

# Washington D52 Remote Learning Plan for All Parent Handbook



*Working Together\* Achieving Excellence\* Every Day*

Wednesday, August 19, 2020

**At the August 17, 2020 meeting, the Board of Education revised the D52 Return to Learning Plan stating the district will start the 2020-21 school year with Remote Learning. As of today, the district plans to remain in Distance Learning mode until at least Thursday, October 1. Of course, as we have all learned over the past several months, things can change very quickly. We will continuously re-evaluate the situation and communicate any changes which may occur.**

It is important to note that attendance will be taken and grades will be given. All handbook rules remain in effect for remote learning, including Acceptable Use Policy. School-issued devices are to be utilized for school purposes only.

The first days/week of instruction will consist of building an online classroom community, empowering successful online learners, and identifying student gaps or needs in learning. Teachers and students will spend time getting to know each other as learners and as people in an effort to create trusting relationships between teachers and students and grow friendships between students.

### **Student Expectations**

- Check your learning management platform for communication and daily learning activities from teachers and staff. The learning platform for K-2 students is Seesaw. The learning platform for students in Grades 3-8 is Google Classroom. All students will have access to Edgenuity.
- Students must report to scheduled synchronous (live) times
- Students will also have assignments to complete outside of live sessions
- Email teacher with any questions you may have. Please allow a response window of 24 hours.
- Produce and submit high quality work to teachers.
- Complete and submit your assignments by the assigned due date
- Check your grades in Skyward (grades 3-8), know your progress, and keep up with your assignments.
- Be prepared to be successful when taking tests and other assessments.
- Follow a consistent morning routine. Eat breakfast, get dressed, and be prepared to learn.
- Charge devices for learning the next day
- Follow proper online etiquette during class meetings
- Check email daily (grades 5-8)

## **Parent Expectations**

- If your child is sick or unable to complete assignments for the day, please report the absence in Skyward or call the school office by 9:00 am. [Directions for Skyward](#)
- Students who do not report to their synchronous (live) and are not called in, will be marked unexcused.
- An assignment outline will be posted for the following week by 4:00 pm on Friday. This may include assignments, live sessions, and due dates. Review this with your student before Monday at 9:00 am.
- Regularly check your student's assignment completion status in Skyward.
- All assignments for Grades 3-8 will be posted in Google Classroom. The classroom code will be provided. Verify that assignments in Google Classroom are submitted using the "turn in" button.
- All assignments for Grades K-2 will be posted in Seesaw.
- Help students establish a schedule, follow regular routines, and get enough sleep.
- Reserve a space for students to complete remote learning work.
- Remind students how to best communicate with their teacher.
- Ensure students (grades 5-8) check email daily.
- Allow students to work independently. Don't feel the need to correct all their errors. Allow the learning process to take place.
- All teachers will be available to support your child's learning. Parents can utilize teacher office hours to reach out for additional help. Please allow a response window of 24 hours.
- Monitor the use of school-issued devices. These devices are to be utilized for school purposes only. Follow the Acceptable Use Policy.
- Utilize technology support ([support@d52schools.com](mailto:support@d52schools.com)) provided through the district to troubleshoot any problems with technology.
- Check the contact information and schedule provided by your child's teacher(s).
- Every family has their own unique circumstances. We understand that this plan cannot be the same for every family. It is our hope that families make every effort to allow their child to participate in live classroom meetings.
- Communicate when a child will not be able to complete their online learning at normal times (Appointments, Travel, Sickness, etc.). In addition, communicate when your child will complete the missed lessons.
- Review the weekly outline provided by your child's teacher prior to the start of learning on Monday. If your child will be in the care of another responsible adult during this time, share the weekly outline with that caregiver.

- Students will be given assignments/assessments and feedback will be provided on student progress. Regularly monitor your child’s lesson completion and feedback provided by the classroom teacher.
- Contact your child’s teacher with any questions during daily office hours.

### **ECE Schedule**

Students will continue to attend a.m. and p.m. classes in person as long as numbers allow for safe social distancing.

8:45-11:15 a.m. session

12:15-2:45 p.m. session

### **Special Education Services**

Students with individualized education plans will be given the opportunity to receive in-person instruction or services.

### **K-2 Schedule:**

Grade Level Teachers will supply more detailed information and links to join synchronous (live) sessions.

