

Breese Elementary District #12  
Remote Learning Handbook  
2020-2021

## **Overview**

This handbook is intended to serve as a guide to those who are participating in remote learning with Breese Elementary District #12. This is a new process for all involved. We will all continue to learn and adjust strategies throughout this process. We appreciate your patience and are looking forward to a successful year!

Parts of this document may change as new information is obtained and we learn different strategies. Families will be notified of any changes or additions that may be made.

## **Remote Learning Format**

Families should expect the same level of rigor as students experience when learning in-person. Students will be required to log on daily (with internet access) and complete lessons. Students will be responsible for all assignments. Grading on assignments and assessments will be communicated in a timely manner to students. Students should expect to complete assignments and assessments within the deadline communicated by the teacher.

### **Class Structure:**

Breese Elementary School District 12 is a Google school, therefore students will have access to Google Suite for Education. Students in grades K-8 will be assigned a District 12 email account and will have the ability to use Google Classroom as the Learning Management System for all subject areas. Teachers will be using Google Classroom to communicate class information to students. Pre-K may use additional platforms, depending on the curriculum needs.

**Remote learners are expected to participate in morning and afternoon sessions of remote learning activities.**

### **Morning Session:**

Students will sign in to the Google Classroom Attendance page and attendance will be taken daily. Students should login to Google Classroom using their assigned District 12 email address and password. Please contact the school if password information or a password reset is needed. Students are expected to sign in to each class by 12:30 p.m. Teachers will post instructional videos and activities for the students to view and complete each school day. Students may be asked to complete a reading or activity in the instructional video to discuss in their afternoon video chat session. This aspect of remote learning may vary with different grade levels.

### **Afternoon Session:**

Students are expected to participate in video chat sessions with their teachers in the afternoon session of Remote Learning. Jitsi will be used for the video chat sessions. In the event that technology issues arise with Jitsi, teachers may switch to another option, such as Google Meet, for the video chat session. The links to these video chat sessions will be shared with the student via Google Classroom. Grade level teachers will coordinate these video chat sessions with each other and communicate the times to students. These times will remain consistent once

developed by teachers and communicated to students. These video chat sessions will give students the opportunity to interact with teachers, ask questions, answer questions, and participate in class discussions and activities. Please wear appropriate attire and complete the video chat sessions in an appropriate learning environment. Teachers will monitor attendance at each video chat session. Student attendance is expected for the video chat sessions. Students who cannot attend video chat sessions for any reason should notify their classroom teacher(s) prior to the start of classes. Every effort should be made to attend the video chat sessions. These video chat sessions will take place between 1:00 p.m. - 3:05 p.m. during student attendance days.

**\*More detailed information and guidelines about video conferencing with the Jitzi server Google Hangouts, etc. and procedures/expectations for the video chat sessions can be found in the Breese Elementary District #12 Return to School Plan. This plan was shared with all families and can be found on the Breese Elementary District #12 website.**

#### **Attendance:**

Student Attendance during full Virtual Learning will be taken daily. Students will sign in to the Google Classroom Attendance page and complete the official attendance form daily. It is highly encouraged that students complete the attendance form first thing in the morning at the start of the school day. Attendance forms will be available by 8:00 a.m. each morning. Students are required to complete the attendance form by 12:30 p.m. every student attendance day. Absences will be recorded in the office for students that fail to check in to the Google Classroom Attendance page. It is important that these attendance forms are completed daily. These forms will be used for the official attendance for the day. The student attendance policies, including truancy policies, found in the Breese Elementary District #12 Student Handbook will be followed for students that choose the Remote Learning option.

**Parents/guardians should notify the office in advance if an absence is expected for a day of Remote Learning.**

#### **Communication:**

In addition to using Google Classroom and video chat for communication, students should also use email to communicate with teachers. Students may also call the school and leave a message on the teachers' phone extension. If there are technology issues, students or parents/guardians should call the school as soon as they know about the technology issue.

#### **Grading**

Remote Learning assignments are given the same weight as they would be given for in-person instruction. Students will be given a variety of assignments that must be completed during Remote Learning. The assignments will vary based on the grade level of the students.

## **Tests/Assessments**

Teachers may choose to give students tests or other types of assessments through remote learning. Google Forms or other appropriate technology may be used for these assessments. Teachers are aware that students may have resources available during an assessment that they may not normally have access to during an in-person assessment. Assessments may be more task-driven or performance based in order to evaluate the students' level of understanding. Assessments will vary depending on the grade level and subject.

If there are technical difficulties during an assessment, students should notify the teacher. If possible, students or parents/guardians may take a screenshot of the problem and send the screenshot to the teacher via email to make the teacher aware of the problem.

Assessments are designed to measure a student's level of understanding about the concept. For this reason, all assessments should be completed by the student only. The teacher will use the assessment results to determine the student's mastery of the concept, therefore it is important that specified assessments be completed without the help of an adult. It is understood that an adult may need to assist some of our younger students with the use of technology during assessments, but please allow the student to complete the assessment to the best of their ability. We know that it may be difficult to watch your child struggle during an assessment, but it is important that the teacher can evaluate the student's level of understanding. Encouragement from an adult during an assessment is welcome, but please refrain from helping students answer questions on the assessment.

### Cheating:

It is important that students use this Remote Learning experience to learn the material being presented. The Breese District #12 Handbook policy on cheating will be enforced for students found to be cheating (for example, submitting the same work as another student, copying and pasting information directly or with very little variation from a website, etc.).

## **Meeting the Needs of IEP/504 Accommodations**

The district will assess and evaluate the unique needs of special education/504 students on a case-by-case basis. Evaluations, IEP/504 meetings, and assessments will continue to be completed within the federal and state guidelines.

## **Student and Parent/Guardian/Family Responsibilities**

### **Student Responsibilities for Remote Learning:**

- Attend both the morning and afternoon sessions
- Review assigned work
- Complete assigned work by the due date
- Ask clarifying questions when you need help or don't understand
- Be respectful to yourself, teachers, and peers

**Parent/Guardian/Family Responsibilities for Remote Learning:**

- Review work assigned to the student
- Reserve a space for students to complete remote learning work
- Encourage students to get enough sleep
- Set sensible time limits for technology use
- Talk to students about their work every day
- Help students establish and follow regular daily routines