ECA Plan for Instructional Continuity
Information for Instructors

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 instructors are working together and interacting in a digital space <u>concurrently</u>.
- <u>***Asynchronous***</u>: Instructors post instruction and learning materials online. Students engage with class materials and complete work at their own pace within a given timeframe.

ECA will use a hybrid model to create opportunities for students and instructors to stay connected, while remaining flexible and sensitive to the needs of students, staff and families.

Schedule

Synchronous distance learning experiences will be scheduled during regular ECA hours, between 1:00 pm - 4:00 pm, Monday - Thursday, during your regular class times. Each department's time schedule is below.

Music:

Dance: M - Th. 1:00 - 2:25; 2:40 - 4:10

Theater: M-W-TH 1-4:10 pm; Tuesdays: 1-2:25 pm, 2:35-4:10 pm

Creative Writing: M - Th, 1:00 - 4:10

Visual Arts: M-Th, 1:00 - 4:10

Instructor Responsibilities

- Be available online for each class during its scheduled time
- Design and provide access to meaningful instruction based on the course curriculum
- Post all materials and instructions through ParentSquare/StudentSquare
- Monitor student progress
- Provide feedback to students
- Reach out to parents/families, ECA counselor, administration when concerned about:
    - Attendance (3 or more consecutive absences)
    - Participation in learning activities
    - Any behavioral/ social-emotional concerns that arise (ex. comments made by student, inappropriate use of technology related to your class, etc.)

Student Responsibilities

- Check into each class according to your schedule
- Participate in the learning by participating in designated activities and responding to instructor posts or requests for participation
- Communicate with your instructor if there are circumstances that limit your ability to be on your computer during scheduled meeting times, or to complete activities on time
- Ask your instructor for help if you are confused by an activity or feel like you are falling behind. Your instructor will help.
- Our school counselor, Julie Michaelson, is still available to you. Email her if you need help (jmichaelson@aces.org).
- Be thoughtful and kind in your online communications with your peers and instructors. All online activity should be school appropriate.

Meeting Student Needs

- Regular check-ins for all students (at least one per course meeting)
- Create opportunities for students to feel connected
- Reach out if you need help. Leslie, Julie, and Seth can help you problem- solve, adjust, find alternate materials, and intervene with tech fixes

Student Attendance

- Attendance must be entered into Power School every day based on the student check in's.
- Attendance in a distance learning environment is defined as "engaged with the assigned material." This will be measured by a "check-in" assigned by the instructor, one for every class session that meets.
- Check-in's can be measured in a variety of ways, depending on the learning activity, and at the instructor's discretion.
- **Important notes:**
    - **"Check-in's" do not need to be done during live class time.** (Ex. If you post a question/assignment on that is due by Wednesday and the student submits it on Tuesday, that would be their "attendance" for Wednesday's "class")

○ **Attendance is about COMPLETION, not accuracy or quality.** If a student turns SOMETHING in, they are "present" regardless of the grade they would earn on that assignment.

Assessment

- Ask students to demonstrate what they are learning and understanding in a variety of ways.
- Prioritize performance-based assessments over written work.
- Assessments will not be graded, but will be evaluated for evidence of identified learning.

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.
- Considering that school closings may restrict some availability, teachers and students can communicate when they will not be available during the scheduled time.

What happens during scheduled "class time?" - Workload

- Plan for students to spend no more than 3 hours total on all ECA learning activities for each day of the ECA week. This includes asynchronous assignments and activities.
- Teachers can post each time the class "meets", or post materials in advance as long as directions and due dates are clearly given.
- Flexibility
  - o Students may not be available during "class time" so flexibility for them is essential.
  - o 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." Recording all discussions or presentations, and making these available to students, is a suggested strategy.

- Teachers are available to answer questions.
  - o Check their email and ParentSquare/Student Square (and whatever LMS is in use) regularly during "class time."
  - o Respond to students as soon as possible - within the class period is ideal, but within 24 hours unless there are extenuating circumstances.
  - o 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. Live video interaction should be reserved for groups, not for 1-1 meetings.

Student and Teacher Support

Admin. Administrator will problem-solving and supporting all staff, students, and families. They may continue to reach out to staff to engage in meetings.

School Counselor: Counselor will be available to help ensure students are accessing their learning and providing support to students. Please reach out if you have concerns or need support or if students/parents ask you questions that counselors normally address. They will continue to meet with parents and students for previously scheduled meetings; these meetings will occur by phone.

Tech Integration:
- Will be provided by ACES Technology Services
- Will be supplemented by ECA Technical Director