



# **GIRLS ATHLETIC LEADERSHIP SCHOOLS DENVER**

## **GALS Denver Remote Learning Policies Addendum to the Family Handbook 2020-2021 2020 - 2021**

This policy sets for expectations for students, parent/guardians and family members during Remote Learning at GALS Denver. "Remote learning" means instruction in which the student and instructor are in different locations. This may include interacting with a student through the use of computer, phones and/or other communications technology for the delivery of instruction, check in or other communications between student, teacher and other employees.

Remote learning may include: video-conferencing, email, Google classroom, Zoom Calls, online curriculum resources such as Khan Academy, telephone discussions and/or other resources as directed by your student's teacher.

### **SCHOOL HOURS**

During remote learning, School hours begin at 8:30am and end at 3:30pm, with after-school club occurring between 3:30pm and 4:00pm. Wednesdays start at 8:30am with a synchronous community meeting after which students complete work asynchronously for the remainder of the day.

### **ATTENDANCE & ABSENCES DURING REMOTE LEARNING**

Teachers will be taking attendance daily and will base attendance on students participating in live sessions, responding to questions online, turning in assignments and/or students work on programs such as Khan Academy.

Attendance in the live sessions are expected for the entire duration of the class. Students not returning from a bathroom/bio break after the time allotted by the teacher will be marked absent for the class.

If the student is ill or unable to participate in school classes or any school-related activity for any reason, please call the GALS front office at 303-282-6437 as you would during in-person learning. You can also email [office@galsdenver.org](mailto:office@galsdenver.org).

### **TECHNOLOGY POLICIES IN REMOTE LEARNING**

All written technology policies in the Family Handbook are in affect throughout remote learning as applicable.

### **GALS Emails Addresses**

All GALS Students are issues GALS Email addresses in the following format:

Email: [lunchnumber@galsdenver.org](mailto:lunchnumber@galsdenver.org)

Password: lunchnumberFirstname



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Student **MUST** use this email as their login to their student email, google classroom, or google calendar, which will always have the links to where their classes will be.

### **STUDENT LOG IN/ TECHNICAL SUPPORT**

Students will be provided with individual GALS login credentials for remote learning instruction, meetings and school-related activities for their own use. Students are not to share their login information with any other person except their parents/guardians or responsible adult caregivers as necessary for the parent/guardian or responsible adult caregiver to assist the student in troubleshooting login issues or other technical difficulties..

If a student, family member, responsible adult caregiver or the student experiences technical difficulties while participating in school related activities, please contact:

Tech Support at: [student.techsupport@galsdenver.org](mailto:student.techsupport@galsdenver.org), or call the front office at 303-282-6437.

### **USE OF ONLINE PLATFORMS**

GALS will require students during remote learning to log into the appropriate online platform at the appropriate time. Online platform include but are not limited to: Google Suite; email, calendar, classroom, meets, and drive, Zoom, Khan Academy, IXL, or other websites used by teachers.

### **ADDITIONAL REMOTE LEARNING TECHNOLOGY POLICIES AND PROTOCOLS**

GALS Denver technology and equipment includes but is not limited to GALS electronic mail, servers, online accounts and platforms, computers, laptops, tablets, or other digital, electronic or multimedia hardware, software or other applications. GALS Denver technology and equipment may only be used for educational purposes in accordance with the GALS Denver Technology Policy in the Family Handbook.

Students and family members acknowledge that GALS Denver technology and equipment are owned by GALS Denver. By logging into or accessing GALS Denver technology or equipment, users acknowledge that they have no expectation of privacy in the use of GALS Denver technology or equipment, even if such technology is used on a personal device. GALS Denver reserves the right to access communications, files, and other data stored on or sent over GALS Denver technology or equipment, as written in the Family Handbook Technology Policy.

Downloading, uploading, viewing, posting or sharing inappropriate content, including pornographic, defamatory, discriminatory, harassing, bullying or otherwise offensive material is prohibited.

Students may not access personal electronic devices or any software, applications or websites during GALS Denver remote instruction or school-related activities unless specifically instructed to do so by the teacher.

### **CONFIDENTIALITY DURING REMOTE LEARNING**



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Unfortunately, there should be no expectation of privacy in virtual classrooms. When logging in to any virtual learning activities, Parents/Students are acknowledging their understanding that anything that they say, write, or do while on video or audio might be viewed by others.

- Parents/guardians and adult caregivers must maintain strict confidentiality of any information they obtain or observe regarding other students (e.g., academic performance, medical conditions, disabilities, behavior, etc.) while supervising a student's remote instruction or school-related activities.
- Students, parents/guardians, responsible adult caregivers and any other individual who may be in or around a student's work area are not permitted to photograph, video or audio record, or screenshot any distance learning instruction or other school-related activities without express written permission from GALS Denver.
- GALS Denver may record remote classes or other group remote learning activities for use by other students who might benefit from accessing the instruction at a later time. No counseling or special education services provided in a group session will be recorded. Recordings will be retained for the semester and then all recordings will be destroyed unless a written request is received to save a specific recording.

