James E. Shepard IB Magnet Middle School Remote Learning Plan

Overview
Asynchronous remote learning allows Shepard students and staff to remain connected to instruction while working from home during inclement weather, emergencies, or district-authorized remote days. Students will complete independent learning activities, while teachers provide clear guidance, accessible materials, and consistent communication. This plan ensures learning continues in alignment with DPS standards along with the expectations of Shepard Middle School

Please note all students have received the links for each of their teachers' classrooms.

Attendance and Engagement
Students are marked Present – Off-Site (1R) when they demonstrate meaningful engagement in the learning activities assigned for the asynchronous remote day. Evidence of engagement may include:

- Submitting an assignment digitally or turning it in upon returning to school
- Participating in a phone call, email exchange, remind, or google meet message with the teacher or staff member
- Completing a teacher-provided check-in or attendance form, either digital or paper
- Engaging in a class-related task that shows learning

Attendance may be updated within three in-person school days if a student submits assignments or provides engagement evidence after the remote day.

Teacher Responsibilities
Teachers will use Canvas and google classroom as the primary platform for posting assignments, sharing resources, and communicating with students. During asynchronous remote learning days, teachers will:

1. Communicate expectations for the day, including learning objectives, activities, assignments, and due dates.

2. Provide printed packets or take-home learning tasks for any student who does not have access to a device or whose device is under repair.

3. Post all assignments and materials in Canvas or google classroom by the start of the school day.

4. Upload brief recorded explanations, review clips, or examples when appropriate to support student understanding.

5. Monitor student participation and engagement through assignment completion, messages, and check-ins.

6. Provide a daily check-in opportunity for students through Canvas, email, or a short digital form.

7. Track attendance.

8. Reinforce previously taught content; no new standards will be introduced during asynchronous days.

9. Respond to student and family messages during regular school hours.

10. Grade and return assignments with feedback in a timely manner.

11. Communicate concerns about student progress with families and collaborate with support staff when needed.

Student Responsibilities

Students are expected to manage their learning independently and stay connected with their teachers. During asynchronous remote learning days, students will:

1. Log into Canvas and google classroom and check each class's homepage for daily assignments and instructions.

2. Complete all activities, assignments, and tasks within the expected timelines.

3. Participate in check-ins or complete any daily attendance forms provided by teachers.

4. Contact teachers through Canvas or email when additional support or clarification is needed.

5. Submit assignments within five days of returning to in-person learning.

6. Follow the school's code of conduct when using school-issued devices or online platforms.

Parent and Guardian Expectations

Parents and guardians play an important role in supporting student success during asynchronous learning. Families should:

1. Monitor their child's daily engagement, assignment completion, and online activity.

2. Establish consistent routines to support independent learning at home.

3. Contact teachers or the school if additional support, materials, or clarification is needed.

4. Ensure students follow all guidelines for appropriate device use and online conduct.

5. Stay informed by reviewing teacher messages through Canvas, google classroom, email, or the remind app.

Support for Day Users -Any student who does not currently take a computer home, including students whose issued computer is out for repairs.

Per the DPS Chromebook Policy, we have some Shepard students who are designated as day users and will not have access to a chromebook for home usage. On Asynchronous Learning Days, these Shepard students will receive a paper learning packet. The packet that students receive serves as a substitute for online assignments, ensuring equitable access to instruction for all learners.

Support Services for Exceptional Children and Multilingual Learners
All support services will continue in alignment with student needs and district expectations. During asynchronous remote learning days:

1. When whole-class materials are posted digitally, special education staff will provide individualized or small-group follow-up support to maintain access and progress.

2. EC and ESL teachers will work with general education teachers to ensure assignments reflect IEP goals, accommodation, and modifications.

3. Modified materials or supplemental resources will be posted on Canvas or sent directly to students/families as needed.

4. EC teachers will follow up with assigned students using email, phone, or pre-recorded support materials to ensure access.

Shepard IB magnet Middle School remains committed to ensuring that every scholar has access to high-quality learning experiences, even when instruction must occur outside the school building. Our asynchronous remote learning plan will always be designed to support continued academic growth, maintain strong communication between home and school, and provide equitable access to materials for all students.