Broken Bow ISD
Distance Learning Plan
2020-2021

BOE Updated 10/27/2020
Introduction

Broken Bow ISD is committed to creating digital learning environments that foster creative thinking, meaningful collaboration, and a culture of caring and personal connections. Within distance learning, students will continue to develop and grow appropriately according to our school’s philosophy and the acceptable state curriculum and standards.

At the same time, we acknowledge distance learning cannot fully substitute for daily in-person instructional programs; therefore, we are not trying to replicate the school day. Rather, we are providing a distance learning plan that combined with support from parents/guardians will maintain educational effectiveness and prevent learning gaps. We understand that distance learning requires different skills and approaches for students and teachers.

Distance Learning Options
Distance learning can/will be provided at Broken Bow ISD in multiple situations.

1. Virtual Learning:
One option a 6-12 grade student may choose to receive his or her education for the 2020-2021 school year is through virtual learning. Virtual learning is an online academic program that utilizes online programs/platforms and teacher assistance. Through this program, students are offered access to fully accredited courses that fit student learning styles and individual paces.

6-12 students who choose Virtual learning will be expected to learn while off-campus in a virtual learning environment. Grades K-5 will not offer Virtual Learning. Grades 6 -12 will be served instruction by way of the Edmentum Courseware. Both Exact Path and Edmentum Courseware create a personalized learning plan that aligns with the Oklahoma Academic Standards.

Part-time Virtual students in grades 6-12 will still be eligible to participate in school sponsored extracurricular activities (athletics, fine arts, vo-ag, etc.) as long as the student is enrolled in that elective and physically attends the class on campus during that class period. Students taking this option will be required to meet all state guidelines, including taking state assessments appropriate to grade level.

Attendance will be tracked and reported for a student that chooses the virtual learning option. Students are expected to log into the assigned digital instruction program/platform (Google Classroom and/or Edmentum Courseware/Exact Path) and complete all assignments posted. Students must stay on track with weekly assignments in all assigned courses. Attendance will be determined by the amount of work completed. Students are required to communicate virtually with the program coordinator and/or teachers regularly, and are to maintain regular online progress. Students may advance through course work faster, but are required to maintain minimum progress. Low activity or Inactivity - Students who fall behind in courses and who
show no effort to get back on track may be removed from the Virtual program and enrolled in traditional on-campus course.

Students will be managed by certified teachers and monitored by a school counselor and the Principal of Instruction. Once a student has successfully completed the virtual/online courses with a passing grade, they will be awarded credit for the courses and promoted to the next grade level.

2. Distance Learning:
Distance learning will also be utilized at Broken Bow ISD in the absence of a regular classroom/face to face option. This could transpire on an elementary campus as a result of a positive classroom case. In this instance, distance learning will occur for the entire classroom for 14 days while all students and teacher quarantine at home. For a secondary campus positive case, county health officials will decide which students will have to be quarantined and receive distance learning based on exposure level. Teachers will then be required to provide distance learning specifically for the quarantined students for the duration of the quarantine.

Another circumstance that can be grounds for distance learning is if the attendance of students or staff at a campus and/or district where the positive cases occurring reaches a 35% absenteeism rate. The site and/or district will go to distance learning for 14 days. The count starts the first day of distance learning.

Because this style of distance learning could potentially be unexpected and sudden, BBISD has taken steps to ensure success. In our elementary buildings, meetings/training will be conducted between the classroom parents and the caretaker. This will allow teachers the opportunity to instruct parents on how to use Google Classroom and other online platforms used during this time. Secondary buildings have first days set aside to work specifically on teaching students how to use the electronic devices. Furthermore, the district has built in specific distance learning days to rehearse the skills required. During these days the teachers and staff will report to the campus while the students stay home to practice distance learning.

Distance learning in these situations functions differently than our virtual learning option. Students will engage with the teacher via interactive video lessons using Google Hangout and Zoom as detailed in a schedule provided by the teacher. The teacher will create assignments and announcements and post them in Google Classroom. Google Classroom may be used for students to complete assignments and/or learning activities. Teachers will provide students with both on and off screen learning activities using the current school curriculums which are aligned with the Oklahoma state standards. Teachers will also assign formative assessments and continue current grading systems to determine student mastery in order to award credit for course completion.

Furthermore, teachers will be expected to collaborate with grade level or content teams to plan state standard aligned lessons and activities. Hours should be set for students to communicate
through e-mail, phone call, or Google Hangout. Staff will also be encouraged to clearly define to students and caregivers when they will be able to interact with students electronically because prompt and meaningful feedback should be given to the students. Teachers will also be required to participate in staff meetings and collaborative team meetings.

Attendance will be determined by the amount of work completed. Students are required to communicate virtually with the program coordinator and/or teachers regularly, and are to maintain regular online progress. Therefore, we will reach out to students and families who are not engaging in distance learning to strongly encourage their participation.

During a time of quarantine, the school district will refer to the OSSAA for guidance on participation in extracurricular activities.

