

# The Bristow Run Virtual Learning Handbook

2020-2021

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During the Covid-19 school closures, we will be relying on Virtual Learning to reach all students. During these unprecedented times, we are working to create the best Virtual Learning experience possible.

This document has been created to help guide students and parents through Virtual Learning. This document provides general expectations and guidelines for students during Virtual Learning. It may be updated and changed at any time. For the most recently update version, please look online on the Bristow Run Website, under Distance Learning (<https://bristowrunes.pwcs.edu/>).

**Mission:** A Team on Track for the Future

**Vision:** BRES is committed to the belief that all children will learn to their fullest potential in a safe, respectful, and motivating environment of high expectations and continuous improvement in partnership with our parents and community.

### **Virtual Learning:**

**Synchronous:** Synchronous learning is live teaching time with the teacher. Teachers will Zoom with classes during Synchronous learning. This instruction will best replicate direct, in class instruction. Synchronous teaching encourages interactive learning.

**Asynchronous:** Work completed at home, not during live teaching sessions. Students will complete work, at their own pace, typically, through Canvas during Asynchronous learning. Other examples of asynchronous work: reading, writing in a journal, or completing projects. This work is to be completed each school day, as assigned.

### **What should students expect during Virtual Learning?**

- Each grade will have two main live Zoom lessons each day, Tuesday-Friday: one for math and one for language arts (Science and Social Studies will be included in these main Zoom sessions).
- Each lesson will be recorded and posted to the classroom teacher's Canvas page in case your student missed the lesson or needs to review the lesson.
- Each student can access the Zoom lessons through the classroom teacher's Canvas page.
- Additional Small Group Lessons will be provided by the classroom teacher. The teacher will communicate the times of the small groups with the students and parents.
- Student's will Zoom live with Encore classes (music, art, PE, library/guidance) daily.
- English Language Learner (ELL), Special Education, Speech, Gifted, and intervention supports will be provided virtually.

### **What are the student expectations/rules during Virtual Instruction?**

- Be prepared. Have all necessary school supplies by your device.
- Have a designated workspace: a place to sit and work.
- Minimize background noise- try to find a quiet place to work.
- Login on time.
- Be polite during class.
- Mute/Unmute when the teacher asks.
- Participate in class.
- No eating during class.
- Follow school and class rules during class.
- We recommend that the camera stays on to show engagement, learning, and participation.
- Communicate with the teacher: ask questions, discuss concerns.

### **What is the attendance policy?**

- It is expected that your student attends each live Zoom lesson, on time every day.
- If your student misses a lesson, please email the classroom teacher and the office to let them know.
- If your student misses a Zoom session, he/she will need to watch the recorded session that was missed.
- Students are marked absent if they miss both lessons and do not make up the missing work.

### **Canvas:**

- All student Asynchronous work will be posted through Modules on Canvas.
- Canvas can be accessed through the student's Office 365 account or through the Bristow Run Webpage. Follow the link, login in with the student's Office 365 credentials.
- Students should complete Canvas work daily.

### **Canvas Vs StudentVue:**

- Canvas: where you find your online class, assignments, and submit work.
- StudentVue: is where your schedule, your official grades, and other student information. Please note that grades in Canvas are not always your actual grade, it is important to check Studentvue/Parentvue for your grades.

**Zoom:**

- All students will attend virtual classes via Zoom
- Students must use their Office 365 login and authenticate their account

**Grades:**

- Students will complete asynchronous work independently. Although, our younger students may need guidance with directions, all student answers should be their own work.
- Teachers will post grades in Parentvue.
- The grades in Canvas are not always accurate, as they do not account for teacher review.

**Academic Integrity:**

- Students are expected to complete and submit their own work.
- Students may not plagiarize or copy another student's work.
- Students may not allow other students to copy their work.

**Late Work:**

- Create a daily schedule and use an agenda to help stay organized and to know when all assignments are due.
- Although late work is accepted, we strongly suggest that all work be submitted on time. This allows the teachers to gauge student understanding, which will help teachers plan effective lessons.

**Passwords:**

- Are to be stored in safe location
- Are not allowed to be shared with others
- Passwords can be reset on the Bristow Run Homepage or the PWCS home page.  
(<https://www.pwcs.edu/cms/One.aspx?portalId=340225&pageId=35869933> )

## PWCS Accessibility Policy:

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It is the policy and intent of the Prince William County Public Schools to comply with the requirements of the Americans With Disabilities Act and Section 504 of the Rehabilitation Act in order to provide users with disabilities access to website information.

