

# OVERTON PUBLIC SCHOOL

## EXTENDED LEARNING PLAN



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# **Overton Public School**

## **Continuity of Learning Timeline**

### **Phase 1:**

- Enrichment learning activities provided (3/17 - 3/31/20)
- Teacher meeting to prepare for Extended Learning Plan (3/23/20)
- Teachers prepare lessons and activities for student learning in our extended learning environment (3/23 - 3/31/20)
- Teachers prepare learning for all students (3/23 - 3/31/20)
- Administration continuously monitors situation and participates in multiple meetings to remain current on health department recommendations (3/17 - 3/31/20)
- Administration communicates with teachers, students, parents, and patrons regarding Extended Learning Plan (3/17 - 3/31/20)
- Special Education and MTSS Teachers contact parents regarding services in Extended Learning Environment. Prior Written Notices sent to parents (3/23 - 3/31/20)
- Special Education, MTSS, and EL Teachers communicate and work with classroom teachers to develop methods to assist students learning in Extended Learning Environment (3/23 - 3/31/20)

### **Phase 2:**

- Administration communicates long-term closure dates to teachers, students, parents, and patrons including dates for our Extended Learning Environment (3/26/20)
- All Classes and Grades move to our Extended Learning Environment (4/1 - 5/1/20)
  - See Extended Learning Plan for procedures to be followed including Special Education and MTSS teachers remain in contact with parents (4/1 - 5/1/20)
- Teachers communicate with students during Extended Learning (4/1 - 5/1/20)
- Principal monitors teaching and learning activities during Extended Learning (4/1 - 5/1/20)
- Each day is an In-Session Extended Learning Day. Scheduled days off do not exist in our Extended Learning Environment (4/1 - 5/1/20)

### **Phase 3:**

Health departments recommend school closures remains in effect

- Classes and Grades remain in Extended Learning Environment (5/4 - 5/20/20)

Health departments recommend school closure cease

- All Classes and Grades exit our Extended Learning Environment (5/4/20)
- Teachers resume regular classroom teaching (5/4/20)
- Special Education and MTSS Teachers resume regular services. Prior Written Notices sent to parents (5/4/20)
- Post-Closure procedures and guidelines in place (5/4 - 5/20/20)
- Administration and Teachers meet to wrap up school year and summer activity guidelines distributed to coaches and sponsors (5/20/20)

# **Overton Public School**

## **Extended Learning Plan (ELP)**

The goal of providing extended learning opportunities is to ensure learning continues in the event of long-term school closure. The goal is to carry on learning and to move our educational offerings forward in a manner consistent with the education goals of Overton Public School but not necessarily replicating a traditional school day. Students should be able to independently extend their learning with the direction of the teacher. Students will exhibit proper digital citizenship skills according to our digital citizenship agreement and appropriate use guidelines.

### **Considerations**

- Many families have more than one child attending school. Children may have to share a computer or other device, particularly at the primary level.
- Parents/Guardians should not be placed in the role of teacher; students should be able to independently carry out tasks assigned by teachers including access to the learning materials.
- Learning is authentic and can occur online or offline (reading, exercise, drawing, playing, constructing, writing, etc. are perfectly acceptable extended learning school day tasks that can be photographed, videoed, and turned into the teacher.
- Schoology will be utilized as the main source for assignments in Grades 7-12.

### **Middle & High School Expectations (Grades 7-12)**

- Students may be presented new material through flipped video lessons, attached assignment sheet/worksheet, or assigned reading. New material may also be presented in Zoom classroom sessions. Teachers may utilize multiple lesson-recording platforms within their classroom.
- New material will be assigned each day the class is scheduled to meet. These assignments will be posted to Schoology and are due by the next class meeting (2-days).
- Quizzes and Exams will be administered through Schoology.
- Homework, Quizzes, and Exams will be graded as regular school day material.
- Grades will count toward the students 4<sup>th</sup> Quarter and/or 2<sup>nd</sup> Semester grade.
- Classroom teachers will maintain communication with other staff members and students to ensure student learning is meaningful and consistent with our learning goals.

### **Elementary & Middle School Expectations (Grades PK-6)**

- New material will be assigned each day the class is scheduled to meet. These assignments may be in the form of learning packets, MobyMax learning opportunities, SeeSaw activities, etc.
- Students may be presented new material through flipped video lessons, attached assignment sheet/worksheet, or assigned reading. New material may also be presented in Zoom classroom sessions.
- Teachers may use Zoom sessions or other means to touch base with their students in a live video conference setting.
- Homework, Quizzes, and Exams will be graded as regular school day material. Learning packet materials will be returned to the School Office to be distributed to the classroom teachers.
- Grades will count toward the students 4<sup>th</sup> Quarter and/or 2<sup>nd</sup> Semester grade.
- Classroom teachers will maintain communication with other staff members and students to ensure student learning is meaningful and consistent with our learning goals.

