

Township of Union Public Schools  
Franklin Elementary School  
Dr. Kira Baskerville-Williams  
Interim Principal



August 26, 2020

Greetings Eagles,

Welcome to the 2020-2021 school year! We, at Franklin Elementary School, would like to welcome all new students into our Eagle family. For all of us, this school year is different from any that we have ever known. Together, we will build and participate in an enhanced Virtual Learning Experience (VLE) where all stakeholders feel valued and where students achieve. For so many of our Eagle families, these times are filled with a complexity of emotions and we are here to offer support in any way that we can.

The following Virtual Learning Playbook will provide information regarding how school will operate during the 2020-2021 school year. I know that you have been waiting for some specific instructions on how your students will begin the school year. I appreciate your patience and hope this letter answers your questions and provides resources to successfully navigate Distance Learning.

### **Overview**

- ❑ Students' work will be graded, and attendance will be taken.
- ❑ Students generally will spend 2.5 to 3 hours a day in live, interactive sessions with teachers and classmates and 1 to 1.5 hours a day completing self-paced activities.
- ❑ Teachers and staff will have clearly defined roles and expectations and will regularly check on students.
- ❑ The first few days of school will be devoted to easing everyone into the virtual learning environment

### Sample Educational Schedule Format

Time	Description
8:00- 8:45	Preparation for the Day <ul style="list-style-type: none"><li>• Breakfast *</li><li>• Gathering materials for the day</li><li>• Sign-in</li><li>• Preparing both mentally and physically for learning</li></ul>
8:45-11:35	Classroom Instruction <ul style="list-style-type: none"><li>• Each classroom teacher will provide you a detailed educational schedule which will include the times the core subjects will be taught as well as special areas such as art, music, Spanish, physical education, and SEL.</li><li>• Synchronous and Asynchronous learning will occur.</li></ul>
11:35-1:00	Lunch Time for everyone <ul style="list-style-type: none"><li>• During this lunch time, instruction will pause so that all students and staff can eat lunch and prepare for the afternoon lessons.</li></ul>
1:00-3:00	Classroom Instruction <ul style="list-style-type: none"><li>• Each classroom teacher will provide you a detailed educational schedule which will include the times core subjects will be taught, special areas such as art, music, Spanish, physical education, and SEL.</li><li>• Students will be required to sign back into their google classroom after lunch.</li><li>• Closing of the day and check-ins.</li><li>• Synchronous and Asynchronous learning will occur.</li></ul>

The school day will begin at 8:45 a.m. and conclude at 3:00 p.m., with 80 minutes for lunch and recess from 11:35 a.m. until 1:00 p.m. Each week, the teacher will provide scheduled learning opportunities for each of their classes via Google Classroom. The schedule will be consistent from week to week. Below is the framework that will be used to design daily/weekly instruction.

### Expectations for Virtual Learning

There are important distinctions between the remote learning that occurred in the spring and the Virtual Learning Experience that is planned for the 2020-2021 school year. Some of the exciting features of the Virtual Learning Experience includes a daily morning meeting and engaging in activities that promote empathy and an understanding for how each student's personal attributes matter to and impacts those around them.

We will be utilizing **Google Classroom**, which will serve as a virtual classroom or hub, holding all class assignments, activities, quizzes, tests, and more. Students and teachers can also communicate with each other via Google Classroom and other district approved platforms. We hope that these instructional tools will offer teachers, students and parents a streamlined approach to teaching and learning this fall.

Students will receive feedback on their work, and teachers will monitor and track students' engagement. Teachers and/or the school principal will reach out with key updates and announcements, using translation and interpretation services, about the coming week. Teachers will be available during office hours to engage with students and families. **By 3 p.m. Friday, September 4th all students will have received a google classroom invitation via their district email address.**

**Student & Family Expectations**


This school year will present unique challenges to students, parents, and teachers. We do not expect parents to become educators. We will be hosting a series of workshops over the next few weeks to provide strategies for parents and caregivers to help to maximize students' productivity in the virtual learning environment such as creating a daily routine so your student always knows when it will be time to focus on learning. Please be sure to check the school website frequently for updates.

**Meal Distribution**

Pomptonian, our food service providers, will be open at the school for the pick up of breakfast and lunch daily.

**Communication**

School Website	We post updated information regularly on the school website.	<a href="#">Franklin School - Home</a>
Email for Families	We have also created a dedicated email account for parent questions and concerns, in an effort to provide timely responses.	<a href="mailto:fes4thekids@gmail.com">fes4thekids@gmail.com</a>
Google Classroom for Families	Live Virtual Learning Events	<a href="https://classroom.google.com">Classroom.google.com</a> . Sign-up Using your personal gmail account. Class Code:sl3uegg
ClassTag	ClassTag makes it easy for any parent to read, respond and get involved in their child's education. We help you drive meaningful, two-way communication.	Please check your email for an invitation. (email on file with the school)

Google Site	A parent hub of resources offers technology support, tips, videos,	
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## Devices & Learning Materials

[Please adhere to social distancing guidelines and mask requirements during pickup](#)

### Chromebook Distribution & Learning Materials for grades 2-4

Wednesday, September 2nd, 2020      **8am-10am & 5-6:30pm**

Thursday, September 3rd, 2020      **8am-10am & 5-6:30pm**

### Learning Materials & Choice Board Distribution for grades K-1

Tuesday, September 8th, 2020      **8am-11pm & 5-6:30**

## The Path Forward

Based on evolving health and safety guidelines and the needs of students and families, we will share updates as they become available. When it's safe to provide an in-person learning option and reopen our schools, we will.

Thank you for partnering with us, as we strive to provide high-quality, equitable educational opportunities for all students in the virtual environment. We could not do this without your trust and support. We will get through this together!

<https://forms.gle/xvgqmqb6EgyVPYss6>

