



Distance Learning at Elmwood Franklin School

In the event of an extended building closure, our goal is to continue fulfilling our mission of preparing students for success in life with minimal interruption to their academic schedule through meaningful, developmentally-appropriate learning opportunities.

Prep and Lower School

The goal of the Prep and Lower School Distance Learning Plan is to keep children engaged so they may learn and grow. We will strive to create significant opportunities for connection and community. By guiding students through opportunities to read, write, share ideas, explore, create, play, and move, we hope to create days that mirror a typical school day as much as possible. We will continue to build community and structure a school day that provides comfort and routines to our young learners.

Due to their varying stages of development, our youngest learners will require assistance from an adult throughout their days of distance learning. Navigating the nuances of technology used to support distance learning will require parents and caregivers to be present when children are engaged in their workday. Additionally, we hope to partner with families to hold children accountable for completing assigned work and attending live virtual classes.

For Beginners-Prep II, teachers will provide instruction and suggested activities to allow students to continue cognitive, physical, and social-emotional skill-building. Learning engagements are playful, inquiry-based explorations.

For Grades 1-3, instruction and assignments will be provided through Seesaw. For Grade 4, instruction and assignments will be provided through Google Classroom. Assignments should be completed by the due date. Please reach out to the teacher via email if your child is unable to participate in distance learning due to illness.

Upper School

For Upper School students, instruction and assignments will be provided using Google Classroom as the platform basis from which all students will connect with their teachers. Students will receive a combination of live, recorded, and written instruction, and assignments will be submitted via Google Classroom. As Upper Schoolers, we encourage students to begin to take responsibility for their learning and work and ask that parents offer assistance on a limited basis. Though difficult to experience and perhaps more difficult for parents to witness, struggles and frustration indicate that a child is learning within the 'zone of proximal development,' which is the boundary between mastered knowledge and new information. Please remember that temporary and manageable discomfort is an essential part of the learning process.

Distance Learning Schedules

In the event of a building closure of two or more consecutive days, we will immediately transition to our distance learning schedule.

Synchronous learning

Live classes where students and teachers are engaged in learning at the same time.

Asynchronous learning

Teachers provide video lessons, resources, and assignments for students to engage with at their own pace.

Prep and Lower School Schedule (Beginners-Grade 4)

Monday: Community Day

Community Days are designed to strengthen connections during a time when we are required to be apart. Prep and Lower School students and faculty will gather for an assembly, setting intentions for the day and the week. During Community Days, students will be provided with project work to foster creativity, critical thinking skills, and relationships to our greater community. Students will also meet with Specials teachers for a synchronous class and be provided with guidance in preparation for academic work during the week. Social-Emotional classes will be led by Gabriella Pelosi, our Mental Health Counselor. The day's schedule will also allow time for faculty to meet, plan, and check-in with parents or students as needed.

Tuesday-Friday

Morning Meetings

At 9 a.m. on school days, each homeroom class will host a live virtual Morning Meeting. Attendance will be taken and submitted. These morning meetings will occur via Zoom (Beginners-Grade 3) or Google Meet (Grade 4). Students will be able to find the link to video conferencing in the Seesaw app (Beginners-Grade 3) or Google Classroom (Grade 4). This classroom community time will allow teachers to review a daily to-do list describing learning goals and activities for the day. It will also be a springboard for social/emotional conversations and lessons.

Content

Homeroom teachers will formulate lessons around literacy, math, science, and social studies, and one or two Specials subject teachers per day will provide a subject-related activity. These assignments will have a balance of on-screen and off-screen tasks that help connect to previous learning and the current curriculum. Students will be able to see the assignments on their to-do list through Seesaw or posted in Google Classroom.

Prep and Lower School

Grading and Assessment

In the Lower School, students' work will be regularly assessed, and students in Grades 3 and 4 will receive letter grades, whether we are in the building, learning from home, or a combination of the two. Prep and Lower School assessments, formal and informal, will be administered by their teachers using grade-appropriate methods, and teachers will provide regular feedback to parents and guardians. During distance learning, data gathered from assessments will be used to evaluate learning and inform instruction just as it would in the classroom.

Upper School

Grading and Assessment

In the Upper School, students will take assessments and receive grades, whether they are in the building, learning from home, or a combination of the two. All core academic classes (math, English, history, science, and world languages), in addition to grammar, art, chorus, and band, will have a numeric grade on report cards. Advanced grammar and public speaking will continue to be graded on a pass/fail basis, while leadership skills, technology, and substance abuse will remain ungraded but required classes. Eligibility for Honor Roll and the National Junior Honor Society will remain unchanged. Physical education, which cannot be reasonably graded if students are not on campus for the majority of the year, will be graded on a pass/fail basis for the 2020-2021 school year.

Student Best Practices for Distance Learning

Students are expected to put forth their best effort and exhibit their best behavior.

