



Instructional Roles & Learning Tools for Both Learning Environments

Although students may be learning in different environments, F. J. Scott Elementary is committed to providing consistency in high quality instruction and learning tools for all students.

INSTRUCTIONAL ROLES FOR BOTH ENVIRONMENTS

Preparation for Learning

Student

- ▶ Be prepared for learning each day and have work and assignments completed and ready.
- ▶ Complete coursework by deadline set by teachers.
- ▶ For face-to-face learning: Take all materials and devices home each day in order to be prepared for possible school closure.

Parent

- ▶ Access parent resources to learn how students will navigate Google Classroom.
- ▶ For face-to-face learning: Encourage your child to have their things in their backpack/device and ready for school the night before.
- ▶ For Remote Learner: Create a designated place in your home for your student to use as their remote classroom.

Teacher

- ▶ Meet weekly with collaborative team to plan instruction for all students.
- ▶ Utilize the district curriculum documents and follow the scope and sequence provided by the academic services department.
- ▶ Create and upload “Week at a Glance” for parents and students in Google Classroom.
- ▶ Upload weekly instructional materials into Google Classroom.
- ▶ Be prepared to teach daily lessons. FJS Virtual Learning teachers will teach from their empty classrooms or from another setting if necessary.

- ▶ Take all materials and devices home each day in order to be prepared for possible school closure.

Learning & Teaching Expectations

Student

- ▶ Attend classes according to school schedule (either face-to-face or remotely) and give your best efforts in your school assignments.
- ▶ Participate in face-to-face learning activities or live synchronous virtual sessions as instructed by teachers.
- ▶ Be organized in your work and in getting projects completed.
- ▶ Ask questions and communicate with your teacher.
- ▶ Be aware of what you should be learning each day.
- ▶ Become familiar with the structure of Google Classroom and how your teacher organizes information.
- ▶ Turn in assignments on time.

Parent

- ▶ Facilitate academic support and encouragement as a learning partner to motivate and guide your child throughout the school year in your role as a learning coach.
- ▶ Consider creating a designated learning/study space for your child at home to learn comfortably.
- ▶ Provide your child with assistance on their day-to-day activities with the exception of designated independent work.
- ▶ Monitor for completion of homework and assignments.
- ▶ Access Parent Portal to view student grades.
- ▶ Maintain communication with your child's teacher by phone, email and/or classroom Apps (Class Dojo, Remind, Class Tag)
- ▶ Discuss your child's favorite part of their day and what they learned in school.

Teacher

- ▶ Teach students how to access learning materials through Google Classroom.
- ▶ Provide clear learning goals for students.
- ▶ Provide face-to-face or remote instruction and facilitate learning throughout the day.
- ▶ Manage online and offline resources to provide consistency and routines for students.
- ▶ Check student assignments in a timely manner and provide feedback in verbal or written form (minimally on a weekly basis).
- ▶ Post grades in a timely manner according to district grading guidelines.

Support and Intervention

Student

- ▶ Attend intervention/tutorial sessions as established by your teacher or school.

Parent

- ▶ Allow your child to attend intervention/tutorial sessions as needed.
- ▶ Assist in supporting your child's needs by establishing and managing the daily schedule communicated by the teacher.
- ▶ Help your child become accountable for their learning. Provide support and encouragement and expect your child to do his/her part.

Teacher

- ▶ Provide intervention or tutorial sessions as needed.
- ▶ Follow student IEPs / 504 accommodations in all learning environments.
- ▶ Use data to drive instruction and gauge individual student needs.
- ▶ Actively monitor student progress and plan accordingly.
- ▶ Establish strong communication with parents and maintain them informed routinely.
- ▶ Attend and participate in professional learning/professional growth activities.

LEARNING TOOLS FOR BOTH ENVIRONMENTS

Device

- ▶ Students will be offered a Chromebook/Ipad to use in either learning environment upon request.

Instructional Platform

- ▶ All teachers, grades PK-5, will utilize Google Classroom as their primary learning management system and communication tool for the 2020-2021 school year.
- ▶ Google Classroom will use a similar structure by grade level in order to provide consistency for all students and classes.
- ▶ Assignment submissions: For both environments, student assignments will be submitted (as much as possible) through Google Classroom to eliminate unnecessary contact and shared materials.

Online Resources

- ▶ All teachers in PK-5 will be enhancing instruction through the use of online resources to engage students in high quality learning experiences.
- ▶ Students will have access to online resources, textbooks and materials through CLEVER.
- ▶ No resources, platforms or apps requiring student fees or an associated cost to the family will be required at any time.

Communication

Communicating with teachers:

- ▶ All teachers will establish and communicate office hours or conference times when they are available to meet with parents and answer student question.
- ▶ Contact information will be provided at the beginning of each semester and posted in all Google Classrooms.

Use of student email:

- ▶ Students in grades PreK – 5 will be using their email account to access Google Classroom and other educational applications.

- ▶ These accounts will be utilized for all communications directly between teachers and students.

Technology

F. J. Scott Elementary recognizes the need to ensure all students have reliable access to adequate technology resources on and off campus in order to fully participate in academic programming. FJS is preparing for Virtual Learning and possible school closures due to COVID-19 as follows:

- ▶ Electronic Learning devices will be provided as needed.
- ▶ Students and families are expected to follow guidelines for care and use in order to ensure these public resources are effectively maintained.