### COMPUTER SYSTEMS AND NETWORK SERVICES PWCS RESPONSIBLE USE AND INTERNET SAFETY POLICY Regulation 295-1

The complete regulation can be found here:

<https://go.boarddocs.com/vsba/pwcs/Board.nsf/goto?open&id=BKCUHN7C2AA1>

Regulation 295 applies to use of all PWCS networks, websites. It also applies to the use of PWCS equipment, software, network accounts, discussion boards, websites, network services (email), web browsing, storage media, cloud services, school issued devices. Student or staff use of personal devices in schools or classrooms must comply with applicable federal and state laws, guidelines, regulations of the Virginia Department of Education, and School Board policies and regulations.

Student Responsibilities:

- Students have no expectation of privacy in their use of school computers or internet services.
- Use of PWCS computers, networks, and internet systems is a privilege, not a right, and can be withdrawn by the Division at any time.
- Any infraction of the regulation will not be tolerated and PWCS will act quickly in correcting the issue if the *Responsible Use and Internet Safety* regulation is not followed.
- Some examples of unacceptable actions are:
  - Any use that is illegal or in violation of School Board policies or regulations
  - Violation of the privacy rights of any employee or student
  - Transmitting, downloading, storing, viewing, or printing files that are inconsistent with the curricula and education mission of PWCS.
  - Harassment is prohibited

- PWCS reserves the right to discipline students or employees for actions taken off-campus or using private equipment, which would violate this regulation if occurring on-site or via PWCS hardware, if such actions adversely affect the safety, well-being, or performance of students while in school, on school buses, at school activities, or coming to and from school.

Please note: Any user found to have violated this regulation, Regulation 295-2, "Website Development and Implementation," any other applicable School Board policy or regulation, or applicable provisions of the PWCS "Code of Behavior" and/or Regulation 503.02-1 "Standards of Professional Conduct" are subject to disciplinary measures, up to and including revocation of privileges; student discipline, up to and including expulsion; administrative action; employee discipline, up to and including dismissal; and criminal prosecution under applicable local, state, and/or federal law.

**Technology Support: This is a condensed list of resources you may need. For more detailed questions and trainings, visit <https://www.itcs4all.com>**

Canvas for Parents:

<https://pwcs.instructure.com/courses/73538>

Parent Access to Canvas:

<https://www.pwcs.edu/cms/One.aspx?portalId=340225&pageId=42491404>

Canvas Parent User Guides:

<https://guides.instructure.com/>

Canvas Student User Guides:

<https://community.canvaslms.com/t5/COVID-Resources/Getting-Started-with-Canvas-as-a-Student/ba-p/258333>

Office 365 Tutorials:

<https://support.microsoft.com/en-us/office/microsoft-365-basics-video-training-396b8d9e-e118-42d0-8a0d-87d1f2f055fb?ui=en-us&rs=en-us&ad=us>

## **Getting Started:**

### **How to Access Canvas:**

[canvas.pwcsbackpack.com](https://canvas.pwcsbackpack.com)

log in with your @pwcs-edu.org email

### **How to Authenticate Zoom on the Computer:**



PWCS Students syncing Zoom Account.pdf

### **How to Authenticate Zoom on the ipad:**



AUTHENTICATE ZOOM iPads.pdf

### **Student Login Instructions for a PWCS computer:**



Student Login Instructions[2].pdf

### **How to Access Office 365:**

[https://login.microsoftonline.com \(pwcsbackpack.com\)](https://login.microsoftonline.com (pwcsbackpack.com))

### **How to Change Your Password:**

visit [password.pwcsbackpack.com](https://password.pwcsbackpack.com)

need to know:

- username
- student id #
- birthday

Reference:

[https://www.doe.virginia.gov/instruction/virtual\\_learning/support-virtual-learning/index.shtml](https://www.doe.virginia.gov/instruction/virtual_learning/support-virtual-learning/index.shtml)

[https://www.virtualvirginia.org/students\\_parents/student-and-parent-handbook/](https://www.virtualvirginia.org/students_parents/student-and-parent-handbook/)

<https://itcs4all.com>