

Guidelines for Remote Learning

Effective Monday, May 4, 2020

During the closure, all staff and students will be asked to follow the home remote/virtual instruction schedule. Now that the students have been provided a Chromebook with internet access, the District is ready to move forward with virtual learning. This affords teachers the opportunity to instruct the students with new content, rather than review work. Students will follow a schedule for Instruction (see below). Students are to adhere to their regular school schedule. Google's "G-Suite for Education" and Google Classroom will be the platform utilized by all of PPS staff and students. **Staff are required to be available during the times of 8:15 am – 3:00 pm.**

Teacher Expectations for Schools with Devices:

- Teachers and students will follow a four day instructional week, Monday – Thursday. Fridays will be used for:
 - Student independent work
 - 1 to 1 with Students or Small Group Instruction
 - Office Hours
 - Professional development/coaching outside of the scheduled office hours but within the contractual day.
 - District required/suggested Professional Development
 - District & School administrative instructional coaching
 - Preparation for instruction
 - Grading of assignments
 - Principal meetings

- Additional Planning and Preparation time is allotted from 8:15 am – 9:00 am as student instruction does not begin until 9:00 am.
- If the schedule for the day does not include teacher's lunch period, they can utilize the time from 1:00 pm – 1:40 pm. (ie, your lunch is period 5, but on Monday's and Wednesday's we only have periods 0-4)
- If a teacher needs their lunch period to be earlier due to a medical condition, please inform the Principal.
- If you do not have a Period 0 scheduled class, utilize the time for additional planning and preparation.
- Respond to all student/parent emails/outreach within 24 hours for assignments. All other inquiries may take up to 48 hours for a response. Inquiries sent on the weekend will be answered on the next work day.
- Supervisory/Club periods will be utilized as office hours, in addition to the designated Friday office hours. Teachers must let their students know what these periods will be. These periods will also serve as a time for teachers to prepare lessons and grade assignments.

- Should students not seek additional assistance during designated office hours, teachers should proactively contact unresponsive students and their families to ensure their continued participation in their Remote Learning Schedule.
- New material will be taught via virtual platform; focus on the major standards for course:
 - Teachers can do this either asynchronously (not occurring in real time; recorded) or synchronously (occurring in real time; live), as some students may not be able to participate at the normally scheduled period. Therefore, teachers should record/video lessons and upload to Google Classroom for students to access if additional support is needed or session is missed.
- Lesson plans must be emailed to their Administrator for review. Admin will upload the lesson plans to the Google Drive as this is our evidence for instruction.
- Any educational videos posted to a teacher's google classroom or google meet must be viewed prior to presenting to ensure that the material is grade appropriate and educationally sound.
- Principals/VPs must be invited to the classroom. Teachers should designate the Admin, as "Google Classroom Instructors" for courses. This will allow Principals/VPs to view submissions.
- Google Meet and/or Google Hangouts will be utilized to discuss topics and teach new materials.
- Assignments should not be due the same day assigned. This will provide time for students who were not able to participate in the google meet on that day.
- Teachers will monitor student attendance via participation in Google Classroom. If a student is absent two or more days a week, teachers are required to contact their Principal.
- If a student does something inappropriate during a google meet/hangout or classroom, please complete a student incident report and forward to the Principal.

Teacher Etiquette:

- Prepare for technical difficulties; Always check that your technology is working prior to starting the session
- Utilize a quiet space in your home that has minimal distractions and be mindful of the background viewed on your screen
- Dress professionally
- Communicate effectively
- Avoid eating during the session
- If you plan to record the meeting, notify all participants at the beginning of the meeting
- Set norms at the beginning of the session (ie, ask participants to mute themselves, speak one at a time); Ask students to refrain from using their cellphones unless it is part of the lesson
- Active engagement should be displayed

- Provide time for students to ask questions, pause periodically to encourage participation

Professional Development:

- Tutorial on using Google Classroom:
<https://storage.googleapis.com/teachfromhome.appspot.com/en-toolkit.pdf>
- Admin to identify teachers with proficiency in Google Classroom and have attended District trainings with Eric Sheninger to be the coaches in the building and support the teachers who need additional assistance. Time will be provided to the coaches to prepare for the PD's.
- District Supervisors will also provide support via online coaching sessions.
- View Webinars on accessing File Bank Inc. to review and grade student paper packets for all Phases. Link will be provided in future correspondence.
- Daily professional development sessions will be offered between 1:45 pm – 3:00 pm and several sessions on Fridays for teachers who need training on utilizing G-Suite for Education" and Google Classroom. Teachers can sign up for sessions via google spreadsheet based on their individual needs.
- Be aware that your Principal will forward you a google link to sign up for virtual professional development.
- Sample resources/activities will be provided to Art, Music & Physical Education teachers to assist them with virtual instruction.

