

*Platforms for Daily Use*

1. K-12 General Education teachers will use Schoology for their daily learning activities.
2. Teachers will continue to maintain communication with students and parents as they have all school year. (e.g., email, website, newsletter, etc.)
3. K-12 Teachers will respond to student and parent questions via email, discussion forums, etc. within 24 hours or hold office hours.
4. Teachers will plan and communicate weekly with grade level or department teams (Zoom) and post activities for each week by Monday morning via email, Schoology groups, Google Drive, phone, etc.
5. Use platforms that are already familiar with students (with the exception of Schoology). Students will continue to use these platforms for all daily lessons. Consider these platforms to be the home base for students. (Do not introduce new technology at this point.)

*Expectations for Facilitating Activities*

*We will be offering Planned Activities in Core Content Areas and Electives*

1. K-12 teachers will provide self-paced activities for approximately 2.5 hours daily. For elementary, this time includes all subjects (not per subject). Middle School Core teachers provide approximately 30-40 minutes per subject for Core Content Classes (ELA, Math, Science, and Social Studies) and High School Learners would follow their daily schedule for no more than 45-50 minutes per course.
2. Health/PE, Music, Art and Stem (Elementary) Family & Consumer Science, Spanish, PE/Health, Art, Music, Tech Ed, Business Ed. (Middle School) teachers will work out a schedule for each grade level. They may offer no more than one lesson each day from one teacher from this team each week. (30 minutes tops) Menu of Choices or Daily Schedule Here are the 5 lessons or choose. Days of support--Zoom support for Art on Monday, etc.
3. Pupil Services will develop a plan to provide individual and/or small group support to students on a weekly basis.
4. Special Education will support any teacher who needs help in developing differentiated content.  
Special education teachers will continue IEP meetings. Each special education teacher will be assigned and support a particular content area or grade level.
5. Grade level teachers of the same subject will offer consistency within reason. Teams will lesson share to assist in workload.
6. All teachers will post to Schoology each week one checklist that contains all lessons that are expected to be completed each week. (Use Schoology to create folders based on weeks.)
7. Feedback to students will be given on a regular basis (at least once a week), even if it is just a thumbs up. The use of formative assessment is permitted, but no grades will be given.
8. Continue to create activities that include students with special needs, as well as leveled curriculum and modifications and/or accommodations. (This would include ELL students, students on IEP, as well as Section 504 plans.)

9. Teachers may include videos weekly that students can look forward to viewing. This may be a “Good Morning!” video or an instructional video. Video is encouraged as much as possible.
10. Please continue to communicate with parents regarding student non-participation, as you normally would. Additional student concerns should be communicated with your Principal (or supervising Principal at MS/HS).
11. Some ideas for synchronous office hours (optional). Expectation would be to return calls and answer questions within 24 hours or 72 hours over a weekend.

### *Tips and Advice*

1. Quality is more important than quantity.
  - a. Consider the most important learning outcomes and key content. Prioritize your instruction to emphasize and efficiently teach/practice this content.
2. Lessons should capitalize on the home environment and Difference Maker Attributes: Critical Thinking, Innovation, Collaboration, Communication, Reflective Learner, and Responsible Citizen as much as possible.
  - a. Reduce screen time and include physical activity as much as possible.
  - b. Tap into natural resources and common home items (crayons, cardboard, pots & pans, etc.)
  - c. Paper packets or electronic packets are not permitted.
  - d. Planned Activities should focus around the most essential content
  - e. Project-Based Learning, Hands-On Learning, Choice Boards, etc. are encouraged.
3. Please do not make video lectures that exceed the length of a mini lesson.
  - a. We are not attempting to replicate instruction, but the intent is to provide Planned Activities Based on Core Content and Electives
  - b. Videos should support the independent activity and not teach multiple skills.
  - c. Support videos should be short (5-8 minutes).
4. Monitor the morale of your class and the workload of the students carefully. You have the latitude to make good decisions for the well-being of your students.
  - a. Communicate with parents (emails, phone calls, Schoology messages, etc) when a student is not completing assignments or actively engaged.
  - b. If a parent’s response is outside the concerns relating to curriculum as in factors why the child is unable to complete the materials, communicate to your supervising administrator.
5. Maintain a healthy work/life balance. Keep lines of communication open between all departments and consult your admin. If you are having any difficulty in this new frontier of learning. We are here to support you!
  - a. Reach out to your colleagues. We are all here to help!
  - b. If you become sick, please let your administrator know.
  - c. There is no expectation that you are available at all times for your students’ questions. The expectation is that you will take some time each day to respond.
6. Video, Video, video!
  - a. Consider providing short 5 minutes videos to help clarify the skill needed.
  - b. Do not try to reinvent the wheel, use resources such as Youtube, Khan Academy, as well as PBS Media, and other premade video resources.

- c. Using short videos can help support auditory and visual learners.
7. Reduce the workload
  - a. Keep from overwhelming all (students, parents, and staff) half of normal
8. Capture kids hearts
  - a. The kids want to see you! During this stressful time it will help the kids to see their teachers. You are very important to them.
  - b. Screencastify, Zoom, Google hangouts etc. will be useful tools.
  - c. Share a personal thought or tidbit about your life right now. (This doesn't necessarily have to tie to your lessons.)
9. Get away from the computer as much as possible
  - a. Pop ups and off task will lead to 7-8 hours
10. No hard deadlines
  - a. Be flexible and accommodating
11. Give students choice:  
Possibly offer students:
  - learning menus
  - choice boards
  - "must do" versus "may do" items
  - Discussion and debate
  - Experiential Learning
  - Hands-On tasks
  - Be Creative and Innovative!
12. Parent Support videos and how-to documents will be created
13. For Each School-Creating a Place to Link Live Sessions.
14. Also keep in mind that this is a very stressful time for our families, learners, and for you. Please have patience and show grace to all during this very challenging time. Keeping things simple will go a long way. We are not intending to replicate exactly what would occur if learners were with us face to face on a daily basis.

### **Communication Roll-Out**

1. Initial Communication about Online Instruction will come first from Superintendent to Parents
2. Principals will communicate with all families.
3. Individual teachers will be expected to reach out by email and/or phone with each learner to explain the district's intent to provide: Planned Activities Based on Core Content and Electives and to answer any parent or learner questions.