

**Oklahoma School for the Blind
Elementary Distance Learning Plan
2020-2021**



Oklahoma School for the Blind Distance Learning Plan

Distance Learning Plan - Distance learning will be used when school is closed due to COVID, inclement weather or other unforeseen circumstances. The OSB Distance Learning Plan may be also be enacted during lengthy student absences for medical or other approved reasons. The Distance Learning Plan is teacher-led and students may access their coursework using a school provided iPad through such programs as Google Classroom, Google Meets, Zoom, and others.

Distance Learning will be put into place when face-to-face instruction is interrupted and/or school buildings are closed to students. The expectations for the Distance Learning Plan for this school year will be much different than they were in the spring. In times of future distance learning there will be numerous differences. What you can expect:

- An improvement upon quality and depth of the curriculum.
- A mix of pre-recorded videos and real-time virtual lessons.
- Grades will be recorded.
- Courses will be "for credit" and transcribed.

Lessons and assignments will consist of teacher/team provided content and will include our OSB curriculum which is aligned to Oklahoma Academic Standards.

OSB Distance Learning Plan Attendance Policy

Student attendance is defined as his or her active participation and completion of the activities which are further described in each individual teacher's plans, and satisfaction of those requirements will be at the discretion of the building principal. OSB distance learning will have, at a minimum, weekly logs and mechanisms to measure student participation which shall be documented. These mechanisms may include, but are not limited to, any or all of the following methods:

Minimum weekly login requirements;

Completion of tasks using online platforms;

Submission/completion of assignments;

Communication with the instructor;

Other required course participation.

Communication is key to the student's success during distance learning. A student's email correspondence and other communication platforms should be checked daily. The student is responsible for communicating with the teacher when needing assistance. In the case of an anticipated absence, the student should contact the teacher in advance and make arrangements to

complete the required assignments. In case of an emergency (illness, accident, or death in the family), a student or their parent should contact the teacher as soon as possible.

Truancy during OSB Distance Learning

After two days absent with no response from the parent, and/or the student does not actively participate in distance learning, the principal will be notified. Contact to the parent will be attempted to assure there are no technical difficulties or extenuating circumstances preventing the student from joining his/her class or participating in distance learning.

Upon two weeks of no contact or no participation, the student’s status will be declared to be one of habitual truancy. After two weeks, the District Attorney’s office may be notified, and the process for truancy may ensue. Habitual truancy could result in failure of the grade/class.

Instructional Program:

All instruction is based on the Oklahoma Academic Standards that have been designed for PK-12 students in Oklahoma. These frameworks provide grade-level expectations for what students should know and be able to do by the end of the school year.

Grades:

HONOR ROLL:

Students are recognized for their academic achievement through the Honor Roll. The Honor Roll is calculated each quarter (nine weeks) of the school year based upon the following criteria:

- For a student to be placed on the “A Honor Roll”, the student must achieve all “A’s”, to include citizenship, on his or her report card for the specified nine-week period.

For a student to be placed on the “B Honor Roll”, the student must not achieve a grade lower than a “B”, to include citizenship, on his or her report card for the specified nine-week period.

GRADING SCALE:

- 3rd – 5th
- 90-100 = A
- 80-89 = B
- 70-79 = C
- 60-69 = D
- 0-59 = F

Pre-K – 2nd

- S –Satisfactory
- N –Needs Improvement
- U – Unsatisfactory

Equipment Check-Out:

Overview

At the beginning of the school year, OSB will assign an iPad to each student. This one-to-one instructional initiative will lead the way toward continuous improvement in the following goals:

- Prepare all learners to be productive and responsible citizens who are equipped to pursue excellence in an ever-changing world
- Utilize research-based, leading edge instruction and learning opportunities in face-to-face and virtual classroom settings

Toward these goals, all students will have access to instructional technology that will help to make them successful in the classroom and beyond.

iPads

The iPad is a personal tablet designed to access apps including the Google Apps for Education web-based applications. OSB has purchased and will retain full ownership of the iPads and will have in place measures to prevent the inappropriate use of the device and/or internet in keeping with OSB's technology policy.

Distribution of the iPads

Distribution of the iPads will take place at the beginning of the school year. A student will be given a device and the parent or guardian will be asked to sign the Student Technology Responsible User Agreement. Each student will receive the device, charger, and cable. Earbuds or headphones will not be provided.

Parent and Student Responsibilities for use of the iPad

As with any OSB-owned devices, parents and students will be responsible for returning the iPad in good working condition. Because the iPad is an internet-based device, the student will need internet access either at their home, family member home, or at public places that offer wi-fi access in order to use the web-based applications. At school or elsewhere, students are expected to observe all OSB technology policies as well as federal, state and local laws. If a student does not have any access to wi-fi, OSB will seek to furnish a hotspot provided by their local school district or by other means.

Damaged iPads

Students with damaged iPads should notify their teacher to determine if it is necessary for the iPad to be returned to OSB for repair or replacement.