Students are expected to adhere to the Elmwood Franklin Code of Respect in the EFS Handbook when interacting with peers and teachers online.

Attendance to class and school events is mandatory unless a parent or guardian notifies the homeroom teacher via email that a child is sick or otherwise unable to attend class. Teachers will take attendance at the beginning of each class.

Students are expected to make up work from missed classes.

Students are expected to follow the distance learning dress code.

Students should respectfully treat online lessons and teacher/student interactions as private. School sessions may not be recorded or posted on social media. Images or videos of teachers or other students may not be posted on social media.

Students should use a distraction-free, school-appropriate background while in a school Zoom or Google Meet sessions.

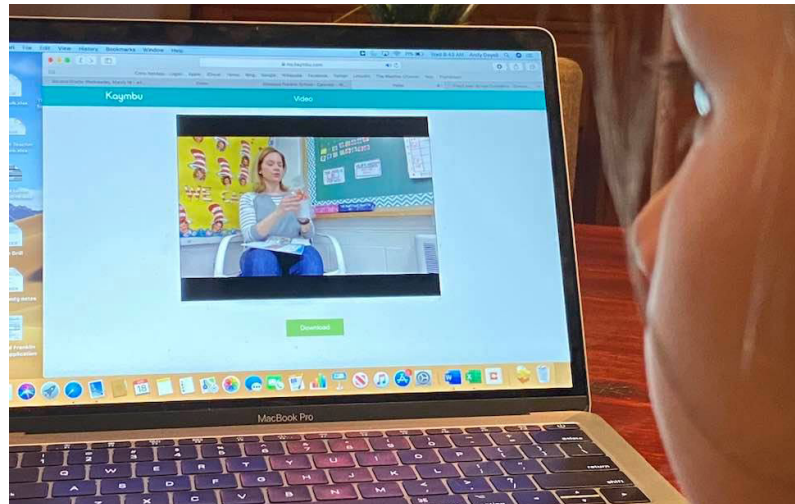
Students should have their cameras turned on for live classes.

Students are expected to refrain from using the Chat function in Zoom or Google Classroom while in class, unless otherwise instructed by the teacher.

Students should join distance learning from a comfortable, quiet space that supports attention to learning.

Students are expected to join distance learning prepared with textbooks, materials, and supplies required for that class.

Students should remove phones and other devices from their workspaces, including TV, video games, and music.



Students and parents should regularly monitor Google Classroom and Seesaw to check for announcements, assignments, and feedback from teachers.

In Grades 3-8, students will be graded for their work. In Beginners-Grade 2, teachers will provide feedback through Seesaw and report cards at the end of each quarter.

Students are encouraged to communicate regularly with teachers and advisors, advocating for themselves, asking questions and seeking feedback when necessary.

Students should use time management goals to complete homework and assignments.

Students are expected to follow the expectations for academic honesty and integrity as listed in the EFS handbook.

Students in Grades 4-8 are asked to read, acknowledge, and sign the Acceptable Use Policy for student use of iPads and computers compliance.

As is developmentally appropriate, students are asked to reach out to their teachers and advisors if they are struggling, so that the school can connect them to appropriate support sources.

Parent Best Practices for Distance Learning

Parents are encouraged to allow students to do as much work as possible on their own.

Parents should support their children in making their learning visible. Provide them with guiding questions and a supportive presence, rather than the answers.

Parents are asked to recognize that students will need adult assistance in connecting or managing their time online. The routines of remote learning take time to establish.

Parents are asked to understand that some children will require more support than others throughout distance learning.

Parents are asked to assist teachers in holding children accountable for their assignments when working from home.

Parents are expected to help children monotask, not multitask. Help establish an environment free from distractions, including cell phones, video games, and television during class time. Students should not have non-academic applications, windows or browser tabs open on their device during online class sessions. Parents should encourage their child to set their phone to “do not disturb” and place it in another room while working — they can check it during breaks in the school day.

Parents should help children to set up an effective study environment. Children should not attend online classes while in bed, and ideally not from their bedrooms. As much as possible, avoid spaces where there are distractions such as clutter, music, or other family members.