### **Leadership Support/Expectations**

- Continue regular communication with the community (parents, students, staff).
- Troubleshoot and problem-solve issues that arise; be available to support teachers, students, and parents as needed.

- Oversee Extended Learning Opportunities to ensure consistency and participate in Zoom sessions as needed to assist with communications.
- Generating necessary reports for teachers and/or parents.

## Overton Public School Extended Learning Plan Roles and Responsibilities

Many stakeholders will contribute to the effective implementation of the OPS ELP.

School Personnel Responsibilities	
Administration	<ul style="list-style-type: none"> <li>* Create and distribute OPS Extended Learning Plan (ELP)</li> <li>* Establish clear channels of communication between teachers, students, and families</li> <li>* Support teachers, students, and families as we shift to an e-learning environment</li> <li>* Help teachers implement ELP and ensure quality learning experiences for all students</li> <li>* Monitor and celebrate teaching and learning</li> <li>* Provide models and examples of e-learning units and lessons</li> <li>* Encourage constant feedback and communication with students</li> <li>* Support teachers as they develop new methods to assess student learning and new ways to differentiate their instruction</li> <li>* Check PowerSchool regularly</li> <li>* Update School Website with necessary communications</li> </ul>
Classroom Teachers	<ul style="list-style-type: none"> <li>* Collaborate with other teachers throughout the building to design e-learning experiences for our students</li> <li>* Communicate frequently with students and parents</li> <li>* Provide timely feedback to support student's learning</li> <li>* Teach, model, and deliver class content through a variety of medias</li> <li>* Post assignments by 9:00 for classes that day</li> <li>* Provide assignments/learning opportunities in guidance with the recommended timeframe provided within this plan. Lesson videos should not be longer than 18-minutes in length</li> <li>* Teachers will hold virtual office hours from 9:00am-2:00pm. Teachers will be working online at this time and will be responsive to questions as quickly as feasible.</li> </ul>
Educational Support Teachers	<ul style="list-style-type: none"> <li>* SPED/MTSS/Title/EL               <ul style="list-style-type: none"> <li>* Communicate regularly with classroom teachers who teach students on your caseload</li> <li>* Assist with differentiation of lessons and activities for students</li> <li>* Provide supplemental extended learning activities</li> <li>* Provide parents with strategies to assist their child at home</li> <li>* Communicate with parents</li> </ul> </li> <li>* Information Technology               <ul style="list-style-type: none"> <li>* Provide necessary technology supports in a e-learning environment</li> <li>* Suggest communication and e-learning tools teachers may use</li> <li>* Ensure students devices are managed properly</li> <li>* Post necessary materials to school website to assist with e-learning classes</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>* Be available in person or remotely to provide on-demand tech support</li> <li>* Media</li> <li>* Assist teachers and students with e-book access</li> <li>* Regularly check in with teachers to identify ways to support their e-learning experiences</li> </ul>
Counselor	<ul style="list-style-type: none"> <li>* Serve as liaison for communication with students/families in crisis</li> <li>* Maintain, deliver, and/or share social-emotional lessons and provide support where needed</li> <li>* Host virtual office hours from 8:00AM-3:00PM for students to access counseling services virtually</li> </ul>
Para-Professionals	<ul style="list-style-type: none"> <li>* Communicate regularly with classroom teachers to identify ways you can support and contribute to the ELP</li> <li>* Superintendent or direct supervisor will communicate with paras when their support is needed</li> </ul>

### Student Roles and Responsibilities

- \* Establish daily routines for engaging in the learning experience (see last page).
- \* Identify a comfortable, quiet space in your location to learn effectively and successfully. Lighting and space for books, electronics, and a comfortable chair contribute to an effective learning environment.
- \* **Regularly check your email**, Schoology, school website ([www.overtoneagles.org](http://www.overtoneagles.org)), and/or PowerSchool to check for announcements, grades, and feedback from your teachers
- \* Participate in Zoom learning sessions if utilized for class.
- \* Complete assignments with integrity and academic honesty
- \* Be a good digital citizen and comply with the Overton Public School Digital Citizenship Agreement and Appropriate Use Guidelines
- \* Do your best to meet timelines, commitments, and due dates

