



## Flexible Learning Plan for Instructional Continuity Information for Teachers & Staff

### Goals

- To maintain continuity of learning in a digital environment.
- To maintain as many existing systems and processes to provide continuity for staff and students in a digital learning environment.
- To maintain the requirements of the State Department of Education to provide an equitable and ongoing education

### Terms and Definitions

There are two models for online teaching and learning:

- ***Synchronous***: Students and teachers are working together and interacting in a digital space concurrently.
- ***Asynchronous***: Teachers post instruction and learning materials online. Students engage with class materials and complete work at their own pace within a given timeframe.

**ACES Public Schools will use a hybrid model to create opportunities for students and teachers to stay connected, while remaining flexible and sensitive to the needs of students, staff and families.**

## Schedule

- Time periods can be modified to fit family schedules, but encourage families check in to Google Classroom prior to 1:00 PM for attendance purposes.

<b>Mill Elementary Distance Learning Schedule For Staff</b>	
	<b>Class Times</b>
Flexible Professional Time	<b>8:00- 9:00:</b> Teacher/SW/BT meetings, Behavior Team meeting, TAD Meeting
English/Language Arts	<b>9:00 – 10:00:</b> (for families- or 60 minutes of their day) *Teacher available for conferencing, answering questions during this time using e-mail or Zoom
Science/Social Studies	<b>10:00-10:30:</b> or 30 minutes of your day
Social Work Group and Unified Arts	<b>10:45-11:15:</b> your social worker will set up group time with you directly. The other days should be used on unified arts assignments (music/PE/art/library) which can be accessed in Google Classroom
Lunch	<b>11:15-12:00</b>
Math	<b>12:00-1:00</b> (for families- or 60 minutes of their day) *Teacher available for conferencing, answering questions during this time using e-mail or Zoom
Flexible Professional Time	<b>1:15-3:15:</b> PLC meetings, Mental Health meeting, Trainings, Staff meetings

### Classroom Teacher Responsibilities

- Be available online for students/families during the scheduled times. If you must be absent for a day please let families know that you will not be available.
- Design and provide access to meaningful instruction based on the course curriculum
- Post all materials and instructions to Google Classroom
- Monitor student progress
- Correct work and provide feedback to students
- Take attendance each day
- Reach out to parents, counselors, BTs and TADS when concerned about:
  - Attendance
  - Work Completion

- Any other behavioral/ social-emotional concerns that arise (ex. Comments made by a student, inappropriate use of technology related to your class, etc.)

### **Student/Family Responsibilities**

- Check assignments in Google Classroom each day.
- Participate in the learning by completing assigned work and responding to teacher posts or requests for feedback.
- Communicate with teacher or social worker if there are circumstances that limit student's ability to be on your computer during scheduled hours or to complete work on time. We are here to work with them!
- Ask teacher for help if confused by a lesson or are falling behind.
- Social Workers, Behavior Technicians, Behavior Analysts, TAD's, and IA staff are all available as well. They must check e-mail regularly throughout the school day and participate in professional meetings.
- Be thoughtful and kind in online communications with peers and staff. All online activity should be school appropriate.

### **Meeting Student Needs**

- Teachers will check-in with all of their students at least one per week.
- Differentiate assignments - can use Google Classroom to send additional check ins for students who require it or to send out alternative assignments.
- All staff will create opportunities for students to feel connected; BTs, BAs, TADs & IAs.
- Reach out if you need help. Social Workers, Administrators, BTs, BAs IAs and TADs are here to help you problem solve, adjust, or find alternate materials.

### **Student Attendance**

- We **WILL** be tracking attendance every day based on the student check in's.
- Attendance in an on-line learning environment is defined as "engaged with the assigned material."
- Check-in's can be measured in a variety of ways, including:
  - Assignment that is due that day
  - Questions to answer on Google Classroom
  - Participation/contribution to an online discussion forum
  - Checking in with teacher through e-mail, Zoom or conversation.
- **Important notes:**
  - "**Check-in's**" do not need to be done **DURING the "class" time**. You may set up a mutually agreed upon time, outside of school hours, if needed.
  - **Attendance is about ENGAGEMENT, not accuracy or quality**. If a student turns SOMETHING in, they are "present" regardless of the grade they would earn on that assignment.

