

# Expectations for Remote Instruction



## CLOVERLEAF ELEMENTARY SCHOOL

2020-2021

### **Expectations for CES Classroom Teachers During Remote Instruction:**

Classroom teachers, specials teachers, tutors, and intervention specialists will be working their regularly scheduled work day from 8:30 to 4:00. In order to provide consistency and continuity for our students, the teachers will be following the same schedule as they do during the school day in face to face instruction. Teachers will have 8:30 to 9:00 available for planning, phone calls, emails, preparation, conferencing, meetings, etc. They will have the same lunch, specials, and extra team times put into their schedule. For example, if your child has lunch from 11:45-12:20 now, they will have a break at that time for lunch during remote learning as well. If their special time is 1:35-2:15, the teacher will not be working with your student during that time but the specials teachers will either work with them through Google Meet or provide a lesson for that time. All teachers will have a time in their day for teaming to make sure they are on the same page and working together. See "Schedules During Remote Instruction" below for more information.

**Platforms Used During Remote Instruction:** All teachers are required to use Google Classroom, Google Meet, i-Ready, and Screencastify. The teachers have been using these platforms in the classroom all year so your child should be able to access them. If you have questions you should contact the teacher directly. Teachers may use several other resources, including but not limited to, Flipgrid, Kami, Peardeck, Reading Eggs, Study Island, and Studies Weekly.

**Schedules During Remote Instruction:** Your child's teacher will provide you a schedule for remote learning. The teachers are expected to provide daily instruction using Google Meet with their students in Reading/Language Arts and Math. Some teams will also provide daily live instruction in Social Studies and Science, while other teams may provide lessons for Science and Social Studies in other formats. These will be recorded for students who are unable to attend at this time. However, attendance and/or participation in the recorded sessions will be taken into account for reporting

daily attendance and grading. Each grade level will have different levels of expected time for Google Meet, individual work and i-Ready personal paths. Please follow the expectations of your child's teacher(s).

**Behavioral Expectations for Students During Remote Instruction:** During remote instruction, students will be held to a very similar standard for behavior as when they are in school. When participating in Google Meet with video feeds, students need to be aware of the language they use and the images they are displaying to their teachers and classmates. Any language or images that are outlined as inappropriate in the student handbook, and/or are determined to be inappropriate or distracting by the classroom teacher or an administrator, may lead to disciplinary action. Generally speaking, teachers will address minor issues regarding language or images with a warning.

**Communication:** Teachers are expected to check in with their classes on Google Classroom multiple times throughout the day between 8:30am and 4:00 pm. They will post all instructions, assignments, and learning materials to Google Classroom. They will all be using email for communication. Some teachers will continue to use Bloomz, ClassDojo or other communication systems they have been using and should be familiar to you. If you are unsure how to communicate with your child's teacher, please contact them via email to ask. We want to make sure there is clear understanding and communication throughout this time.

**Work Load:** Your child's workload will vary depending on their grade. Please plan for 2-3 hours of student engagement and at least 30 minutes to an hour of individual learning per day, including: ELA/Reading, Math, Science, Social Studies, Specials, assessments, "homework"/learning tasks, i-Ready.

**Attendance:** Attendance will be taken by all classroom and specials teachers weekly. Students will be expected to participate in Google Meet, their i-Ready personal learning path, independent work assigned by teachers and specials. The attendance will be recorded weekly based on an average amount of time and assignments completed.

**Grading:** Teachers will be collecting data from students based on their participation, completion of assignments, progress in their online personal learning path, and scores on assessments.

**Interventions and Supports:** Teachers, Intervention Specialists and Tutors will be providing interventions for students who are already receiving services and any student they determine needs extra support. If your student is already receiving services, time has been allotted for these services online. Your child's teacher and/or tutor will be in touch to give the times and information for accessing these interventions. If you are unsure whether your child receives these services, please contact your child's teacher.

**Remote for an Extended Period of Time:** If our District goes to remote for an extended period of time, we will be providing you with more information and details on expectations at that time. An extended period of time could change attendance, assessment, and grading policies. At this time we are trying to provide an experience that will allow for smooth transitions whenever we move between remote and in-person instruction.

**Helping your Child Succeed in a Remote Learning Environment:** When thinking about the ways to prepare your child for success in the remote environment, consider what their environment looks like at school. Having students start their day by getting dressed and eating breakfast will help them maintain a school-like routine. Working in an environment that is quiet, well lit, with access to required school materials, and is as distraction free as possible, will help them succeed. It is also important to have your child in an area that is in close proximity to the adult supervising to ensure on-task behavior and allow for any support they may need.

### **Frequently Asked Questions:**

1. Will there be a paper and pencil option?
  - a. No, we will be providing every student with the materials they will need for remote learning.
2. What if I do not have internet access for my child's chromebook?
  - a. You will need to contact the school and let us know that you need support with internet access. The district can provide some cellular hotspots to a limited number of families on a first-come-first-served and level of need basis.
3. What if our family's needs do not allow for our child to be present during the times given by the teacher for Google Meet?
  - a. Although it is our goal to have every child meet with their teacher to continue a successful educational experience, we understand that there are extenuating circumstances. If you have needs for your child it is best to communicate that with your child's classroom teacher. The teachers will be recording and making their lessons available in Google Classroom for a limited time. They may also ask your child to provide some type of response to make sure they are understanding the lesson presented during that time.
4. What if we do not attend daily?
  - a. As stated earlier, attendance will be counted during this time. We realize that students may not be able to attend without adult supervision and may have to complete work in the evenings and/or on weekends. Therefore, attendance will be based on participation and completion of work in all areas.

