



Freeman Jr./Sr High

Updated 8/9/2020

General Information for Remote Learning Plan if needed	
Purpose	<ul style="list-style-type: none">• To keep students 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 7-12 students and staff will follow during that time.
General information regarding the structure of remote learning	<ul style="list-style-type: none">• Students in grade 7-12 will be issued a Chromebook.• Teachers will use Canvas (grades 7-12) for assignments and class information.• Teachers will also provide a weekly overview of key activities, assignments, and due dates.• Secondary 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

SECONDARY 7-12

Key Elements:

- Secondary students will be mainly focused on standards of learning directed by the Nebraska Department of Education and Freeman Public Schools.
- Core instruction may be delivered via live Zoom class or recorded videos.
- Students will receive a district Chromebook (grades 7-12), grade level textbooks and materials, and log-in credentials for district curriculum resources.
- Students will access all assignments and assessments inside Canvas, Freemans Learning Management System. A link for Canvas will be posted on the website for parents and students by Monday morning at 8:00AM with information regarding lessons and assignments. All assignments and work must be completed by Friday at 4:00PM unless instructed otherwise by the classroom teacher.

Secondary General Guidelines for Remote Learning Accommodations

Materials	<ul style="list-style-type: none">● Students will receive a district issued Chromebook (grades 7-12), 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, IF needed 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">● Students will be expected to log on and attendance will be taken for each zoom class Attendance will be recorded as if we were in school.● Teachers will utilize 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 Grades 7-12 and Daily Schedule	<ul style="list-style-type: none">● Grades 7-12: 4 hours per day● The time above does not include optional <i>enrichment</i> activities educators may provide.● Classes will follow the same daily schedule as students would have in person● Daily schedule will allow for 8 periods, 30 min of direct contact via zoom. 40 min for lunch, and open office time during the end of the day that teachers will be available for “office time” this is reserved so students may set up appointments to contact teachers for individual advice.● 1st- 8:30-9:00● 2nd- 9:10-9:40● 3rd 9:50-10:20● 4th- 10:30- 11● 5th- 11:10-11:50● Lunch-11:50-12:30● 6th 12:30-1:00● 7th- 1:10-1:40● 8th-1:50-2:20● Office time: 2:20-3:45

<p>Independent Learning</p>	<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.
<p>Grading</p>	<ul style="list-style-type: none"> ● Student grades and GPA will be kept and throughout remote learning. ● Student grades will be based on the work that is assigned. ● Grades will be given and recorded at the end of each semester ● Junior High explore classes will be graded at the end of each Quarter, when they switch classes
<p>Assessments</p>	<ul style="list-style-type: none"> ● District and state assessments will be completed at school. If Freeman moved 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

Grade Level Teachers	<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-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. ● 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.
Special Education Teachers	<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. ● 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).
Reading Specialists/Title	<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. 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, Student will not share answers for assignments, testing or assessments
- 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.
- 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	Mr. Schroeder, Secondary Principal 402-988-2525 ext. 104, jeremy.schroeder@freemanschools.net