



Freeman Elementary School

Updated

8/13/2020

General Information for Remote Learning Plan if needed	
Purpose	<ul style="list-style-type: none"> To keep kids learning, engaged, and progressing forward in the event that we need to move to learning at home. In the case that Freeman Public Schools moves to a remote learning environment during the upcoming school year, this document provides an overall outline of the expectations the elementary school will follow during that time.
General information regarding the structure of remote learning	<ul style="list-style-type: none"> Students in grade K-2 will be issued an iPad. Students in grades 3-6 will be issued a Chromebook. Principals and classroom teachers will communicate a process for families to pick up devices and other materials. Teachers will use SeeSaw (grades K-3) and Canvas (grades 3-6) for assignments and class information. Teachers will also provide a weekly overview of key activities, assignments, and due dates. Elementary students will receive NEW content through whole group instruction, small group instruction, independent work, choice boards, and project based learning. All academic areas will be represented (reading and language, mathematics, writing, science and social studies). Specials classes (art, PE, music, and library) will offer a variety of activities on a weekly basis.

Preschool

- Remote learning expectations for preschool students will include a minimum of 1 small group activity via ZOOM, and a total of no more than 1 hour of activities or tasks for the week. This will take place Monday through Thursday. For students who have an IEP, services will be directed by the IEP team. No digital devices (iPads or Chromebooks) will be given to PK students.

Elementary

Key Elements:

- Elementary students will be mainly focused on standards of learning directed by the Nebraska Department of Education and Freeman Public Schools.
- Student attendance is mandatory.
- Core instruction may be delivered via live Zoom class or recorded videos.
- Students will receive a district iPad (grades K-2) or Chromebook (grades 3-6), grade level textbooks and materials, and log-in credentials for district curriculum resources.

- A weekly plan of instruction will be emailed out to families and students by Monday morning at 8:00AM with information regarding that week's lessons and assignments. All assignments and work must be completed by Friday at 4:00PM unless instructed otherwise by the classroom teacher.

Elementary General Guidelines for Remote Learning Accommodations	
Materials	<ul style="list-style-type: none"> • Students will receive a district issued iPad (grades K-2) or Chromebook (grades 3-6), grade level textbooks and materials, and log-in credentials for district curriculum resources. • Items will be sent home with students if possible. Families may be responsible for coming to the school to pick up materials provided for the student on a date designated by the principal. • Families will be responsible for returning the materials, including digital devices, upon the completion of the remote learning period or at the end of the school year. • In some cases, weekly student packets or materials will be available for pick up at the school. It is the responsibility of the family to make arrangements to pick up materials for students to have at home.
Online Learning Environment	<ul style="list-style-type: none"> • Teachers will utilize a learning platform such as Seesaw or Canvas as the main communication source for families with links to the live video sessions, assignments, guidelines, and other resources. • Expectations/rubrics for independent learning activities will be available to students and families. • Zoom expectations will be established by the classroom teacher and reinforced throughout the remote learning process.
Time on Task Expectations for Grade Levels	<ul style="list-style-type: none"> • Pre-School: 1 hour per day • Grades K-2: 1.5 hours per day • Grades 3-5: 2 hours per day • The time above does not include additional enrichment activities educators may provide. • Monday and Wednesday will have an academic focus on Reading & Social Studies, Tuesday & Thursday will have an academic focus on Math and Science. Friday's focus will be specialist areas (art, music, PE, media) and catching up on assignments.
Independent Learning	<ul style="list-style-type: none"> • Students will be expected to complete assignments in each subject area as identified by the teacher, following the timeline directed by the classroom teacher. • Teachers will review these assignments and provide specific feedback. • Student assignments will be graded and work will be reflected on report cards each quarter.
Grading	<ul style="list-style-type: none"> • Student grades will be based on the work that is assigned following the elementary grading scale of beginning, progressing, proficient. • Report cards will be completed each of the 4 quarters of the school year based on a student's performance. Comments on report cards will reflect social skills and behaviors observed by classroom teachers during remote learning.

<p>Assessments</p>	<ul style="list-style-type: none"> ● District and state assessments will be completed at school. If Freeman moves into remote learning, guidance from the Department of Education will be used to determine how or if state assessments will be completed. ● District assessments such as MAP Growth will be determined by administration and communicated with parents.
<p>Supplemental Instructional Support</p>	<ul style="list-style-type: none"> ● Students with an IEP will receive services as directed by the IEP team. ● Students who qualify for an Individual Reading Improvement Plan (IRIP) will receive additional reading support through both video conferencing (synchronous, not recorded) with the reading specialist and independent reading tasks.
<p>Communication</p>	<ul style="list-style-type: none"> ● Students/families may contact the classroom teacher, reading specialist, or resource teacher through email for questions or clarifications about tasks. ● Teachers will reply to inquiries in a timely manner. Replies should be expected within 24 hours after the inquiry on school days.