**Equity of Access**

It is always our goal to ensure all students have equal opportunities to learn. We have developed a plan to mitigate the inequalities of our students. In order to determine the number of students lacking the ability to secure appropriate technology, we have sent multiple surveys to parents to determine the need for district allocated devices and hot spots. After determining the number of disadvantaged students, using our CARES Act funds, we were able to purchase devices and hot spots. Devices will now be sent home with our students that do not have them and are unable to obtain them. Our district was also awarded additional CARES Act funds to purchase hot spots. As a condition of receiving this grant, these hot spots will be assigned to low-income students. Additionally, only one hot spot will be provided per household unless the household has more than three school-age children. In such a case as this, two hotspots will be allowed for family.

**Technology – District Responsibilities**

The district will comply with the Children’s Internet Protection Act (CIPA) to prevent inappropriate use of the Chromebook and/or internet, whether in use at school or at home. Any malfunction of the Chromebook that is not the result of inappropriate use or negligence will be repaired at the district’s expense. As the Chromebook is an Internet-Based device, the school will provide internet access while on campus. If the school district goes to distance learning and/or there are enough devices to go 1:1, the district will provide a Chromebook or tablet and a hotspot. Priority will be given to students from low-income homes.
Technology – Student/Parent Responsibilities

Parents and students are responsible for care of the device, and for returning the Chromebook in good working condition. They are also responsible for replacing or repairing Chromebooks damaged as a result of negligence or inappropriate use. When using the device, students understand that Chromebooks or like devices and hotspots are district property, and they may be used only for non-commercial purposes in accordance with Broken Bow Public Schools District Policy, as well as local, state and federal laws. The cost to replace a Chromebook is currently $225.00 and the cost of a hotspot is $60.00. Prices are subject to change due to vendor availability, and price increases.

Distance Learning Success

Broken Bow ISD recognizes the significance of a successful distance learning program. We feel we have proactively taken many necessary steps to guarantee our students will be provided with the most effective distance learning program available. We understand the many different roles necessary to accomplish just this. It will be a collaborative effort between, administrators, teachers, parents and students in which communication is the key.
Requirements for Virtual Students:

- **Class Requirements:**
  - 6th - 11th Grades must be enrolled in 7 classes per day
  - 12th Grade must be enrolled in 6 classes per day

- Students should devote a minimum of 5 hours per class per week to school work. A school week will consist of 7 days beginning on Monday at 12:00 AM and ending at 11:59 PM Sunday night.

- Virtual students and/or guardians will need to visit with their instructor(s) weekly. If necessary, a day or time will be established for virtual students to come and receive assistance with the instructor.

- Students will participate in all state and federally mandated assessments/activities as required by state law in accordance with Oklahoma graduation requirements.

- Students will abide by all Broken Bow Public School District rules in regard to behavior and conduct.

**Attendance**

Students are required to complete daily lessons in each course. Any student who falls behind the pacing guide, is failing, and does not meet attendance requirements will be ineligible and may be subject to removal from the virtual program.

Students may work ahead in course progress, which will enable them to complete course(s) before the end of the semester. Credit will be awarded upon completion and passing of course(s). Students who work ahead will receive 100% attendance for the class.

**Attendance does not guarantee eligibility.**

A student will be considered 100% present when:
1. Students must be logged in **21** hours per week.
2. Making adequate weekly academic progress.

A student will be considered present 3 days for the week:
1. Students must be logged in **14** hours per week.
2. Making adequate weekly academic progress.

A student will be considered present 1 day for the week:
1. Students must be logged in **7** hours per week.
2. Making adequate weekly academic progress.
BBPS has provided internet connectivity to all students that were in need of it. It is the sole responsibility of the Parent/Guardian of each Virtual student to IMMEDIATELY report any issues to the school.

Academic Integrity:

Students understand that all coursework including regular assignments, quizzes, tests, exams, essays, and journals are to be completed by the student ONLY. Violation of this rule will be viewed as plagiarism or fraud and may result in dismissal from the program.

**Students electing to change their placement:**

- Students will only be allowed to transition after the completion of the previous semester.
- Students will not be allowed to transition after the 2nd week of a semester.
- Students will not be allowed to transition if they earned less than a C in a course during the previous semester.
- Grades and credits are calculated differently than in the regular classroom. Students will need 100% completion of their class(es) in order to receive credit. Those classes in which the student does NOT have 100% completion of all coursework WILL receive an NG for that class.

Extra-curricular activities: (part of a competitive team or squad)

Eligibility will be in accordance with the OSSAA regulations.

All participants in an extra-curricular competitive activity MUST meet daily attendance requirements and weekly grade eligibility check. This pertains to everyone involved in the activity including: players, managers, and student aides. All will have to meet eligibility requirements.

1. Students must be on site every day for the extra-curricular activity in which they are participating.
2. Eligibility will be determined every week.

*Exception:*
Designated Alt Ed students may work on one class at a time in order to complete any and all courses needed to graduate on time. This includes and is geared toward those who need to recover credits.

**Ineligible student consisting of any of the criteria not being met:**

1. Does not have at least 14 hours of login time per week.
2. Is not making adequate weekly academic progress.