assignments within 72 hours of submission</li> <li>• Always have a “Plan B” in case a lesson does not work. Be flexible and sensible.</li> </ul>	<p><b>Parents</b></p> <ul style="list-style-type: none"> <li>• Provide a suitable working environment and needed supplies</li> <li>• Offer encouragement and appropriate assistance with course content when possible</li> <li>• Regularly monitor academic activities and progress</li> <li>• Maintain active involvement in their child’s academic progress</li> <li>• Ensure that textbooks and other required materials are picked-up from the school in a timely manner</li> </ul>

## Student Code of Conduct

Students will be responsible for their own behavior, will properly handle and use all equipment, and will show respect for others during remote learning.

Students will:

- Be attentive.
- Actively participate in the learning experience.
- Complete all assigned homework, projects, and assessments on time.
- Be academically honest.
- Follow all rules established by the school and the teacher.

In the event the actions of students cause harm to other students or the teacher, the school administrator has the right and responsibility to discipline offenders. If a situation occurs where disciplinary action is required, the local school administration will follow the PCBOE Code of Conduct to issue appropriate consequences including the possible removal of a student’s online privileges.

## **Textbooks and Other Materials**

It is the responsibility of students/families to pick up textbooks and ancillary materials needed for each virtual learning class from their home schools. Textbooks and other course materials must be available on the starting date of each class. Supplementary materials may be required for some courses and a list of such materials will be available in the course.

## **Technology and Equipment**

Virtual students (PreK-6<sup>th</sup>) will need a device such as a Laptop Computer, Desktop Computer, iOS Device/iPad, Android Tablet, or Kindle Fire Tablet. Middle and high school students (7<sup>th</sup> – 12<sup>th</sup>) will need a Laptop or Desktop Computer. This does not mean each individual student will need their own device, but simply have access to one to complete their schoolwork. Internet service will also be required.

A limited number of devices will be available for lease at a very reasonable cost and these will be distributed based on documented financial need basis initially. Additionally, the school system is working to resolve issues where Internet services are not available.

## **Instructional Time Expectations**

<b>Grade</b>	<b>Maximum</b>
PreK	60 minutes/day
K	90 minutes/day
1 <sup>st</sup> - 5 <sup>th</sup>	1 – 2 hours/day
6 <sup>th</sup> – 8 <sup>th</sup>	2 – 3 hours/day
9 <sup>th</sup> -12 <sup>th</sup>	3 – 4 hours/day

**\*CLASSROOM SEAT TIME DOES NOT EQUAL VIRTUAL SEAT TIME\***

## **Attendance**

Regular participation in classes is critical to student success. Students are required to log in to each of their courses for substantive participation no less than three times per week, unless the course requires students to log in more frequently. Teachers and school staff will contact students by email and phone if they do not appear to be engaging frequently or making satisfactory progress in their courses. To have satisfactory attendance, work must be submitted weekly and students must be on pace, unless arrangements are made in advance with the virtual teachers.

Teachers will report to their school administrators any student that has not submitted work for the two weeks along with their documentation log of parent contacts made and parent response.

## **Make-up Work**

Students should maintain pace in their courses by participating daily and submitting assignments timely. However, if a student falls behind in a course, he/she will be expected to work diligently to catch up with the class. Students will be given opportunities to review lesson materials and submit missed assignments within a reasonable time.

However, to maintain adequate educational progress, deadlines are necessary. Missing assignments for the first half of the grading period are due at the end of the 4<sup>th</sup> week of the respective grading period at which time a grade of 0 will be assigned to any remaining missing assignments, unless other arrangements have been made with the instructor. The same will apply for the second half of the grading period with the end of the 8<sup>th</sup> week being the deadline.

Grading Period	Last day to submit work from 1 <sup>st</sup> half of grading period	Last day to submit work from 2nd half of grading period
Second Nine Weeks (Oct. 19 – Dec. 18)	November 13, 2020	December 14, 2020
Third Nine Weeks (Jan. 7 – March 19)	February 8, 2021	March 15, 2021
Fourth Nine Weeks (March 22 – May 27)	April 19, 2021	May 10, 2021

## **Promotion and Retention**

Students in the virtual program will be subject to the Promotion and Retention and Policies in the Pike County Schools' Code of Conduct.

## **Extracurricular Activities**

Students enrolled in the virtual program are eligible to participate in co-curricular and extracurricular activities in the school in which they are enrolled. Students must meet the same extracurricular activity eligibility requirements as students enrolled in the traditional day program.

## **Standardized Testing**

Students who are in virtual classes are required to take all standardized tests administered by the Pike County School System and the state of Alabama. The majority of the tests can **not** be administered remotely. Therefore, students will take the tests in person at the school in which the student is enrolled. In some cases, students may need to have a picture identification to take a test. For all testing, students must provide their own transportation to school.

## **Students with IEP/504**

The Pike County Board of Education policies will apply to students with IEP or 504s. A student's specific needs will be addressed by the IEP team and provided in accordance with the IEP/504 documentation.