Staff Roles and Responsibilities

<p>Grade Level Teachers</p>	<ul style="list-style-type: none"> ● Utilize district technology resources to use Zoom video conferencing during whole or small group instruction in academic areas Monday through Thursday. ● Take attendance daily. ● Create and maintain a LMS (Learning Management System-Seesaw/Canvas) to provide students and families with access to materials and assignments. ● Provide students and families with a weekly plan of learning opportunities and assignments. ● Provide a minimum of three assignments per week in reading, writing, and math that students can complete at home and submit. ● Review assignments and provide specific feedback and grades in a timely manner. ● Reply to family inquiries in a timely manner understanding you will be teaching students. Replies should be expected within 24 hours after the inquiry on school days (M-F). ● Communicate regularly with learning support teachers and administration (Special Education, Reading Specialists, Title, Counselors, Principal). ● Hold regularly scheduled office hours for a minimum of 30 minutes a day, Monday through Thursday, so students can contact teachers through Zoom for support or help with assignments. Other times may be set up by the teacher in advance if requested.
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<p style="text-align: center;">Special Education Teachers</p>	<ul style="list-style-type: none"> ● Communicate regularly with classroom teachers. ● Provide instruction and activities that support IEP goals following guidance from the district. ● Provide FAPE (Free Appropriate Public Education) to students on IEPs with remote learning accommodation. ● Provide parents and students with a weekly plan of learning opportunities and assignments. ● Students with an IEP will receive services as directed by the IEP team. ● Reply to family inquiries in a timely manner understanding you will be teaching students in-person. Replies should be expected within 24 hours after the inquiry on school days (M-F).
<p style="text-align: center;">Reading Specialists/Title</p>	<ul style="list-style-type: none"> ● Provide support for students who qualify for an IRIP (Individual Reading Improvement Plan) in coordination with the classroom teacher and parent. ● Provide independent learning tasks for students as appropriate. ● Provide families and students with a weekly plan of learning opportunities and assignments ● Reply to family inquiries in a timely manner. Replies should be expected within 24 hours after the inquiry on school days (M-F).

Student Roles and Responsibilities

- Log in to scheduled Zoom class sessions each school day, except on Friday's. Teachers will admit students to the video conference at the designated start time.
- Complete assignments in a timely manner and submit according to teacher directions. It is important to note that you may not be on Zoom the entire class time (based on teacher instruction) and you will be required to complete work independently outside of scheduled class (Zoom-in) sessions.
- Engage in all learning with academic honesty.
- Identify a place in your home where you can view in-class sessions. During class time, sit at a table in a quiet place and wear appropriate dress.
- Actively participate in Zoom class sessions.
- Due to student privacy, neither the remote learner (student), nor the parent/guardian will record lessons, take screenshots of lessons, or post information from the class on social media concerning students in the classroom or the teacher.

Family Roles and Responsibilities

- Read communications from district, school, and teachers and check email daily.
- Go to the school and get Chromebook and materials necessary for remote learning at designated time.
- Provide supervision and support during class sessions. Be mindful of possible distractions in the background that could cause confusion or take away from instruction. For example, have your child set up in a quiet place, not in the kitchen while dishes are being washed or loud background noise occurs.
- Provide an appropriate learning space for students to complete independent learning tasks and to log in to Zoom or our Learning Management System like Canvas or Seesaw.

- Assist your student in logging in to scheduled live Zoom class sessions. Teachers will admit students to Zoom meetings at the designated start time. A 10 min grace period will be allowed for students who have trouble logging on. If problems persist, email the teacher to explain and arrange a time to make up for the time missed during the Zoom call.
- Support students IEP and IRIP plans and work collaboratively with special education and reading/Title specialists to meet needs and goals of a students plan.
- A continuous absence or misbehavior during Zoom classes will be discussed with the teacher and principal to correct. It is important to have teamwork in order to receive the best education possible through remote learning.
- Communicate concerns or questions with staff and the principal in a timely manner. If concerns or questions arise, waiting too long will only make the problem worse. Replies should be expected within 24 hours after the inquiry on school days (M-F).

For questions about...	Contact
An assignment or resource	The classroom teacher
A technology-related problem or issue	The classroom teacher
A personal, academic, or social-emotional concern	The classroom teacher OR Mrs. Kelly: vkelly@freemanschools.net OR Jamie Mapp: jmapp@esu5.org
Other issues related to remote learning accommodations	Mrs. Sieh, Elementary Principal 402-988-2525 ext. 153, esieh@freemanschools.net

Example of possible schedule for remote learning

7-8AM	Wake Up	Eat breakfast, make your bed, get dressed	2:15-3:30	Study time & activities	Reading, puzzles, drawing, board games, homework, arts and crafts, specialist activities
8:15AM	Attendance Taken	Soft start and teachers take attendance for the day	3:30-5:30	Snack & Play	Healthy snack and play
8:30AM-12PM	Academic Time	Each classroom will have a scheduled Zoom time for the day.	5:30-6:30PM	DINNER	Make dinner, eat, help clean up
12-1:30PM	LUNCH	Lunch and rest time	6:30-8:00PM	Free Time	Free time with family and showers
1:30-2:15PM	Teacher Office Hours	Students can use this time to communicate with their teachers about questions or connect to work through assignments	8:00-9:00PM	Bedtime	Follow bedtime routine, read bedtime story as a family and talk about the day

Daily Live Sessions with Classroom Teachers

*Each teacher will communicate more specific details about this time as needed. Students will be expected to complete more time than is listed below. This is simply the time slot for each grade level for LIVE and in person instruction from classroom teachers.

<u>DAILY TIME</u>	<u>GRADE LEVEL</u>
8:30-9AM	KINDERGARTEN
9-9:30AM	1st Grade
9:30-10AM	2nd Grade
10-10:30AM	3rd Grade
10:30-11AM	4th Grade
11-11:30AM	5th Grade
11:30AM-12PM	6th Grade