For questions about...	Contact
A class assignment, task or feedback	Classroom Teacher
A personal or social-emotional concern	Mrs. McCoy 308-987-2424 (x204)      402-783-1507 <a href="mailto:calli.mccoy@overtoneagles.org">calli.mccoy@overtoneagles.org</a>
A technology-related problem or issue	Mr. Christensen 308-987-2424 (x127) <a href="mailto:chase.christensen@overtoneagles.org">(chase.christensen@overtoneagles.org)</a>
Schoology	Mr. Ehlers 308-987-2424 (x307) <a href="mailto:seth.ehlers@overtoneagles.org">seth.ehlers@overtoneagles.org</a>
Library / Media (e-Books)	Mrs. Lassen (Media) 308-987-2424 (x129) <a href="mailto:alicia.lassen@overtoneagles.org">(alicia.lassen@overtoneagles.org)</a>
Other issues related to learning or questions you might have	Mr. Fleischman 308-987-2424 (x206)      402-994-1726 <a href="mailto:brian.fleischman@overtoneagles.org">(brian.fleischman@overtoneagles.org)</a>

### Parent/Guardian Roles and Responsibilities

- \* Establish routines and expectations
- \* Identify a space in your home for your child to work without distraction on their assigned work, where you can also occasionally monitor them as in normal practice
- \* Ensure your child checks their email and Schoology daily
- \* Monitor communications (email, Schoology, PowerSchool, SeeSaw, etc.) from your children's teachers and encourage good digital citizenship practices
- \* A daily check-in with your child about progress on learning experiences and see if they have questions or need support
- \* Establish time for reflection, mindfulness, and relaxation practices for you and your children
- \* Encourage physical activity and/or exercise

For questions about...	Contact
A class assignment, task or feedback	Classroom Teacher
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**LIVE VIDEO CONFERENCING ETIQUETTE**

1. Students should plan to be in a living room, dining room, or other 'family' rooms during live video conferences. Bedrooms are not appropriate.
2. Students should plan to wear the same type of clothing they wear to school.
3. Students should make sure others in your home are aware you are live conferencing so they do not create a distraction or uncomfortable situation via the live video.
4. If issues arise, teachers can turn off video for any student or remove any student from the session.
5. All Student Handbook policies are effective during live video conferences.

**Be a good digital citizen and comply with the Overton Public School Digital Citizenship Agreement and Appropriate Use Guidelines. The policies of the Student Handbook remain in effect during our Extended Learning time.**

We recognize it will be difficult to maintain a regular 8-period class schedule as we transition to an extended learning environment. It is our hope with the schedule below, along with recommended times for classwork/homework, this transition will be as smooth as possible for everyone. Establishing a routine will be vital to each student's success within our extended learning environment. Every day is an In-Session Extended Learning day. There are not any scheduled 'No School' days in our Extended Learning Environment.

<b>Daily Schedule</b>		
Monday & Wednesday	Tuesday & Thursday	Friday
Periods 1-4	Periods 5-8	Teacher Planning Day

Assignments will be due before your next scheduled class meeting. So an assignment on Monday would be due by Wednesday, an assignment on Wednesday would be due on Monday. The same pattern would follow with Tuesday & Thursday classes.

<b>Zoom Schedule (if used)</b>			
Periods 1 & 5	Periods 2 & 6	Periods 3 & 7	Periods 4 & 8
9:00 – 10:00 AM	10:15 – 11:15 AM	11:30 – 12:30 PM	12:45 – 1:45PM

Zoom sessions can be scheduled by teachers on the scheduled day for the class or on Fridays. Zoom times/days will be communicated to students through email and/or Schoology messages. If Zoom sessions are scheduled on Friday, teachers will communicate with students and other teachers so we don't have overlapping Zoom sessions. Communicate with your teachers. They will maintain virtual office hours from 9:00 – 2:00PM each day. Email or messages through Schoology are the best way to communicate.

<b>Expected Time for Students Homework</b>	
Pre-School – Kindergarten	30-minutes max. / day
1 <sup>st</sup> & 2 <sup>nd</sup> Grade	1-hour max. / day
3 <sup>rd</sup> & 4 <sup>th</sup> Grade	1 1/2-hours max. / day
Middle School	30-minutes/class max / day
High School	40-minutes/class max / day

If you do not have WiFi available in your home, please contact the high school office 308-987-2424.

**Homework Expectations and Grading:**

Homework expectations and grading during our Extended Learning Plan will remain the same as during our regular school days. Students are expected to complete assignments by the next class meeting, unless stated otherwise by the classroom teacher. Students are expected to participate in Zoom Sessions scheduled by the teacher. Assignments, quizzes, and tests will be graded as they normally would. Students grades will count toward their overall 2nd Semester grade and count toward meeting graduation requirements.