

Pre-K

Remote Learning

Handbook

for Students, Teachers, & Families

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Students, Staff, and Families:

During this time of at-home remote learning, we will work as a team to help your child learn and grow. This handbook has been created to provide students, staff, and families with the information needed to experience success.

Please read through this information and feel free to contact us if you have any questions. This handbook is intended to supplement, and not replace, our existing handbook which can be found on the USD 418 website.

This summer Kansas State Board of Education released comprehensive guidance to provide direction to school districts during this unique time. Opportunities for learning will include:

- Daily learning activities
- Daily staff initiated contact

We have included other applicable information in this handbook and would like to ask in advance for your participation and cooperation in meeting all requirements and guidelines, all to support the success of our learners.

Teacher Contact Process

Please email your child's teacher directly with questions, updates, and more. You should expect returned communication within 24 hours with the exception of weekends and vacation days.

ROLES AND RESPONSIBILITIES OF STAKEHOLDERS

We are all on the same team in helping your child to meet his or her highest potential and to experience success in both academics and in social-emotional development. To meet this goal together, each stakeholder has a role:

Students

The student's role is to participate daily and learn to apply skills and concepts to the best of his/her ability. Additionally, students should expect to have some fun while completing age appropriate activities. The resources that are shared with families from The Creative Curriculum are designed to provide hands on interactive learning experiences for students while following their interests.

Staff Role

- Provide lessons, activities, and opportunities to document learning that align with Early Learning Standards and the Early Childhood Curriculum (Creative Curriculum)
- Establish a safe, interactive learning environment, emphasizing relationships and individualized student learning.
- Will utilize The Creative Curriculum Cloud online platform for communication, lessons, and resource delivery.
- Will give timely, specific feedback.
- Provide opportunities for zoom meetings (morning meeting/check-in, small groups, etc)
- Teachers will have established office hours between the hours of 7:45 and 3:15.

Families

Parents and guardians play a key role in their student's success in any learning environment, but even more so in an at-home remote learning environment. In order to be kept informed of their student's progress, parents and guardians will need to be available for ongoing contact with their student's teachers by phone, e-mail, text, and/or video conferencing. Additionally, parents and guardians should contact the student's teachers to keep them informed of any anticipated absences or needs. We recognize that this is a difficult time for families and encourage you to participate in the learning activities that are shared by your child's teachers as your daily schedule allows. We do not expect families to complete activities during the hours of 7:45-3:15.

ACADEMIC ENGAGEMENT EXPECTATIONS

Student / Family Communication

Communication between families and teacher(s) is vital to the academic success and social-emotional development of the student. In order to facilitate communication, families and staff will abide by the following policies:

- Families will reply or respond to teacher-initiated communication promptly
- Families and teacher will communicate frequently by phone or video
- Families are encouraged to initiate communication with questions

*Please remember to inform teachers and/or the district if a change is made to your address, phone numbers, and/or email addresses.

Communication by Teachers / Staff

Teachers and staff will respond to family requests for assistance no later than 24 hours after the request is made except on weekends and school breaks when assistance cannot be guaranteed. Teachers will document progress on objectives in T.S. Gold.

Mandatory or Compulsory Attendance

Under the remote learning model, students are still expected to “attend” school by completing work and participating to the fullest extent possible. If a student is not meeting the minimum participation and work completion expectations and/or is absent without valid reasons, we will seek to follow our district’s truancy policy.

Students participating in online remote learning activities will need to call the school office if their student is sick and will not be able to participate in remote instruction on that day. Students will receive an unexcused absence if the school is not contacted. Truancy laws still apply.

Special Education and Student Supports

Students with an IEP can be very successful in at-home remote learning models. Please continue to be in contact with your child's Special Education teacher and/or school administrator to determine if a meeting is necessary to develop or modify an existing plan to provide and implement additional supports as needed. Our school has added an amendment to a student's IEP by adding remote learning as a temporary method of instruction when community Covid-19 numbers indicated a need for this model of learning.

Use and Care of District-Issued Devices and Technology

Devices for pre-k are provided on an as needed basis. The pre-k curriculum relies on hands-on activities and does not require students to be logged onto a device to complete learning activities. While learning activities are shared with parents through The Creative Curriculum Cloud, these activities can also be shared in the form of a paper packet and delivered to families.

If families need technology to communicate with teachers requests for a device can be made to the classroom teacher. Technology that we provide may serve as an important tool to support students who are learning remotely at home. If the district issues a device or devices to a student, we expect that students will follow the district's Acceptable Use Policy. If there are technical and software issues, concerns, or barriers, please report these as soon as possible by contacting your child's classroom teacher.

Participation Agreement

We understand that being a remote learner may present specific challenges and barriers. We will do everything possible to be your partner throughout this experience, and we look forward to celebrating your students' growth with you. If teachers or school administration has concerns about a student's participation or progress, attempts will be made to meet with the families to discuss barriers and work together to remove those barriers.

Administrators Responsibilities:

Administrators and counselors will support classroom teachers.

Food Service:

Remote students are eligible for daily breakfast and lunch. Families may contact the school office or visit the district's website - [www. mcpherson.com](http://www.mcpherson.com) to get additional information regarding meal pick up.