General Care of the iPad

- Do not place food or drink near the iPad.
- Insert cables carefully and keep the charger with the iPad.
- Do not deface the iPad with writing, drawings, stickers, labels, etc.
- Do not place heavy objects on the iPad.
- Always carry the iPad with care.
- Do not leave the iPad in vehicle or expose to extreme temperatures.
- Do not store the iPad where other items can place pressure on the screen (ex.: backpack).
- Clean the screen only with a soft, dry microfiber cloth or anti-static cloth. **DO NOT USE CLEANING SOLVENTS OR OTHER LIQUIDS ON THE SCREEN.**
- Do not deface or remove any labels from iPad.

Guidelines for Appropriate Use

With the opportunity afforded by using OSB's technology come the responsibilities to use that technology responsibly. Failure to use OSB devices, networks or other resources responsibly may result in disciplinary action.

Students will:

- Use the iPad and other OSB technology resources only for academic purposes during instructional time.
- Use appropriate language and graphics, whether posting and publishing from home or school.
- Use only assigned accounts.
- Maintain confidentiality about usernames and passwords.
- Communicate only in ways that are kind and respectful.
- Remember that making illegal copies of music, games, movies, and other copyrighted material is prohibited.
- Prevent damage to the iPad by following "General Care" guidelines provided in this handbook.
- Report the loss or damage of the device immediately to your teacher.
- Charge the device at home and have it ready to use every day, every class period.
- Keep the sound muted or use headphones or earbuds when the noise might disturb others.
- Return their device(s) to OSB when return dates are scheduled.

Students will NOT

- Remove any identifying stickers or labels placed in or on the device by the OSB.
- Allow other people to use their assigned device.
- View, use or copy passwords, data, or networks to which they are not authorized.

Students will NOT (cont.)

- Reveal personal information (telephone numbers, addresses, passwords, etc.) about themselves or others.
- Leave computers unsupervised or logged in to any district-managed system.
- Harass, bully or threaten anyone.
- Use offensive or inflammatory language of any kind.
- Misrepresent themselves or others.
- Destroy or damage data, programs, networks or any other system or component of a system owned or managed by OSB.
- Attempt to override, bypass or otherwise change the internet filtering software, Google Management, or other network configurations.
- Reset or wipe their device.

Accessibility

OSB has purchased subscriptions for educational programs for use in the classroom that will carry over during times of distance learning. Certain programs are accessible by voice-over, JAWS, or Braille displays and will be used during distance learning. Where technology is not accessible or where educational materials are not available in an accessible format, teachers will provide equally effective alternate access to the curriculum or services provided to other students. Braille students will be provided lessons in Braille that will be mailed or the teacher will make individual time available to work with those students to provide appropriate instruction. Braille writers and paper will provided for home use during distance learning if needed. In-person services may be provided in the home or in a community-based setting where feasible for students with significant and complex needs, if it is not possible to provide services in the school setting.

Extra-Curricular Activities

Due to the geographical limitations of our student population, extra-curricular activities will not be offered during a period of distance learning. When brick-and-mortar school can resume between periods of distance learning or a student returns to school, extra-curricular activities will again be offered.

Communication with Parents

OSB Communication

- OSB will announce the shift to Distance Learning via school messenger, OSB website Facebook page, etc.
- OSB will send out a parent/guardian letter to let parents know the following:
 - what to expect from their child's teacher during Distance Learning
 - how to receive their students textbooks and materials

- For the offline plan- where/when to pick up lesson plans for each week, how to return assignments, etc.

Teacher Communication

Teachers will be expected to:

- Reach out to each student's parents via email/phone to establish initial communication regarding the distance learning plan. Let them know exactly how/when you will be interacting with students and provide any specific information that you need them to know as they assist/support their child through the transition.
- Include in your communication your expectations for student participation and turning in assignments/providing evidence of learning as outlined in this Distance Learning Handbook.

Teacher Work Hours

Teachers will report to their school building each day during Distance Learning from 8:30-3:00. Along with this daily schedule, teachers will be available during a one hour office period in the evening. Teachers in grades PreK-5 will have virtual meetings/check-in with their class each day on Mondays, Tuesdays, Wednesdays, and Thursdays. They will also be available via phone, email, and/or Google Classroom to answer student/parent questions, discuss assignments and grades, provide instructional support, etc.

Schedule of Distance Learning

- Students will be provided 4 days of content in reading and math and at least 2-3 days of content in social studies and science for the durations of time recommended by the Oklahoma State Department of Education.
- Teachers will provide instruction and will be available to parents/students on Monday thru Thursday of each week from 8:30 am - 3:00 pm.
- Each student will be provided a detailed schedule of instruction and any other scheduled tele-therapies such as Speech, OT or PT and expanded core curriculum programs such as ILS, O&M, Braille, AT, etc...

Contacts

Please feel free to contact your child's teacher, principal or other staff at OSB by calling 918-781-8200 with any questions. We look forward to working with you and anticipate a successful distance learning experience. Monitor the OSB website for additional information and updates. Our administrators and teachers will do everything that they can to promote a positive learning experience time for our students, parents, and families during distance learning time.