## **Counseling Services**

Virtual students are eligible for the same counseling services afforded traditional students. These may include assistance with academic progress, testing preparation, mental health services, and career planning. To take advantage of these opportunities, students/parents should contact the counselor at the school in which they are enrolled.

## **Academic Misconduct**

Academic misconduct by students includes all acts of dishonesty in any academically related matter and any knowing or intentional help or attempt to help, or conspiracy to help, another student commit an act of academic dishonesty. The Pike County School System reserves the right to institute consequences for such instances. For students in dual enrollment courses, the system reserves the right to institute consequences **in addition** to those imposed by the post-secondary institution or curriculum provider (i.e., ACCESS, direct computer-based instructional system, etc.) involved, which may include but is not limited to dismissal from academic and/or dual enrollment programs. At a minimum, students will receive zeros for the impacted assignments.

Academic dishonesty includes, but is not limited to, each of the following acts when performed in any type of academic or academically related matter, exercise, or activity; including both high school and post-secondary institution, whether on-line, face-to-face, or hybrid.

- (1) Cheating--using or attempting to use unauthorized materials, information, study aids, or computer-related information on assignments or tests (including standardized testing).
- (2) Plagiarism--representing the words, data, pictures, figures, works, ideas, computer program or output, or anything not generated in an authorized fashion, as one's own.
- (3) Fabrication--presenting as genuine any invented or falsified citation or material.
- (4) Misrepresentation--falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.

## **Communication**

Teachers are expected to initiate and maintain regular contact with students regarding student progress. Moreover, teachers are expected to log on to the learning management system at least once each school day throughout any term in which they are assigned a course and, at a minimum, respond to student e-mails, provide feedback on activities, grade assignments, monitor student participation, and create and post timely announcements. News items and events must also be posted clearly and concisely to keep students on pace and well informed of course activity and assignments.

Remote-learning students, who wish to visit their school campus to get additional help or meet with one of their teachers about the course, **must** schedule an appointment in advance with

their teacher. Teachers are instructing students the majority of the day, so it is important to schedule meetings at times that the teacher does not have a class. Upon arrival on campus, students should check in through the office before going to the teacher's classroom.

**Note:**

It is extremely important that student communications be monitored. If potentially dangerous student communication is discovered after school hours or on weekends, the school administrator should be contacted immediately.

**Grade Reporting**

Teachers are required to grade all assignments within 3 days of submission. Teachers should enter grades in I-NOW weekly so that students and parents remain informed of academic progress. To ensure confidentiality, grades are not to be transmitted through the use of facsimile (fax) or e-mail.

**Professional Learning**

Teachers are expected to participate in required ongoing professional learning activities in specific aspects of course delivery, as needed and scheduled by Pike County Schools and/or the Alabama Department of Education. This training may be conducted using face-to-face, virtual, or Web conferencing delivery.

## **APPENDICIES**

## Appendix 1 - Acceptable Use Policy (Technology)

### **Pike County Use Agreement for Internet and Other Electronic Resources**

The Pike County School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. **These technologies, when properly used, promote educational excellence in Pike County Schools by facilitating resource sharing, innovation, and communication.** To this end, the Pike County Board of Education encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Pike County School District and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Pike County Board of Education adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Pike County School District-owned equipment or through Pike County School District-affiliated organizations.

#### **Pike County School District Rights and Responsibilities**

It is the policy of the Pike County School District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Pike County School District recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the Pike County School District retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Pike County School District-owned equipment and, specifically, to exclude those who do not abide by the Pike County School District's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Pike County School District reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.
6. To the extent practical, technology protection measures (or "internet filters") shall be used to block or filter Internet (or other forms of electronic communications) access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed (1) obscene, (2) child pornography, or (3) any material deemed harmful to minors.
7. Provide for the education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response.

#### **Staff Responsibilities**

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Pike County School District.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.
3. Staff members will provide for the education of students regarding online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response.

#### **User Responsibilities**

Use of the electronic media provided by the Pike County School District is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. **Users must protect all system devices from damage or theft. Users are required to maintain password confidentiality by not sharing their password with others and may not use another person's system account.** In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

### Acceptable Use

1. All use of the Internet/Computers/Network must be in support of educational and research objectives consistent with the mission, goals and objectives of the Pike County School District.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using any electronic communication extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Faculty and student email will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
6. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
7. From time to time, the Pike County School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

### Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, delete, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on Pike County School District computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files or files dangerous to the integrity of the local area network is prohibited.
11. Participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
12. The Pike County School District network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Pike County School District for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Pike County School District.
13. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
14. Use of the network for any unlawful purpose is prohibited.
15. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
16. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
17. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

### Disclaimer

1. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
2. Any violation of this policy will subject the violator to disciplinary action, which shall include, but shall not be limited to, any disciplinary action authorized under the entire range of discipline provided for the Student Code of Conduct and the Pike County Board of Education Policy Manual and; in addition, prohibition of further use of the Internet by the violator.