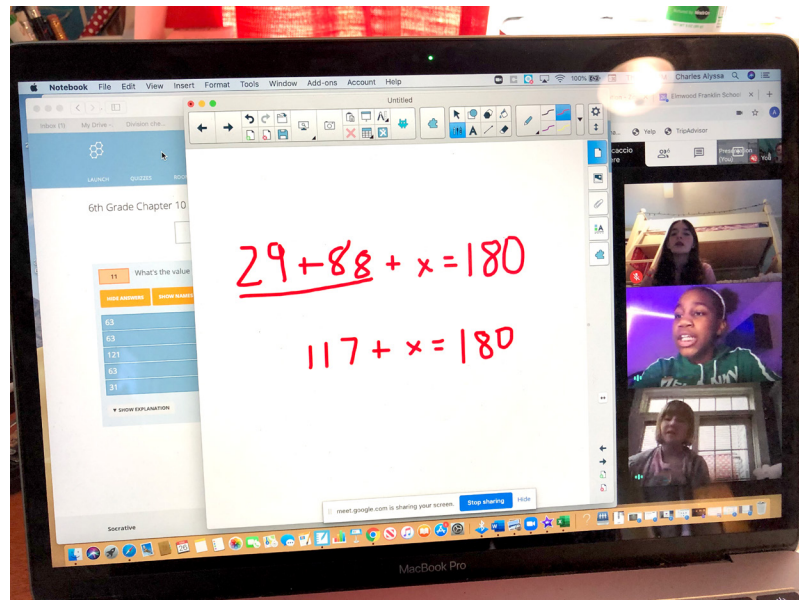
Parents are encouraged to set expectations and ground rules for distance learning at home.

Teachers are available to parents between the hours of 9:00 a.m. and 3:00 p.m. during the school day. Teachers will respond to parent requests or communications received after 3:00 p.m. the following day.

Parents will let homeroom teachers and advisors know if their child is sick and will not be attending school for the day.

Parents of children in Grades 4-8 are asked to read, acknowledge, and sign the Acceptable Use Policy for student use of iPads and computers.

Lastly, when you start to get overwhelmed (which you will), remember that you ARE doing a good job, this IS hard, and your child is going to be okay. Your expressions of love are what matter most. Once you hit a routine, things will start to feel manageable again. Please reach out to members of our faculty and administration for support; we are here to help!



Faculty Best Practices for Distance Learning



Faculty are expected to maintain frequent communication with parents as needed via email, Seesaw, and Google Classroom.

Faculty are asked to check in with homeroom students and advisees regularly.

Faculty will take attendance daily and at the beginning of each class.

Faculty will hold office hours for parents and students to meet with teachers.

Faculty will be available to students and parents from 9:00 a.m. to 3:00 p.m. each school day.

Faculty will hold a homeroom meeting daily in the Lower School and once per week in the Upper School.

Faculty will hold students accountable for assignments in accordance with the academic schedules established.

Faculty will hold students accountable for their online presence when participating in Google Hangouts or Zoom meetings, in accordance with the Elmwood Franklin Code of Respect.

Faculty will guide and support students throughout this challenging time of learning, upholding the academic standards for all EFS students.

Faculty will adjust and differentiate their teaching in response to specific learning needs imposed by distance learning as well as pre-existing learning needs, adhering to IEPs and 504 Plans when necessary.

Faculty will act as stewards for the social and emotional welfare of all EFS students during periods of distance learning, providing care, guidance, and emotional support proactively and reactively.

Faculty will plan for and attend all faculty and team meetings, homeroom times, and community events.

Faculty will communicate promptly with parents if a student is absent from class, missing assignments, or struggling with their academic obligations.

Upper School Faculty will keep their online grade books up-to-date and record new grades promptly.

Faculty are asked to utilize all of the school's support structures to help them navigate these difficult times.

Student Responsible Technology Use Policy For On Campus & Distance Learning

Students and their parents implicitly agree to all facets of the Responsible Technology Use Policy by their enrollment at the school. In exchange for the use of the Elmwood Franklin School network and resources, whether at school or away from school, the student understands and agrees to the following responsibilities and privileges:

Educational Purpose

- The EFS computer network has been established for educational purposes. This can be defined as using the computer and/or iPad to research and write reports and papers, practice a skill, and communicate with others to reach the goals that have been set in school.
- EFS has the right to place restrictions on the material accessed or posted through the system. Students are also expected to follow the rules set forth in the student handbook and the law in their use of the EFS network.

Personal Responsibility

- Students and parents should be aware that network and e-mail accounts are monitored and all documents are accessible by administrators and teachers.
- Students are expected to behave in a manner that is respectful, honest, and safe when utilizing technology.
- Fourth grade and Upper School students are required to check school email and Google Classroom messages regularly.

- During distance learning, students are expected to attend all live classes. Missing live classes online is equivalent to missing in-person classes and all work needs to be made up.
- Students' live images should appear on the screen during all Google Classroom and Zoom meets with teachers and classmates.
- A school-appropriate, distraction-free background should be displayed during live classes.
- Live lessons and teacher interactions are private and may not be posted on social media.
- No posting of images or videos of other students on social media.

Student Internet Access

- All students will have access to Internet resources through their classroom, library media research center, or school computer lab only under direct teacher supervision. All Internet searches will have a specific direction and are for subject-related assignments. Exploring the web without specific goals from a teacher is not permitted.
- Students will have e-mail access using a school account for educational purposes. Students are not permitted to access their personal email accounts or use social media while at school.
- The school has put filters in place to limit the incidences of inappropriate content. However, no filters are 100% accurate. Students should follow directions given by their teachers for completing assignments and finding appropriate sources of information.

