

## Elementary Flexible Learning Plan for Instructional Continuity Information for Parents and Students

### Goals:

- To maintain continuity of learning in a digital environment
- To maintain as many existing systems and processes to provide continuity for staff and students in a digital learning environment
- To maintain the requirements of the State Department of Education to provide an equitable and ongoing education

### Terms and Definitions:

There are two models for online teaching and learning:

- **Synchronous:** Students and teachers are working together and interacting in a digital space concurrently. Synchronous learning will NOT consist of live video interaction between teacher and students. (If synchronous learning is in a teacher's lesson, advanced notice should be provided to students and parents to ensure attendance. Every effort should be made to make it available later.)
- **Asynchronous:** Teachers post instruction and learning materials online. Students engage with class materials and complete work at their own pace within a given timeframe.

**Fairfield Public Schools will use a hybrid model to create opportunities for students and teachers to stay connected, while remaining flexible and sensitive to the needs of students, staff and families.**

**Schedule:**

- Distance learning school hours will look similar to in-school hours
- Students will rotate through the core instructional areas according to the schedule below
- All teachers are expected to be online and available to their students between 9:30 am and 3:00 pm
- Time Periods Can Start Later Based on Family Schedules, but students should check in to Google Classroom prior to 2 pm for attendance purposes

<b>Elementary School Distance Learning Schedule</b>	
	<b>Suggested Class Times (Time Periods Can Start Later Based on Family Schedules, but check in to Google Classroom prior to 3pm for attendance purposes)</b>
Flexible Professional Time	<b>8:30-9:30</b>
Reading	<b>9:30 – 10:30 Or 60 minutes of your day</b>
Writing	<b>10:30-11:30 Or 60 minutes of your day</b>
Math	<b>11:30-12:30 Or 60 minutes of your day</b>
Lunch/Recess	<b>12:30-1:15</b>
Social Studies /Science / Health	<b>1:15 - 2:15 Or 60 minutes of your day</b>
Specials based on A-F Rotation*	<b>2:15-3:00 Or 45 minutes of your day</b>

\*Students should follow their class's designated special's schedule per the [A-F Rotation](#).

## Mutual Expectations to Support Continuity of Learning

- Attendance
  - Attendance will be taken through IC just like an ordinary day
  - Teachers will know who is present by who has logged in to Google Classroom and responded to the day's morning meeting response
  - Please email the teacher if your child cannot participate on a given day or days.
  - Three or more consecutive absences will be reported to administration to help ensure access and family well-being
  - Reach out to your teacher if there are any other concerns
  
- Teacher responsibilities include:
  - Being in their virtual classrooms during designated school hours and being responsive to student needs in a timely fashion that is as consistent as possible with daily in-school interaction during the hours of 9:30 and 3:00
  - Designing and providing access to meaningful instruction based on the course curriculum
  - Posting all materials and instructions to Google Classroom daily
  - Monitoring student progress
  - Providing individual student feedback at least once a week
  - Providing continuous assessment
    - Traditional assessment practices that are often used in classrooms (like "tests") may not be appropriate in a distance learning environment, so parents should expect a variety of assessments are taking place.
  
- Student responsibilities include:
  - Taking responsibility for your learning
  - Participating in the learning by completing assigned work and responding to teacher posts or requests for feedback
  - Committing to learning durations outlined in the schedule above
  - Asking your teacher for help if you are confused by a lesson or feel like you are falling behind. Your teacher will help.
  - Being thoughtful and kind in your online communications with your peers and teachers. All online activity should be school appropriate. **No live video by students to other students or teacher to students.**

## QUICK LINKS TO TUTORIALS FOR TECH TOOLS

For technology support email: [reghelp@fairfieldschools.org](mailto:reghelp@fairfieldschools.org)

[Resources for students and parents](#)