## GRADING

- Grading will be handled as it has been based on student work and IEPs when appropriate

## MEETING FAMILY NEEDS Outside of Scheduled School Hours

- We will be offering support outside of the school day also. Every weekday at 1:00PM a Social Worker and Behavior Analyst will be offering a live Mindfulness session for students and their families to participate in. The sessions will run approximately 20 minutes.
- Every Wednesday at 2:00PM a Social Worker and Behavior Analyst will have therapeutic “office hours” available for parents. They will offer a variety of assistance including, but not limited to; emotional support, how to structure the day at home, and how to work with specific behaviors that parent might be observing at home.

## What happens during “class time?” - Availability

- The posted times on the schedule represent when students can reasonably expect teachers to be available to answer questions and provide feedback.
- Teachers can reasonably expect that students will be available during these times to access instructional materials or engage in distance learning activities.

## What happens during scheduled “class time?” - Workload

- Plan for students to spend time each day working on a variety of subject areas.
- Teachers can post each time the class “meets”, or post materials in advance as long as directions and due dates are clearly given.
- Flexibility
- Students may not always be available during “class time” so flexibility for them is beneficial.
  - If a teacher is having a discussion or other synchronous learning activity during “class time,” make sure there is an alternate option for students who cannot attend at that time or are “absent.”
- Teachers are available to answer questions.
  - Check their email and Google Classroom regularly during the school day.
  - Be present during scheduled “office hours”.
  - Respond to students as soon as possible - within the class period is ideal, but within 24 hours unless there are extenuating circumstances.
  - Please allow students to schedule a time for “extra help.” Teachers should establish acceptable means of communication, such as online chat, email, audio conferencing, Google comments, Google docs, etc.

## Student and Teacher Support

**Admin team:** Administrators will be problem solving and supporting all staff, students, and families.

**Social Workers:** They will be available to help ensure students are accessing their learning and providing support to students. Please reach out to them if you have concerns or need support or if students/parents ask you questions that counselors normally address.

**OT & SLPs:** These staff members continue to support students with IEP goals. They will reach out weekly to families, provide coaching and address any areas of concern.

**Online Resources for Digital Learning:**

- See below.

Google Classroom – Content delivered and embedded videos

I-Ready log in- <https://login.i-ready.com/>

I- Ready lessons- <https://www.curriculumassociates.com/supporting-students-away-from-school/getting-started-i-ready-online-instruction>

IXL (Math all grades) - <https://www.ixl.com/signin/aces1>

IXL (Science, SS, ELA, Science all grades)- <https://ixl.com/signin/aces1>

Stemscopes (Science) - <https://webstore.stemscopes.com/login>

Mindful Schools- <https://www.mindfulschools.org/>

CommonLit (English gr 3-5) - <https://www.commonlit.org/en/user/login>

Discovery Education (all grades) - <https://www.discoveryeducation.com/>

Edgenuity- <https://auth.edgenuity.com/Login/>

Xtra- Math- <https://xtramath.org/#/home/index>

Lexia- <https://xtramath.org/#/home/index>

Mystery Science (grades k-5)- <https://mysteryscience.com/school-closure-planning>

RazKids

The Exploratorium (Science all grades)- <https://www.exploratorium.edu/snacks>

Mystery Science (Science grades k-5)- <https://mysteryscience.com/school-closure-planning>

Kahoot Premium (All Grades)- <https://kahoot.com/coronavirus-remote-offer/>

Brainpop (all grades)- <https://brainpop.2020/02/19/free-brainpop-access-for-schools-affected-by-the-corona-virus/>

Classic For Kids (Music all grades)- <https://www.classicforkids.com/>

Scholastic Learn From Home (grades 3-5)-  
<https://classroommagazines.scholastic.com/support/learnathome/grades3-5.html>