Jackson School District
Remote Learning Parent & Student Handbook
2020-2021

District Site: www.jacksonsd.org

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Ms. Michelle Richardson, Business Administrator/Board Secretary

The policies and rules contained in this handbook supplement the broad discretionary power of Administration to maintain safety, order and discipline in our school.

Table of Contents

This handbook is designed to highlight the additional details of Remote Learning. The expectations of all remote learners is to meet all criterias and expectations in our building-based handbooks which can be found on your school's website. It is also the expectation that all remote learners meet the same rigor, grading, attendance and participation as our hybrid in-person learners.

Thank you for participating in this learning platform and we look forward to working with you.

Mission Statement

The Jackson School District is a partnership of dedicated staff, learners, and community members committed to developing the unique abilities of each student through compelling learning experiences in a safe and nurturing environment.

Our comprehensive, engaging and technology-enriched programs inspire, educate, and motivate students to become independent, creative, and critical thinkers who will thrive in a diverse, evolving, global society.

We are resolved that through a commitment to scholarship, character, and initiative, our students will succeed beyond the expectations of the New Jersey Student Learning Standards as they excel in their life-long pursuit of knowledge.

Remote Learning Vision

Meeting with Mark Lax

In Jackson's remote learning community, we support each other's learning, leadership, and service by building a community where everyone can take risks to learn and grow in new ways. We recognize learning can sometimes be confusing, scary, and different for each of us. That is one reason why it is so important to feel supported and safe. At our JSD learning community, we are taking this journey together. As members of the JSD community, we are all expected to be involved in the whole program, not just parts of it.

What is Remote Learning?

A remote learning environment is one in which the student and the educator are not physically present in a traditional classroom. Rather, teaching and learning occur through instruction focused on the teaching of skills and concepts, and the reciprocal sharing of content through technology such as discussion boards, video conferencing, and online assessments. Remote learning can occur synchronously with real-time peer-to-peer interaction and collaboration, or asynchronously, with self-paced learning activities that take place independently of the instructor. Student coursework will meet the same rigor and standards and pacing as our in-person school model led by Jackson School District certified staff.

What is Synchronous Learning?

The term synchronous is synonymous with "together." When a group of students join a class and learn together, the process is called *synchronous learning*, and it occurs in various forms during virtual learning. Activities such as attending classes together in a Google Meet is the

most common form of synchronous learning. However, it can also take place through the use of real-time tech tools and discussion boards. The basic premise of this teaching and learning method is the process of learning through interaction, collaboration, discussion, and association. Unlike asynchronous learning, wherein the students participate independently of the teacher and class, synchronous learning naturally creates a social external drive for a student to attend a class and learn from a live instructor.

What is Asynchronous Learning?

Asynchronous learning is a general term used to describe teaching and learning that do not occur in the same place or at the same time. It is a student-centered teaching method that uses online learning tools and platforms to facilitate lessons and assessment activities outside of the constraints of a physical classroom. Methods of asynchronous online learning include self-guided lesson modules, the streaming of prerecorded video content, ongoing access to virtual libraries, posted lesson objectives, and student and teacher exchanges across discussion boards or social media platforms.

District-Wide Problem Solving Chain of Command

Remote Learning Academy
1. Teacher
2. Subject Area Supervisor
3. Remote Academy Administrator
4. Director of Curriculum and Instruction
5. Asst Superintendent

Habits of Work and Learning

The following five values–*Integrity*, *Perseverance*, *Responsibility*, *Collaboration*, and *Stewardship* - guide how we learn and interact as a school community.   We understand and view safety as both physical and emotional. Every person is responsible for safety by making choices that create a safe, respectful environment and culture for all. It is important that students are accountable to faculty members at all times for their whereabouts. Respect for one's own property and the property of others is a sign of maturity and responsibility. It is an important example of creating an emotionally and physically safe community. In part, this is what it means to be a Crew: all members of the community work together and none of us are merely passengers.

Commitment and Expectations

1. Every student regularly connects with their teacher(s).

- Teachers will connect with each student on a daily basis.
- If teachers are not able to connect with a student, teachers will mark them "absent" for the day and submit absence in Genesis.
- If a student has excessive absences in the Remote Academy, the district will contact you in regards to your progress, circumstances, and placement.