### **STUDENT SUPERVISION**

Students are NOT under the supervision and control of GALS Teachers during remote learning. Students are under the supervision of themselves, a family member, or a responsible adult caregiver while the student is participating in remote learning instruction or school-related activities. GALS is not responsible for the supervision or control of any student while the student is participating in remote learning instruction or school-related activities.

Family member are encouraged to communicate with their student's teacher if they have any concerns. If there is another adult supporting your student during remote learning, please provide that person's name and your permission for GALS staff to communicate with that person regarding your student's academic work. Due to FERPA guidelines, GALS staff can only communicate about academics with family members in IC unless we have written permission to speak to another person.

### **FAMILY ENGAGEMENT IN INSTRUCTION**

Parents/guardians/family members are encouraged to support students to log into school courses. In addition, we ask that family and adult caregivers should not interfere, disrupt or directly participate remote learning lessons unless requested by the teacher or with teacher written permission. GALS remote learning instruction or virtual school-related activities are intended for GALS student and staff use/participation only. Family members and responsible adult caregivers are not permitted to log into or attend remote learning instruction, meetings, or



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other school-related activities unless specifically requested by a teacher or GALS staff member. Family members are encouraged to reach out to

### **STUDENT WORK AREAS**

To the greatest extent possible, student work areas should be conducive to learning, reasonably quiet, free of distraction. Students should have all materials and equipment (e.g., tablet/laptop, pencil, paper, etc.) ready for their use. Please keep cell phones or personal electronic devices away from the learning area.

Students must promptly comply with any teacher request to mute or unmute their device microphone or remove an item from their work area.



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### **ACADEMIC INTEGRITY DURING REMOTE LEARNING**

This policy is the same for remote learning as during in-person learning. Trust and integrity are components of a school community, and intellectual honesty is essential. Each student is responsible for completing her own academic work and may not receive help or help others without a teacher's expressed consent.

### **GRADING DURING REMOTE LEARNING**

Students will be assigned and assessed on progress toward mastery of class standards using our grading systems as described in the handbook. Middle School students are graded on a scale from 0-4. High School students are graded using a traditional A- F scale. Teachers will be providing assignments that will be graded using our standards based grading system. Families will be able to see their student's grade in Illuminate at any time.

At GALS Middle School, during remote learning we will not be providing Habits grades as we have done in the past.

### **STANDARDIZED TESTING**

Standardized Testing (state mandated CMAS – Colorado Measure of Academic Success) may shift during remote learning per the direction of Denver Public Schools. GALS will share information with families as we receive it. GALS Denver will still administer the SRI and SMI (Scholastic Reading Inventory, Scholastic Math Inventory) to benchmark growth in literacy and math for internal use.

### **CONFERENCES**

GALS will still strive to have Family/Student conferences once per semester. Please reach out to the Head of School or directly to your student's teacher if you have concerns or want to touch base about your student at any time.

### **GRADUATION REQUIREMENTS**

As of we have not gotten writing for direction from the



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### **BEHAVIORAL EXPECTATIONS**

GALS still requires students to comply with certain behavioral expectations during remote learning. All GALS Denver rules and policies regarding student behavior and discipline including but not limited to the DPS Suspension and Expulsion Policy and the Title IX, Harassment, Discrimination, and Bullying Policy continue to remain in effect. Students who fail to adhere to the above requirements may be subject to legal action including but not limited suspension or expulsion.

In general, all students should:

- Students are expected to:
- Be in attendance for their scheduled courses at the time the course starts each day
- Engage during class by turning on their video screen when prompted, responding aloud when asked, actively completing all assigned work during class, and responding via chat
- Engage during class by limiting their own access to other distractions such as cell phones and tv

### **REMOVAL FROM CLASS**

Any student whose behavior consistently disrupts the learning of other students may be subject to an immediate removal from class. The student will be asked to log off the class, a process will be set in place by the teacher and Head of School to determine what the cause of the disruption is and appropriate restorative action, support or consequence will occur. Family members may be contacted. If the disruption continues, other discipline responses will be implemented.

### **IN SCHOOL SUSPENSION**

In school suspension may still be warranted during remote learning. Students may be removed from community and will have a plan created for them to meet the needs of actions.

### **DRESS CODE DURING REMOTE LEARNING**

While working at home still need to be able to move at any time. This means all students are to wear athletic gear. All Middle School students are required to wear GALS Gear, or a primary color of GALS (blue, red, orange, purple) to represent their GALS Community, even while in Remote Learning. All students must be dressed appropriately at all times during remote learning instruction and other virtual school-related activities that occur over video. Appropriate dress includes clothes that cover the student's torso from their shoulders through to their knees. Clothing should be free of any violent or offensive language or pictures, and follow dress code expectations as outlined in the Family Handbook.