Student Expectations:

- Follow the schedule below. Lunch periods will be utilized by students to access software programs (ALEKS, Khan Academy, etc.) or to complete/catch-up on assignments.
- Participate in Google Classroom daily per schedule; this will be utilized as your attendance.
- Complete and submit assignments as per the assignment's due date.
- Respond to all teacher emails within 24 hours.
- Contact teacher when having trouble completing an assignment or if extra support is needed, inclusive of tech support.
- **Student Etiquette:**
 - Prepare for technical difficulties; check that your technology is working prior to starting the session
 - Behave in a respectful manner during all virtual learning activities
 - Dress appropriately
 - Actively engage in the sessions; refrain from using your cellphone unless directed by the teacher to utilize as part of the session
 - Utilize a quiet space in your home that has minimal distractions
 - Avoid eating during the session
 - Communicate effectively and respectfully

Recommended High School Schedule

REMOTE PERIOD	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	9:00AM - 9:40AM	Period 0	Period 5	Period 0	Period 5	<i>Teacher Office Hours/Grading/ Professional Development (See Below) & Student Independent Work, Principal Meeting</i>
2	9:50AM - 10:30AM	Period 1	Period 6	Period 1	Period 6	
3	10:40AM - 11:20AM	Period 2	Period 7	Period 2	Period 7	
4	11:30AM - 12:10PM	Period 3	Period 8	Period 3	Period 8	
5	12:20PM - 1:00PM	Period 4	Period 9	Period 4	Period 9	

***Great Falls Academy will be utilizing an alternate schedule, as that has been in place since the health relate school closure.**

***Rosa Parks High School will be utilizing an alternate schedule as they have periods 1-10. Day 1 would be Periods 1-5 and Day 2 would be Periods 6-10.**

All Principals will post their schedules on the school website as a reference to parents and students.

Recommended Elementary School (K-8) Schedule - Week 1 Schedule

REMOTE PERIOD	TIME	MONDAY Day A	TUESDAY Day A	WEDNESDAY Day B	THURSDAY Day B	FRIDAY
1	9:00AM - 9:40AM	Period 0	Period 5	Period 0	Period 5	<i>Teacher Office Hours/Grading /Professional Development (See Below) & Student Independent Work. Principal Meetings</i>
2	9:50AM - 10:30AM	Period 1	Period 6	Period 1	Period 6	
3	10:40AM - 11:20AM	Period 2	Period 7	Period 2	Period 7	
4	11:30AM - 12:10PM	Period 3	Period 8	Period 3	Period 8	
5	12:20PM - 1:00PM	Period 4	Period 9	Period 4	Period 9	

***Week 2 would be Days C & D**

***Week 3 would be Days E & F**

***Week 4 would go back to Days A & B**

0 period is at Principal's Discretion (SEL, morning meeting, intervention, planning, digital learning, etc)

Teacher Office Hours (Fridays): Outside of your office hours, please refer to the 1st bullet under Teacher Expectations

9:00AM - 10:30AM	<ul style="list-style-type: none"> ● English-Language Arts ● Social Studies ● ESL
10:30AM - 12:00PM	<ul style="list-style-type: none"> ● Math ● Science ● Physical Education/Health
12:00PM - 1:30PM	<ul style="list-style-type: none"> ● Arts, Music, Drama ● CTE & Career Courses ● World Language ● and all other elective courses

****In instances where no student intervention/remediation is scheduled, hours may be utilized for Professional Development (at request of District and School), as well as Instructional Coaching.***

Staff Expectations

Teachers (virtual teaching): See above for expectations as outlined in teacher expectations for schools with devices

Teachers of schools with no devices issued to students (paper packets):

- Please refer to the original memorandum sent by the Superintendent on March 16
- Adhere to times of 8:15 am- 3:00 pm
- Reach out to students/parents consistently to answer any questions or concerns they have (via email, phone call, google meet/hangout). Staff can use *67 to block their number or obtain a free phone number through Google Voice if uncomfortable using your personal phone number
- Maintain contact with all your students at a minimum, once a week. This should be done during the time you would have your students according to the schedule above. This must be referenced in your log to your Principal.
- Continue to participate in Professional Development opportunities
- A Google classroom should be created for students who do have access to technology at home to complete assignments and engage with the teacher and their peers.
- Any educational videos posted to a teacher’s google classroom or google meet must be viewed prior to presenting to ensure that the material is grade appropriate and educationally sound

Packet Lesson planning:

- Page Limitations (SPED 50 – inclusive of specialist) and (General Education 100 inclusive of specialist)
- Only 1 packet per grade level unless it is SPED or Bilingual/ESL
- Packets cannot be more than 100 pages
- Title Page with Grade and ALL the names of the teachers covering the grade level; indicate on the cover if it ESL/Bilingual or Modified
- No Assignments that require glue or cutting
- If there is a project/3D Art or posters assigned, ensure that directions include that the assignment be submitted via photo and email directly to the teacher