Revised: December 2020

# Pike County School Internet Acceptable Usage Contract

User Agreement (to be signed by all adult users and student users above grade 4):

I, \_\_\_\_\_ (please print full name), hereby certify that I have received a copy of the Pike County Schools' Internet and Instructional Technology Acceptable Use Policy and that receipt of said Policy serves as a notice to me and my parents and/or legal guardian of the policy and its provisions. I understand and agree that it is my responsibility to fully inform myself of the provisions of this Policy, and I understand and agree that I will fully comply with and abide by all provisions of this Policy. I understand and agree that any violation of this Policy may result in disciplinary action against me which can include, but shall not be limited to, any disciplinary action authorized under the entire range of discipline provided for in the Student Code of Conduct up to and including expulsion, and, in addition, prohibition of use of the Internet. I hereby release and agree to hold harmless the Pike County Schools, the Pike County Board of Education and all other organizations and persons from any liability, loss, expense, claims, or damages, whether to person or property, arising from my use of the Internet. In addition, I hereby agree to accept full responsibility and liability for the consequences of my use of the Internet.

\_\_\_\_\_  
Student Signature & Date

Parent Agreement (to be signed by parents of all students):

I, \_\_\_\_\_ (please print full name), the parent/guardian of the above student, hereby certify that I have read the Pike County Schools' Internet and Instructional Technology Acceptable Use Policy. I agree and acknowledge that it is the responsibility of the above student to fully inform him/herself of the provisions of this Policy, and I agree with the requirement that the above student must fully comply with and abide by all provisions of this Policy. I understand and agree that any violation of this Policy by the above student may result in disciplinary action against him/her which can include, but shall not be limited to, any disciplinary action authorized under the entire range of discipline provided for in the Student Code of Conduct up to and including expulsion, and, on addition, prohibition of use of the Internet by that student. I hereby covenant and agree that I accept full responsibility for the use of the Internet by the above student, and I hereby agree to be responsible for all financial and legal liabilities and consequences which may result from the above student's use of the Internet and other technology services provided by the Pike County Schools. I hereby release and agree to indemnify and hold harmless the Pike County Board of Education, and all other organizations and persons from any liability, expense, loss, claims or damages, whether to person or property arising from the use of the Internet by the above student.

**Electronic communication is an important skill for 21<sup>st</sup> Century students.** For my student in grades Pre-K – 12, I understand the Pike County School System will issue him/her an email account. I understand that the Pike County School System has determined what features my child has access to, which may include email, homework drop boxes, message boards, chat rooms, blogs, and digital storage lockers. I understand that all email messages and postings will be filtered for inappropriate words and images, and that any messages determined to be questionable will be diverted to my student's email administrator for review. Consequences for misuse of email will be determined by the district, and may include restrictions, loss of privileges, or other disciplinary action. I further understand that my student's administrator or teacher can view my student's email account and digital locker at any time.

\_\_\_\_\_  
Parent Signature & Date

## Appendix 2 Student-Parent Agreement (Technology)

### Student/Parent Device agreement 2020-2021

- I will use my laptop in ways that are appropriate, meet Pike County School's expectations and are educational.
- I will use the laptop to access only educationally and socially appropriate materials and websites.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip or engage in activity that is harmful to other persons.
- I understand that my laptop is subject to inspection at any time without notice and remains the property of Pike County Schools.
- I will follow the policies outlined in the Acceptable Use Agreement while at school, as well as outside the school day.
- I will take proper care of my student laptop device.
- I will never leave my laptop unattended.
- I will never loan out my laptop to other individuals.
- I will know where my laptop is at all times.
- I will charge my laptop's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my laptop since they may cause damage to the device.
- I will not use the laptop camera to take and/or distribute inappropriate or unethical material.
- I will not disassemble any part of my laptop or attempt any repairs.
- I will protect my laptop by carrying or transporting it in a safe manner.
- I will not place decorations (such as stickers, markers, etc.) on my laptop.
- I will not deface the fixed asset tag on my laptop.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the administration of Pike County Schools.
- I will be responsible for all damages or loss caused by neglect or abuse.

**I agree to return the laptop and power cord in good working condition. I agree to the stipulations set forth in the *Technology and/or Equipment for Student Use at Home policy, PCS Acceptable Use Agreement, and the Student/Parent Device Agreement.***

Student First and Last Name (Please Print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian First and Last Name (Please Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**Individual school devices must be returned to Pike County Schools at the end of each school year.**

**Students who withdraw, are suspended or expelled, or terminate enrollment at Pike County Schools for any reason must return their individual school device and accessories on the date of termination.**

Appendix 3 – Sample failure Notice

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

This letter is to inform you that your child, \_\_\_\_\_, is in danger of failure due to non-participation in \_\_\_\_\_ grade virtual education classes. The (first, second, third, fourth) nine weeks will end on \_\_\_\_\_. Your child will need to complete and submit all missing assignments by \_\_\_\_\_ at 5:00 p.m. If you have questions or concerns please contact me at 334-566-\_\_\_\_\_. If non-participation is the result of technical issues with a device or internet, please call 334-566-1850, Option 8 to discuss the issue.

Sincerely,

Principal