2. Teachers, families, and caregivers work as a team, anchored in partnership.
- Thank you for working with us as Learning Partners! This is nothing new; we've always been partners in educating students. However, because we can no longer be together at school, our partnership is more important now than ever before. We need your assistance in an important area:
- Ensure student participation in Teacher-Led Instruction opportunities. The delivery of this instruction varies by teacher, so please become familiar with Jackson's student and staff schedules.

- Jackson teachers, counselors, and learning specialists will be available for communication throughout the normal school day, during regular office hours (See Student and Staff Schedules).

3. Teaching staff can be contacted with questions about schedules, academics, and grading through email, which we will strive to answer within 24 hours. School-wide communication will continue through automated phone calls and emails as needed. Teachers will be interacting with all students daily.

- Our school offices will be staffed daily by our secretaries. If you have general questions or need to reach someone and you aren't sure how, please call 732-833-4600. To contact your teachers directly, please use email, or whatever other methods your child's teacher establishes with you. If you have questions about learning or instruction, please contact your child's teacher directly.

4. Teachers continue to monitor, report and record each student's progress towards learning goals and standards, encouraging critical problem solving, collaboration, communication, and creativity.

- The expectation is that all grading criteria and rigor will be met the same as in-person, hybrid learning.

Digital Code of Conduct

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of district activities. All users are expected to use the district technology resources in a legal, responsible, ethical, and polite manner. The digital citizenship guidelines are intended to clarify those expectations as they apply to computer and network usage and are consistent with the Jackson School District policy on the use of technology resources in instruction.

- A student who knowingly violates any portion of the digital citizenship expectations will be subject to suspension of access and/or revocation of privileges on the district's system and will be subject to disciplinary action in accordance with the school district disciplinary handbook.

- Students will practice responsible use of digital information regarding intellectual property, including complying with software licenses, copyright laws, and all other state and federal laws governing intellectual property.

- Our district dress code will still apply to all remote learners while on Google Meets.

- Students will practice safe and appropriate online REMOTE LEARNING behavior including using professional etiquette while communicating online.

Improper use of district technology resources is prohibited as per the district [Acceptable Use Policy](#)

The Google Meet

Participating in a GoogleMeet

Teachers will make a Google Meet link visible in your child's Google Classroom. Students will be able to meet with their teachers each day by clicking this link. On the first day of school September 8th, students should click this link when Homeroom/Morning Meeting begins in order to meet their teacher.

Google Meet Expectations

The Google Meet Classroom environment is an extension of your child's classroom at school. It should be appropriate and free of distractions. Poor lighting, loud background noises, an unstable webcam, and a too-casual atmosphere may prevent students from listening to and engaging in a lesson. Make sure that your child's camera is at eye level and that the background behind them is as clear and appropriate as possible.

Establishing behavioral do and don't guidelines, as well as clear norms for Google Meets, can provide your child with the most stable learning environment possible.

Student Expectations
To maintain a positive, productive learning environment and assure confidentiality for students and teachers during distance learning, all students are asked to observe the

following guidelines:

- ● Keep in mind, you are IN SCHOOL! Hours and attendance will run simultaneously with your scheduled classes. Students are expected to log in and remain for the entirety of the class period.
- ● Be on time.
- ● Come prepared.
- ● Follow the school dress code.
- ● Find a quiet place free of distractions. Family members, including parents, guardians, siblings, should not be a part of the meetings. Do not attend meetings from your bed.
- ● Attempt to select an area in your home with enough space for necessary items– books, notebooks, computers, etc.
- ● Make sure your device is charged and ready for use.
- ● Turn cameras ON; show your face. Do not turn off your camera.
- ● Mute yourself until you are told to unmute.
- ● Ask questions in the chat and/or raise your hand. If for some reason a student needs to leave the meeting, they should comment in the chat.
- ● Use polite and appropriate language. No side conversations.
- ● Give your best effort online as you would in the classroom.
- ● Do not record meetings to protect the privacy of all participants. You must have legal consent from all of the participants to record a meeting. Inappropriate use/behavior on Google Meets will be handled according to the district's Code of Conduct.