Nurses:

- Direction will be provided by the Supervisor
- Continue to participate in Professional Development opportunities
- Develop and communicate office hours with students & parents
- Participate on the Crisis Intervention Team as needed

Guidance Counselors:

- Continue to work with the students on your caseload
- Maintain a log for the students that are contacted
- Identify at-risk students and contact them regularly
- Director & Supervisors will provide direction as needed
- Develop and communicate office hours with students & parents
- Continue to work with High School Students to ensure graduation requirements are met

Student Assistance Counselors:

- Continue to work with the students on your caseload
- Maintain a log for the students that are contacted
- Participate on the Crisis Intervention Team as needed
- Continue to participate in Professional Development opportunities
- Develop and communicate office hours with students & parents that you have been working with
- Director will also provide direction

Teacher Coordinators:

- Direction will be provided by the Principal or Supervisor/Director
- Continue to participate in Professional Development opportunities

Master Teachers/PIRT:

- Coach, provide feedback, model exemplary early childhood best practices and maintain regular communication with classroom teachers to support on-going developmentally appropriate home learning experiences
- Discuss and provide resources to support classroom teachers with home learning experiences
- Facilitate virtual grade level meetings or PLC meetings (where applicable)
- Collaborate to support teachers with social emotional development during the home learning experience
- Collaborate with the Community Parent Involvement Specialist (CPIS) to for supports for parents and families with developmentally appropriate home learning experiences
- Plan and facilitate teachers' learning by organizing peer groups where teachers can share and discuss
- Reflect and participate in own professional development needs
- Create action plans for 2020-21 with team and teachers
- Provide continuous professional development to teachers based on The Fidelity Tool, ECERS and TPOT
- Attend virtual meetings with DECE
- Director/Supervisor will provide direction

Social Workers & Child Study Team Members:

- Check in with the students/families on their case load throughout the health related school closure via email, phone calls, google meet/hangout
- Maintain a log for the students that are contacted
- Supervisors will also be providing specific directions to the above members
- Continue to participate in Professional Development opportunities
- Develop and communicate office hours with students & parents
- Complete evaluations & IEPs
- Identify ESY rosters
- Identify 2020-2021 student placements
- Refer to responsibilities provided by the Chief Special Education Officer

Instructional Assistants:

- Continue to work with teacher. Teacher will provide direction.
- Continue to participate in Professional Development opportunities
- Teacher should invite IA's to all Google Classroom and Google Meets web meetings if they have access to a device
- Provide support with outreach to students

Personal Assistants:

- Continue to work with the student you support
- Continue to participate in Professional Development opportunities
- Communicate with the teacher you work with so that you are aware of the work assigned to the student you assist.

Secretaries:

- Principal will provide directions
- Continue to submit reports as needed
- Continue to participate in Professional Development opportunities
- Provide support with outreach to students

Security:

- Continue to participate in Professional Development opportunities
- Direction will be provided by the Director/Supervisor

Grading System

Due to the health-related closure, it is determined that the closing date for MP3 is March 16, 2020. In order to calculate the correct student grade for MP3, please ensure that all assignments that were due on or before March 16 are in your Infinite Campus grade book. Thereafter, complete the following:

- Score/grade all assignments within the Total Possible Points for the assignment
- Review your students' In-Progress grades to ensure that the score is accurate and not out-of-range
- Post your marking period grade no later than Friday, May 8th.

Submission of Student Work:

- In order to ensure that the work is graded prior to the end of the school year, students will have until June 1st to submit work for Phases 1 - 4. This will provide the District the time needed to upload the packets for the teachers to grade prior to report card distribution.
- If students do not submit their work prior to the deadline, they will receive an Incomplete for the marking period and no report card provided until work is submitted and graded. An Incomplete button is available in Infinite Campus.
- If packets have not returned by the end of the school year, students will have one week within schools physically reopening to submit the packets.

Elementary Schools with Devices (distributed 1st two weeks of May)

School	Grade(s)	Distribution Date(s)
1	2-5	Week of May 4-8
3	1-8	Week of May 4-8
6	6-8	Week of May 11-15
7	5-8	Week of May 11-15
8	4-8	Week of May 4-8
12	6-8	Week of May 4-8
13	3-8	Week of May 4-8
15	5 and 4 LLD	Week of May 4-8
16	3-8	Week of May 4-8
26	5-8	Week of May 4-8 or Week of May 11-15
28 and PAG&T	2-8	Week of May 4-8
29	K-4	Week of May 11-15
Dr. Hani	3-8	Week of May 4-8
NSW	K-8	Week of May 4-8 or Week of May 11-15
Newcomers@ NRC	6-8	Week of May 4-8
NRC	6-8	Week of May 11-15
Alexander Hamilton	6-8	Week of May 11-15
Don Bosco	6-8	Week of May 11-15
YMLA	3-8	Week of May 4-8