|                    | <b>Monday</b>                    | <b>Tuesday</b>                   | <b>Wednesday</b>                 | <b>Thursday</b>                  | <b>Friday</b>                    |
|--------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| <b>8:00-9:00</b>   | Planning                         | Planning                         | Planning                         | Planning                         | Planning                         |
| <b>9:00-10:00</b>  | Kindergarten Synchronous Lessons | Kindergarten Synchronous Lessons | Kindergarten Synchronous Lessons | Kindergarten Synchronous Lessons | Kindergarten Synchronous Lessons |
| <b>10:00-11:00</b> | First Grade Synchronous Lessons  | First Grade Synchronous Lessons  | First Grade Synchronous Lessons  | First Grade Synchronous Lessons  | First Grade Synchronous Lessons  |
| <b>11:00-noon</b>  | Second Grade Synchronous Lessons | Second Grade Synchronous Lessons | Second Grade Synchronous Lessons | Second Grade Synchronous Lessons | Second Grade Synchronous Lessons |
| <b>noon-12:30</b>  | Lunch                            | Lunch                            | Lunch                            | Lunch                            | Lunch                            |
| <b>12:30-2:00</b>  | Small Group Synchronous Lessons  | Small Group Synchronous Lessons  | Small Group Synchronous Lessons  | Small Group Synchronous Lessons  | Small Group Synchronous Lessons  |
| <b>2:00-3:00</b>   | Office Hours                     | Office Hours                     | Office Hours                     | Office Hours                     | Office Hours                     |
| <b>3:00-3:45</b>   | Building PLC                     | Building PLC                     | Building PLC                     | Building PLC                     | Building PLC                     |

\*30 minutes of asynchronous specials activities will be provided on a rotating schedule. These activities can be completed during the off morning hours of synchronous learning. (i.e. K between 10-noon)

## Elementary (K-5) Specials Schedule

|            | Monday  | Tuesday | Wednesday | Thursday | Friday |
|------------|---------|---------|-----------|----------|--------|
| 15 minutes | PE      | PE      | PE        | PE       | Art    |
| 15 minutes | Library | Music   |           | Music    |        |

### **3-5 Schedule:**

Grade Level Teachers will supply more detailed information and links to join synchronous (live) sessions.

|                    | Monday                           | Tuesday                          | Wednesday                        | Thursday                         | Friday                           |
|--------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| <b>8:00-9:00</b>   | Planning                         | Planning                         | Planning                         | Planning                         | Planning                         |
| <b>9:00-10:00</b>  | Third Grade Synchronous Lessons  | Third Grade Synchronous Lessons  | Third Grade Synchronous Lessons  | Third Grade Synchronous Lessons  | Third Grade Synchronous Lessons  |
| <b>10:00-11:00</b> | Fourth Grade Synchronous Lessons | Fourth Grade Synchronous Lessons | Fourth Grade Synchronous Lessons | Fourth Grade Synchronous Lessons | Fourth Grade Synchronous Lessons |
| <b>11:00-noon</b>  | Fifth Grade Synchronous Lessons  | Fifth Grade Synchronous Lessons  | Fifth Grade Synchronous Lessons  | Fifth Grade Synchronous Lessons  | Fifth Grade Synchronous Lessons  |
| <b>noon-12:30</b>  | Lunch                            | Lunch                            | Lunch                            | Lunch                            | Lunch                            |
| <b>12:30-2:00</b>  | Small Group Synchronous Lessons  | Small Group Synchronous Lessons  | Small Group Synchronous Lessons  | Small Group Synchronous Lessons  | Small Group Synchronous Lessons  |
| <b>2:00-3:00</b>   | Office Hours                     | Office Hours                     | Office Hours                     | Office Hours                     | Office Hours                     |
| <b>3:00-3:45</b>   | Building PLC                     | Building PLC                     | Building PLC                     | Building PLC                     | Building PLC                     |

\*30 minutes of asynchronous specials activities will be provided on a rotating schedule. These activities can be completed during the off morning hours of synchronous learning. (i.e. 3r Grade between 10-noon)

## 6-8 Schedule:

6-8 [Remote Learning Master Schedule](#) for WMS

|                    | Monday                                | Tuesday                               | Wednesday                             | Thursday                              | Friday                                |
|--------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <b>8:00-9:00</b>   | Planning                              | Planning                              | Planning                              | Planning                              | Planning                              |
| <b>9:00-10:00</b>  | Period 1<br>Period 2                  | Period 5<br>Period 6                  | Period 1<br>Period 2                  | Period 5<br>Period 6                  | Small Group<br>Synchronous<br>Lessons |
| <b>10:00-11:00</b> | Period 3<br>Period 4                  | Period 7<br>Period 8                  | Period 3<br>Period 4                  | Period 7<br>Period 8                  | Small Group<br>Synchronous<br>Lessons |
| <b>11:00-noon</b>  | Period 9<br>Period 10                 | Small Group<br>Synchronous<br>Lessons | Period 9<br>Period 10                 | Small Group<br>Synchronous<br>Lessons | Small Group<br>Synchronous<br>Lessons |
| <b>noon-12:00</b>  | Lunch                                 | Lunch                                 | Lunch                                 | Lunch                                 | Lunch                                 |
| <b>12:30-2:00</b>  | Small Group<br>Synchronous<br>Lessons | Small Group<br>Synchronous<br>Lessons | Small Group<br>Synchronous<br>Lessons | Small Group<br>Synchronous<br>Lessons | Small Group<br>Synchronous<br>Lessons |
| <b>2:00-3:00</b>   | Office Hours                          | Office Hours                          | Office Hours                          | Office Hours                          | Office Hours                          |
| <b>3:00-3:45</b>   | Building PLC                          | Building PLC                          | Building PLC                          | Building PLC                          | Building PLC                          |