Parent/Guardian Google Meet Behaviors

To maintain a positive, productive learning environment and assure confidentiality for students and teachers during distance learning, all parents/guardians are asked to observe the following privacy guidelines:

- ● Google Meetings are designed for students to seamlessly transition to remote learning. To prevent disruptions to the learning environment, parents/guardians should not actively participate in sessions. You may assist with technology. Any academic support should come from the teacher.
- ● Do not video record, audio record, photograph, live stream, or transmit any part of a Google Meeting. You must have legal consent from all of the participants to record a meeting.
- ● Any confidential or personally identifiable information related to students participating in a Google Meeting should not be collected, discussed or shared.
- ● Parents/guardians should not engage with students during Google Meetings.
- ● If a parent/guardian has a question, please email your child's teacher.

Grading

The district grading criteria for all grades and subjects will remain as established for all district learners. The Remote Learning Academy is a direct extension of the Jackson School District, its educational philosophies, policies and procedures. Students will be evaluated and assessed based on the same standards as when in school.

Academic Integrity

Students must exercise academic integrity in a fair and legal manner when using other people's creative works. Failure to appropriately cite ideas or work other than your own will result in adverse academic and behavioral action. Academic integrity protects against the following:

- Cheating is fabricating written assignments; giving or receiving aid to another student without the consent of the instructor on tests, quizzes, assignments, or exams; or accessing unauthorized teacher's editions or answer keys. Cheating also includes the use of technology such as computers, phones, cameras, or any other device that provides access to unauthorized information related to graded course material, tests, quizzes, assignments, or examinations.
- Double assignments are also a form of cheating. This is defined as an assignment that is used to fulfill the requirements of more than one course without prior approval from all involved instructors.
- Colluding is allowing one's work to be copied or submitted by another student. This applies to the individual as well as group work where the students are given individual grades. It also applies to work that is transferred electronically and then submitted by another student. Joint student projects where information is combined for a final product submission are acceptable.
- Plagiarizing is the act of presenting the ideas or works of another person as one's own. This includes presenting information, ideas, phrasing, words, artwork, music, figures, diagrams, graphs, song lyrics, films, maps, illustrations, data, computer programs, emails, CDs, and electronic files from the Internet. All of these must be acknowledged with the proper documentation. The instructor or the school links should be consulted for proper citation practices. All assignments submitted to instructors should contain the proper citation. Plagiarism occurs when a student does one of the following: fails to cite borrowed, quoted, or paraphrased material, even by accident; deliberately intends to deceive through lack of citation; or uses strings of words from a cited source without indicating these words are not his/her own (attempted paraphrase without quotations, even if there is a correct citation).

Student and Staff Schedules

Elementary Remote Learning Instructional Time 9:05–3:10	
Teacher-Led Instruction	
Homeroom: Morning Meeting/SEL	20 mins.
Literacy	60 mins.
Writing	40 mins.
Lunch	30 mins.
Math	60 mins.
Social Studies / Science	40 mins.
Remote Support/WIN (What I Need)	30 mins.
Unified Arts (Bi-weekly)	40 mins.

Middle School Virtual Teaching/Learning Schedule	
Teacher-Led Instruction	
Homeroom/Advisory Period	8:05 – 8:14
Period 1 – 2A	8:16 – 9:05
Period 2B – 3	9:07 – 9:56
Period 4 – 5A	9:58 – 10:47
Lunch/ Break	10:47 – 11:06
Period 6 – 7A	11:06 – 11:55
Period 7B – 8	11:57 – 12:46
Additional Support/ Extra Help	12:46 – 3:00

High School Virtual Teaching/Learning Schedule	
Teacher-Led Instruction	
Homeroom	N/A
Period 1	7:20 - 8:20
Period 2	8:28 - 9:28
Period 3	9:36 - 10:36
Period 4	10:44 - 11:44
Lunch	11:50 - 12:20
Period 5 & 6	12:20 - 1:40 Connect with APEX teacher and or assigned small group instructional support

NOTE: Although a time is listed for each content area or period, teacher lessons times will vary by level (ES/MS/HS): Lesson times will be age appropriate followed by group activity/work and independent practice.

School Calendar

https://drive.google.com/file/d/1oVlfv8M4O08iG4gifyxvu_t6AXVsTJgP/view?usp=sharing

Jackson School District 1:1 Program Launch
September 2020

All students in grades PreK - 12 will be issued a Chromebook from the district.

