

September 3, 2020

B U L L E T I N

## IMPORTANT REMINDERS AND GUIDELINES FOR STUDENT PARTICIPATION IN ONLINE INSTRUCTION ACTIVITIES

Hello Families and Students;

It's hard to believe that we have already completed three weeks of school. I sincerely hope that you have been successful in settling into a comfortable routine for distance learning this fall. I know that there has been a tremendous amount of new information and new ways of doing things recently, and I want to let you know how much we have appreciated your hard work, patience, cooperation, and positive attitude. It is important that we continue to be strong partners in educating your child, and please know that we will continue to strive to bring you the support, resources, and tools needed for your child's academic success and overall wellness during this time.

As part of our robust distance learning program, District teachers and staff utilize web/video conferencing communication platforms to engage students in the learning process, including - but not limited to - WebEx, Zoom, and Google Classroom. Distance learning activities that occur via web conferencing platforms may resemble activities that have already occurred in a teacher's physical classroom, such as lessons, resource sharing, and discussion between teachers and students. While the features of these platforms may vary, they include the following general features: webcam viewing by participants; audio participation; screen sharing of instructional materials; chat room comments, questions, and answers; engaging students in student Q & A and peer discussion; and sharing of student work.

**IMPORTANT - PLEASE NOTE: For safety and confidentiality purposes, students, parents, and/or others are NOT authorized to audio or video record, photograph, stream, or share in any way distance learning instructional activities or services without the express written consent of all of the participants and prior District approval for such recording has been granted. This includes instruction or services provided via telephone or a video conferencing platform.**

### Recommended Guidelines for Student Participation in Online Instruction

The following guidelines are intended to promote a safe and secure learning environment for all students.

- Students should not share their login information, meeting links, or passwords with others.
- To the extent possible, students should participate in virtual instruction from a quiet and neutral area that is free of distractions.
- School and classroom rules apply to the virtual instruction environment.
- It is recommended that students review the [District Technology Acceptable/Responsible Use Policy](#) regarding expectations for behavior while conducting themselves online and on District devices.

- Students should dress appropriately for virtual instruction sessions.
- Students who use inappropriate language, share inappropriate images, or in any way behave inappropriately on a video conference may be subject to appropriate discipline.
- Students should not conduct audio or video recordings or take screen shots of virtual class meetings or activities unless they have received prior permission to do so from a teacher or authorized District official.
- To the extent possible, parents should allow the student to work with the instructor or provider in a quiet, private space. Once the virtual instruction session or meeting is over, students should be sure to close out of the meeting platform entirely. Students should also ensure that cameras are covered and that microphones are turned off to avoid inadvertent transmission following the meeting.

The District will continue to comply with the Family Educational Rights and Privacy Act (“FERPA”) and all applicable federal and state student data privacy laws during the period of distance learning. Students participating in classes or group services at schools typically work together. The same will occur when students receive instruction virtually, i.e., they typically will be able to view the other students participating in group instruction/services. We ask parents to respect confidentiality as they would during the in-person school instruction. Thank you in advance for your ongoing support and cooperation in this area.

Lastly, **I want to take this opportunity to encourage you to take full advantage of our FREE BREAKFAST AND LUNCH MEAL PROGRAM where you may pick up a Grab-n-Go Meal on Tuesday (2 breakfasts and 2 lunches=4 meals) and Thursday (3 breakfasts and 3 lunches=6 meals) mornings between 10:30 a.m. (or 10:00 a.m. at some locations) and 12:30 p.m.** Please check with your child’s school to confirm times and availability. We have consolidated service dates to two days a week in an effort to make it a little easier for our families by not requiring them to come daily.

Thank you again for all that you do. Please know that we are continuing to monitor closely the information and data regarding COVID-19 from federal, state and local education and Department of Public Health officials. Recently, there has been an encouraging downturn in the number of new cases reported, as a result, we are cautiously optimistic. We will continue to prioritize and work to ensure the appropriate safety improvements and protocols are in place allowing a safe reopening of our schools as quickly as possible. Be assured that I will keep you informed as additional information becomes available.

Please continue to wear your masks, wash and/or sanitize your hands frequently, and practice social distancing when you’re in public places. STAY SAFE! STAY HEALTHY! Enjoy your long holiday weekend!

Sincerely,



Michele Bowers, Ed.D.  
Superintendent