

# Instructional Guidance for Remote Learning Activities

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## Pre-Kindergarten - 4th grade

- **General Plan**
  - March 16th - March 20th - Contact all families
  - March 23rd - March 27th (PD week) - Contact families that were unavailable/ PD Zoom/Google Hangout/Flipgrid
  - March 30th - April 3rd (Short term) - Practice meeting in Zoom/Google Hangout w/staff and students
  - April 6th- Educational services delivered remotely
  - April 10-19- Spring Break
  - April 20th and beyond- Educational services delivered remotely
  
- **Guidelines for Required Remote Learning**
  - All required remote learning activities for the week are communicated in a single email by **Monday by 9:00 am** and posted on classroom Symbaloo or google classroom. Please carbon your building administration in your correspondence with parents or students.
  - Remote learning activities are aligned to key or essential standards from 4th quarter curriculum maps
  - Activity length is reasonable. Please remember, our intent is to provide meaningful remote learning activities, to work with students and families to ensure every opportunity for student success, and to create as little additional stress during this difficult time.
  - Remote learning needs to be accessible per students' EL needs, Section 504 Plan and/or IEP
  - If an activity is not accessible for a student, an alternate activity or suggested "at home" activities provided
  - It is the expectation that the student's intervention specialist, instructional aide, related service team, and teacher(s) will be collaborating virtually during the mandated closure period to create instructional materials and resources that meet the individual needs of the student child based on the student's IEP.
  - The student's school-based IEP team is dedicated to making a good faith effort to ensure the delivery of special education and related services while school is closed.
  
- **Content**
  - March 23rd - March 27th (PD week)
    - Each building grade-level team begins meeting virtually.

- PD is provided for video conferencing platforms to increase our ability for connection with students.
    - March 30th and beyond
      - Each building grade-level team will arrange a time to meet virtually to map out plans for remote learning activities for the following week.
      - Specials teachers share remote learning activities with grade-level teams.
- **Grading**
  - March 23rd - March 27th (PD week) - No grades
  - March 30th - April 3rd (Short term) - No grades/Check in with students who have not logged into google classroom or other digital resources
  - April 6th - April 9th - No Grades - Check in for completion and provide feedback
- **Assessment**
  - March 23rd - March 27th
    - No formal assessments given
  - March 30th - April 3rd (Short term)
    - No formal assessments given
  - April 6th and beyond, if applicable (Long term)
    - No formal assessments given
    - State Testing has been cancelled
- **Communicate**
  - March 30th - April 3rd (Short term)
    - During the week of March 30th - April 3rd, please email your parents to inform them about your approach to remote learning and your communication plan. Please carbon your building administration in your correspondence with parents or students.
    - Each building grade-level team will create a plan for how they will communicate with students and parents during the week (office hours)
      - General guidelines:
        - Create weekly video conferencing times or Google Classroom times to be available answer questions and communicate with parents and students
        - remain diligent about parent communication during the closure
        - answer emails in a timely fashion during typical school hours
        - check-ins with the home must include parents and students and should not be one on one, teacher to student
      - ETR and IEP meetings will be held virtually. Additional guidance will be shared by the Student Services department.
  - April 6th and beyond, if applicable (Long term)

- Each building grade-level team will need to arrange a time to meet virtually to map out plans for remote learning activities for the rest of the school year. Please carbon your building administration in your correspondence with parents or students.

- **Considerations**

- Do not mark assignments as missing without prior communication with impacted families.
- If communication with families cannot be established, contact your building principal for support and guidance.
- Further Student Services guidance will be located on the “COVID-19 Student Services Q and A”
- Grade level, content and elective course colleagues will meet weekly to support each other and to support consistency and unity in our work
- Supplementary remote learning activities may be provided along with the required weekly remote learning activities
  - Supplementary remote learning activities are not required or graded
- Assistant principals continue to serve in their supervisory content roles
- Principals monitor and support the implementation of this plan for their building staff
- Technology
  - Technology resources for accessibility (i.e. text to speech, speech to text, etc.)
  - Recommendation to use tools and resources students are familiar with - introducing new tools along with a new learning format could be difficult to implement
- **NOTE: This is a fluid process, as new information is gained we will respond accordingly with additional directions and support for students and staff.**

***Technology supported instruction- Same for all 3 buildings***

- March 23rd - March 27th (PD week)
  - 5th-12th - Students/Families in need of a device to access remote learning activities should contact building administration for arrangements to be made
- March 30th - April 3rd (Short term)
  - PK-4th - Remote learning activities may be administered through online platforms
  - 5th - 12th - Remote learning activities are administered through online platforms (for example, Google Classroom)
- April 6th and beyond, if applicable (Long term)

- Continue the use of online learning platforms to support the administration of remote learning activities
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