



Elementary Plans and Procedures

REMOTE LEARNING FOR ALL

Weekly Schedule:

All Learners

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|--|--|--|
| 7:45 am-1:00 pm | 7:45 am-1:00 pm | 7:45 am-1:00 pm | 7:45 am-1:00 pm | 7:45 am-1:00 pm |
| All Students Remote | All Students Remote | All Students Remote | All Students Remote | All Students Remote |
| 1:00-3:00 pm | 1:00-3:00 pm | 1:00-3:00 pm | 1:00-3:00 pm | 1:00-3:00 pm |
| Teacher afternoon hours | Teacher afternoon hours | Teacher afternoon hours | Teacher afternoon hours | Teacher afternoon hours |
| Lunch 1:00-1:30 pm Plan 1:30-2:10 pm Help:2:10-3:00 pm | Lunch 1:00-1:30 pm Plan 1:30-2:10 pm Help:2:10-3:00 pm | Lunch 1:00-1:30 pm Plan 1:30-2:10 pm Help:2:10-3:00 pm | Lunch 1:00-1:30 pm Plan 1:30-2:10 pm Help:2:10-3:00 pm | Lunch 1:00-1:30 pm Plan 1:30-2:10 pm Help:2:10-3:00 pm |

Expectations and Teacher Responsibilities

The focus for Monday-Friday instruction is ELA and math. New learning is our primary focus for all days, including Friday. Teachers may use Friday for new learning. Teachers may also catch-up on lessons with students to ensure the grade level is within one lesson of each other, reteach as needed with small groups/individual students (either on Zoom or in person), review M-Th content, or livestream during the 2.5 hours of instruction. Teachers are expected to:

- Daily instruction from the classroom on-site is preferred when possible. Teachers should communicate with their administrator any circumstance that prevents this.
- Provide a minimum of 2.5 hours a day of learning to students who are at home
 - ❖ Live face-to-face learning via Zoom. Lessons will be recorded and uploaded for those who can't attend the live Zoom at the scheduled time.
 - ❖ Recorded lessons via Seesaw or Canvas Studio
 - ❖ Activities through Seesaw learning platform
 - ❖ Paper/pencil assignments as requested
 - ❖ PE and Music will instruct 30 minutes each via live and recorded instruction
- Assist each other for in-person learning, including recording remote lessons, setting up a Scope and Sequence for the grade level lessons, and providing technical support
- Participate in 60 minutes PLC meetings for grade level teams once per week
- Meet and offer help to parents, students and teachers wherever needed during office hours.
- Complete other duties as assigned

Lessons

Teachers are responsible for providing daily live lessons, recorded lessons, and activities for learners. Teachers will mirror each other in curriculum to the maximum extent possible. Teachers will suggest and share lessons or activities with other teachers. Due dates for weekly homework via Seesaw is Sunday at 11:59pm.

Attendance

Each student is encouraged to attend the live daily Zoom meetings to the maximum extent possible. Each student is expected to watch the lessons and complete all assignments provided on Seesaw. Standard grading procedures will be followed. Each student is required to login to Seesaw and complete either the attendance activity or lessons by 11:59pm **daily** to be marked present.

Meals

Parents may request Grab & Go Meals for all students. Please call the school office where you are requesting to pick-up the meals; the entire family may pick up all meals at one school. If you are interested in receiving breakfast and lunch, food pick-up is on Monday (food for Monday and Tuesday) and Wednesday (food for Wednesday through Friday) from 8:00-11:00 a.m. at:

Washington School - Door 2 on Morgan Street

Jefferson School – the one-way drive at Door 1

Madison/Reagan School – Door 21

Dixon High School – the one-way drive at Jefferson Elementary at Door 1

Conferences

Parents may request a parent/teacher conference at any time. Parent/Teacher conferences will be held via Zoom at a time that is convenient for both the parents and the teacher.

Special Education

The Remote Teacher will work closely with the Special Education Teacher to make sure needs are being met per the student's Individual Education Plan (IEP). The Remote Teacher will also help to facilitate specific lessons and activities from the Special Education Teacher for each student.

Minutes for Special Education lessons, Speech/Language interventions, Social/Emotional lessons, and Physical/Occupational Therapy sessions can be held live or virtually, depending on the request of the families. Schedules will be handled individually between the school team and the families.

Equity

The district will make every effort to make sure families have the needed supplies and services for those that want to utilize remote learning. If technical supplies and services cannot be provided, or are not wanted, families can request paper copies of packets instead. Attendance would be monitored by work turned in. Standard grading procedures will be followed.

Transitioning Back In-Person Learning

In the case our state/region moves to Phase 5, all remote students would be transitioned back into the buildings. Students would be assigned to either their remote classroom teacher or another classroom teacher depending on space available.

Communication

The plan will be communicated to parents/guardians via Seesaw, District All-Calls, text messages, social media, DPS #170 app and website, and a hard copy note sent home in the Nicky folder. If you have issues with a district-loaned device, email: help@dps170.org.

Emergency Weather Days

The District's plan, should we have the need to take an emergency weather or "snow day," is to utilize a Remote Learning Day. Instead of calling off school, or taking an emergency day, if at all possible, we will transition to a Remote Learning Day. Our hope is we will remain in school with little interruption throughout the duration of the fall and winter months, but we understand that may not be a possibility. This means on the days prior to any impending potential severe weather, we will be sending home additional work packets with our elementary students "just in case." We will take this additional precaution to ensure students have learning materials if we have an emergency weather/snow day. We will also be utilizing Seesaw for lessons, but want to ensure there is no disruption to learning. Students in grades 6-12 will access Canvas for their lessons on emergency weather/snow days.

The one exception to us not implementing a Remote Learning Day would be if we were somehow caught off guard with a severe-weather event that wasn't predicted ahead of time, and we were unable to provide our kids with the appropriate learning resources or families lacked power to utilize our technology platforms of Seesaw and Canvas. Should something like this occur, we would take a regular "snow day" and we would make that day up in June. Otherwise, Remote Learning Days are counted as school days and do not have to be made up.

Emergency Weather days will be communicated through an automated phone call, text message, and notice on our website and social media pages so families know the learning plan for that day.

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This plan and document is fluid. Changes and updates may occur. We will keep everyone updated. This is not a perfect process. The District Leadership Team is focusing on what will keep students and staff safe, providing quality instruction, and continuing to move education forward.