Objective of the Program
- The Jackson School District will provide each student in Grades Pre-K - 12 with a loaner Chromebook for use at home and in school for the duration of the 2020-2021 school year.

Rationale of the Program
- In an effort to provide an equitable educational environment for students that will provide access to software, online resources and

digital media, the Jackson School District believes that all students in Grades Pre-K - 12 should have access to technology both at home and in school.

- This technology will be a platform for research, differentiated teaching strategies, access to online textbooks, resources in the classroom environment, and for at-home learning experiences.
- The one to one technology resources will allow for students to maintain an undisrupted educational environment in the event of unexpected school disruptions to the traditional classroom learning environment.

Assignment of Chromebooks
- Parents will be required to sign the [Acceptable Use Policy](#) and Terms of the Loaner Program upon login to their child's Portal account in August. Once completed, students will be assigned a Chromebook and charger with a unique and designated serial number to that student.
- Failure to complete the online paperwork will result in a student not being provided a Chromebook.

Preparing for Distribution
- Each student who has completed the appropriate paperwork will be provided a school-issued Chromebook on or before the first day of school.
- The configuration of the Chromebook was completed by the Jackson School District and includes the installation of necessary apps and extensions, as well as the required security and filtering settings to ensure student safety and accountability.
- Parents may purchase a protective case for the Chromebook to prevent damage due to daily usage. This purchase is optional and is yours to keep once the Chromebook is returned in June.
- Parents may purchase liability insurance for the Chromebook. The insurance policy will protect the parent from being responsible for the full replacement cost of any lost, damaged, or stolen Chromebook during the course of the school year.

Expectations for Student Use:

Taking Care of Your Chromebook
Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Tech Department. For more information, see the "Managing and Maintaining the Chromebooks" section.

General Precautions:
- No food or drink is allowed next to your Chromebook. **Chromebooks are not permitted in the cafeteria.**
- Cords, cables, and removable storage devices must be inserted carefully.

- **Students should never carry their Chromebook while the screen is open.**
- **Chromebooks should not be open or used while walking through the halls.**
- It is suggested that you purchase a protective case.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

Chromebook Care:
The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Chromebooks include serial numbers and barcode stickers that **must** remain on the device. These stickers are important for inventory and insurance purposes.
- **Do not place any additional stickers anywhere on the Chromebook.**
- Do not write or mark the device for any reason!
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.
- Any student choosing to break these rules could be subject to forfeiting their Chromebook privileges.

Carrying the Chromebook:
The protective cases will only provide basic protection and are not designed to prevent damage from drops or abusive handling. They should be used during storage, including transporting and any other time the Chromebook is not in use.

Chromebooks Left in Unsupervised/Unsecured Areas:
- Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.
- At no point, should a student take a device that was not assigned to them. Violations of this policy will result in referral to administration and possible disciplinary action. This will be carefully monitored by the teachers, the Tech Department, and the administration.

Sound:
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Managing and Maintaining the Chromebooks
- Minor issues with Chromebooks will be addressed via one of two ways:
    - In-House Tech Support
    - HelpLine to the Technology Department (for after-school office hours for support)
- Major issues with Chromebooks will be addressed by the Technology Department and the student will receive a "loaner" device until the problem is resolved.
- Chromebooks can only be updated by the Technology Department, which includes the addition of any apps/extensions desired by students or teachers. Some of these updates can happen remotely (without collecting the device), but some cannot.
- The Technology Department will be the entity that determines if a Chromebook is damaged and to what extent.
- Theft of a Chromebook by another student will be addressed through the School Code of Conduct.
- Students will be fined for damaged or lost Chromebooks via a Fine Letter in Genesis.

Returning the Chromebooks in June
- Student Chromebooks and chargers will be collected at the end of each school year for maintenance and inspection over summer vacation. Students will be fined for damaged or lost Chromebooks and chargers. Students may keep their purchased carrying case for the next school year.

- Any student who transfers out of the district will be required to return their Chromebook and accessories. If not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian will be turned over to a collection agency.

Resources for Students and Parents
Google Tutorials for Parents/Students
Parent Support Links and Resources