

Durham Public Schools will begin the 2020-2021 school year in remote, online learning. Students and staff will engage over DPS approved technology platforms to continue the standards-based curriculum and learning offered in all of our Durham Public Schools' communities. It is the expectation that all students engage with online learning based on the expectations outlined in this document.

## Our Online Instruction Methods:

### Method A

- **Synchronous Instruction** - Requires all participants to be present at the same time, virtually
- **Examples:** Live interactive classes with students and teachers participating real-time, teacher supported work time on video conference calls, scheduled and timed online tests

### Method B

- **Asynchronous Instruction** - Does not require all participants to be virtually present at the same time
- **Examples:** Self-paced online courses with intermittent teacher instruction, pre-assigned work with formative assessments on paper or in LMS, watching pre-recorded videos of instruction with guided support



Both instructional delivery formats must cover the required NCSCOS curriculum.

## Bottom Line Expectations: SPARK Limitless Learning

**S - Show up** for online learning classes and submit all assigned work.

**P - Participate** with the goal of mastering the learning standards.

**A - Advocate** for yourself when you need support. Communicate through DPS approved methods.

**R - Read**, read, read, directions, extra material, and books. Reading is essential for your growth.

**K - Know and follow** the [Durham Public Schools Student Code of Conduct](#). Students are still accountable for the Student Code of Conduct when engaging in online learning. This includes the appropriate use of technology.

## Technology Requirements



- Students must abide by [Technology Responsible Use Policy 3225](#).
- Written communication with DPS staff members and other students **must be** sent through using Canvas, Microsoft Teams or DPS Email.
- Students must maintain their DPS devices in working condition and keep them charged to be used during class time. Students are responsible for maintaining the working condition of their devices.
- To attain support with technology, use the [IT Helpdesk Site](#) or the IT Helpdesk phone number: **919-560-3837**.

## Canvas & Assignments

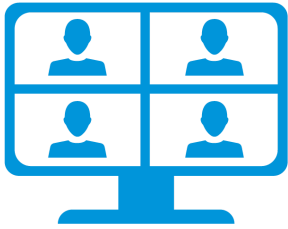
- Students and families can go to [canvas.dpsnc.net](https://canvas.dpsnc.net) for support in getting logged in and working with Canvas.
- Students must use Canvas to submit assignments. Teachers will post all assignments through Canvas.
- Students must complete the "Getting Started in Canvas" module one time



to start the year. It will be available at the beginning of all student sections, but must only be completed once.

- Students can submit assignments throughout the week as directed by educators. Teachers will follow up with students weekly to ensure submission of assignments.
- Read to the [DPS Student E-learning Manual](#) for additional guidance on technology use and online course completion.

## Video Conference Guidelines & Attendance



- Face-to-face video conferencing through Zoom, Teams, or Google Meet will be the base of live instruction during remote learning. Students should engage in each live class at the direction of the instructor.
- Students should make up for missed live sessions by watching the recording or accompanying instructional videos.
- Students should keep video on whenever possible and comfortable, but keep themselves muted while the teacher is delivering instruction.
- Students should respond to all prompts to engage during instruction.

## Office Hours

- Students and families can schedule an appointment for help or conferencing by emailing their teacher using their DPS email account.
- Students **should attend office hours during a week any time** they:
  - (1) miss live class sections
  - (2) have missing assignments, and/or
  - (3) have scored below mastery on more than one assessment



## Google Drive/Docs Collaboration



- Students will be expected to collaborate on projects and assignments using their DPS Google account and engaging with google docs, slides, forms, drawings, and other tools.
- Students are to follow expectations for appropriate language and interaction when interacting through Google Docs or Drive.
- All student action in Google Docs/Drive are recorded in a log and can be pulled later for review of inappropriate action. Even if students delete language, it can be accessed later.

## PowerSchool & Grade Expectations



PowerSchool

- Students will receive grades and feedback on their online assignments.
- Grades will be posted weekly by your teachers in Powerschool.
- Schools will determine guidelines for grading late or missing assignments.
- Students should log in to Powerschool and check their grades regularly.

[Progress Report and Report Card Schedule](#)

## Daily Attendance Expectations

- Daily attendance will take place in PowerSchool by your first period (or homeroom) teachers at elementary school and each of your teachers in secondary. Attendance continues to be a **mandatory** and **legal obligation** throughout remote, online learning.
- Students may be marked present in a day for completing any of the following activities:



- (1) Attending the live class session(s); Attending office hours or small group instruction  
(**Synchronous Learning Days**)
- (2) Logging in through clever on any approved software AND completing question of the day for each course scheduled for that particular day (**Asynchronous Learning Days**)