



**Southeast Fountain Elementary School**  
**Remote Learning Guidance**

<b>Digital Experience</b>	All of our teachers and students have access to, and experience using, online textbooks and digital resources for learning through Google Classroom. Practice remote learning sessions are completed at school and used on a regular basis in the classroom.
<b>Instructor Access</b>	Teachers will be directly reachable from students and parents to facilitate and support instruction from 8:00a.m. to 3:00p.m. Access to teacher communication can include (but not limited to): email, Google Classroom, Remind, Class Dojo, applications through Chromebook technology.
<b>Technology and Support</b>	<p>All students will be provided a Chromebook, carrying case, and charger by SEFE for student use while utilizing remote learning. In order to use the device owned by the Southeast Fountain School Corporation, a <b>Chromebook Agreement</b> must be read and signed (see link below). The device, case, and charger must be returned to SEFE at the conclusion of remote learning. The student/family is fully responsible for the cost of a replacement should the Chromebook become lost or stolen. Additionally, the student/family is financially responsible for the full cost of any SEFE Chromebook and/or charger and case if damage occurs through student/family negligence.</p> <p><a href="#">SEFSC Chromebook Agreement</a></p> <p>Parent/Guardian tutorial on Google Classroom - <a href="#">HERE</a></p>
<b>Learning Targets</b>	<p>All of our students will be informed of their learning targets, objectives, and assignments for the day <b>by 8:00 a.m.</b> each day of remote learning.</p> <p>Students will be provided instruction and assignments by teachers for all courses/classes they participate in during a normal school day.</p>



<b>Grades &amp; Attendance</b>	<p>Student work will cover content that would have been addressed if school were in session in a traditional setting. Teachers will continue normal grading, as per their own classroom grading practices.</p> <p>Attendance will be taken by the classroom teacher based on daily participation and work completion. Should a student be ill, ample time will be provided for students to complete any missed assignments.</p>
<b>Scheduling</b>	<p><b>Monday, Tuesday, Thursday, Friday:</b></p> <ul style="list-style-type: none"><li>• Assignments and live/recorded lessons for students will be posted in each teacher’s Google Classroom. Students will be expected to participate in and complete posted instruction and assignments.</li></ul> <p><b>Wednesday:</b></p> <ul style="list-style-type: none"><li>• Regular office hours for teachers to communicate with students/parents &amp; guardians</li><li>• Teachers to provide additional direct support to students via Google Meet/Google Hangouts</li><li>• Professional Development</li></ul>
<b>Accommodation Support</b>	<p>All students who have accommodations for instruction will be provided with or have access to those accommodations. Resource teachers will provide remote learning lesson plans, instruction, support, and assess according to the student’s IEP.</p> <p>For limited English proficient students, teachers will provide parents/caregivers appropriate educational materials and learning activities for student use per the Individual Learning Plan.</p>
<b>Offline Support</b>	<p>For students with disabilities who do not use an online platform for learning or for whom an online platform is not appropriate, teachers will provide parents/caregivers with appropriate educational materials and learning activities for student use. A chromebook will be provided to these students, as well, in order to access materials without the use of internet.</p>
<b>Full Remote Instruction</b>	<ul style="list-style-type: none"><li>• Teachers will use an online platform (<b>Google Classroom</b>) for students to access digital learning materials and complete their work while away from school.</li><li>• Teachers may post recorded videos modeling instruction for students.</li><li>• Assignments will be submitted via Google Classroom.</li><li>• Teachers may also use Zoom to hold live class meetings, provide small group or one-on-one instruction, and/or give assessments.</li></ul>



<b>Non-Digital Instruction</b>	<ul style="list-style-type: none"><li>● A non-digital component of remote learning will be provided to students who do not have reliable internet access.</li><li>● Curriculum materials will be provided to students through a jump drive that they can use with their provided Chromebook. This will not require the use of the Internet.</li><li>● Assignments will be completed at home, saved to the jump drive, and returned to the school on a weekly basis for students in 2nd-6th grades.</li><li>● Kindergarten and 1st grade students will receive paper packets in addition to the instruction included on the jump drive.</li></ul>
<b>Expectations</b>	<p><b>Students will:</b></p> <ul style="list-style-type: none"><li>● Access lessons for all classes on a daily basis.</li><li>● Engage in and complete lessons directed by teachers.</li><li>● Contact teachers with any questions about activities or assignments.</li><li>● Submit assignments by the appropriate due dates.</li></ul> <p><b>Parents/Guardians will:</b></p> <ul style="list-style-type: none"><li>● Monitor and review lessons with their children.</li><li>● Communicate any questions with the teacher first.</li><li>● Report student illnesses to the teacher following the school illness policy.</li><li>● Support students with remote learning, as needed.</li><li>● Ensure students engage in remote learning with academic honesty.</li></ul> <p><b>Teachers will:</b></p> <ul style="list-style-type: none"><li>● Plan and provide remote learning lessons, materials, and assignments for all courses.</li><li>● Keep updated gradebooks.</li><li>● Assess students as needed and maintain records of those assessments.</li><li>● Hold virtual “office hours” in which they are available to students and parents to offer assistance and answer questions.</li><li>● Maintain open communication with students and their families.</li></ul> <p><b>Administration will:</b></p> <ul style="list-style-type: none"><li>● Oversee the daily operations of remote learning.</li><li>● Provide communication and guidance when appropriate.</li><li>● Communicate with students and families regarding remote learning as needed.</li></ul>