Personal Technology

- Use of cell phones is prohibited during school hours and during school activities (sports, trips, etc.) for on-campus and distance learning. If brought to school, cell phones must remain off and kept in lockers.
- Students may be allowed to use cell phones AFTER SCHOOL with permission from a supervising adult.
- Students are not permitted to bring personal laptops or tablets to use in school without permission of the Upper School deans. Accommodations will be made in school, if necessary.
- Smartwatches and wearable technology must be kept in airplane mode during school hours and school activities.
- AirPods and headphones may only be used on campus with the permission of a supervising adult.
- Students' learning spaces at home should be distraction-free from television, video games, phones, tablets, and other tech during online classes.

Privacy

- Students should expect only limited privacy in the contents of their stored files on the EFS network. Routine maintenance and monitoring of the EFS network may uncover any violations of policy.
- Parents, teachers, and administrators have the right at any time to see the contents of student files.

Inappropriate Access to Material

- Students will not use the EFS network to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people.
- If students mistakenly access inappropriate information, they are instructed to immediately tell their teacher. This is to protect students against a claim that they have intentionally violated the EFS Responsible Computer Use policy.

iPads

Providing students with an individual iPad in a 1-to-1 environment enhances each student's overall learning experience. Utilizing the iPads at Elmwood Franklin School gives students access to learn anywhere, anytime—both in classrooms and at home. This 1-to-1 personalized learning also promotes the responsible use of today's ever-changing technologies.

All iPads are subject to the same responsible use guidelines as all other Elmwood Franklin School electronic devices. All files, documents, and books installed on the iPad by Elmwood Franklin School remain the property of the school. We reserve the right to confiscate and search a student's iPad to ensure compliance with the Responsible Use Policy.

1. iPad Restrictions

- a. iPads are for educational use only.
- b. Students may not use any lock settings on the iPad.
- c. Defacing of the iPad, including the EFS ID tag and iPad case in any way is prohibited.
- d. Apps may be opened and used only with teachers' permission. This includes photo and video capabilities.
- e. Internet may be used only with teachers' permission. Teachers will direct students to appropriate websites. These sites can be accessed through the library/media center webpage or through your teachers' webpages.
- f. Students may not download apps, music, or videos without a teacher's permission.
- g. Students may not delete any apps or books that have been downloaded without a teacher's permission.
- h. Students may not use any personal accounts. This includes but is not limited to Apple ID, personal email, or social media sites.

2. Lost, Damaged or Stolen iPad

- a. If the iPad is lost, stolen, or damaged, the Technology Department must be notified immediately.
- b. If the iPad needs to be sent for repairs, the school will do our very best to supply a replacement while it is gone.
- c. The following fees apply for lost or damaged equipment:
 - i. Cracked or broken screen
 1. 1st time: \$25
 2. 2nd time: \$50
 3. 3rd time: full cost of repair
 - ii. Lost iPad
 1. ½ the cost of the iPad for the first lost iPad
 2. Full cost of replacement for additional lost iPad
 - iii. Lost iPad charger
 1. \$40

COPPA Compliance

In order for Elmwood Franklin School to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature. When first issued an iPad, parents will be required to sign a letter of consent giving their child permission to use specific educational tools and/or applications.

EFS User Terms and Conditions

1. For my own safety, personal information such as full name, location, phone number, age, gender, etc. must never be revealed over the Internet.
2. It is my responsibility to avoid abusive conduct which would include, but is not limited to, the altering of system software, placing of unlawful information, computer viruses, or harmful programs on or through the system, in either public or private files or messages.

3. I am accountable for the use of my password. My password must not be revealed to anyone nor will I use others' passwords. I will be responsible for any problems which arise from the misuse of my file folder. I will not access any other student's account.
4. I will not use the school's computer network or equipment to obtain, view, download, send, print, display, or otherwise gain access to or transmit materials that are unlawful, inappropriate, or abusive.
5. I will not use the EFS network to harass, insult, or attack others.
6. I will use only authorized software on the EFS network or equipment.
7. I will use all computer equipment for the purpose for which it is intended. I will not tamper with terminals, associated equipment, or otherwise disable the system.
8. I will not change, copy, rename, delete, read, or otherwise access files or software that I did not create unless I have permission from my instructor.
9. I will not use a computer for anything other than course-related work.
10. I will not make claims to others' work found on the internet. Plagiarism is a violation of school policy and law.
11. I will not violate copyright laws or use the EFS network for commercial purposes.
12. If I identify a security problem on the EFS network, I will immediately notify a teacher or an administrator.

Consequences

Violations of the Student Responsible Technology Use Policy could result in losing computer privileges in school or other disciplinary action.