

TEMS Continued Educational Opportunities Plan

Goals:

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

Reach out if you need help. Case managers, administrators, psychologists, social workers, library media specialists, and tech integrators can help you problem solve, adjust, or find alternate materials. We are all a team.

Certified Staff Information and Responsibilities

Schedule:

- All teachers are expected to be online and available during designated school hours and be responsible to student needs in a timely fashion that is consistent with daily in-school interactions between the hours of 8:00 am and 3:00 pm
- Distance learning school hours will look similar to in-school hours
- Students will follow the A-E day rotation schedule for CA classes only.
- Flexible Professional Time between 8:00 and 9:00 am could include:
 - Virtual Staff Meetings
 - Email from administration

- Professional Development
- Preparation of Lesson Posts for the Day Meetings
- Virtual Grade Level Team Meetings

Attendance

- Staff should punch- in through Paycom daily during the regular school hours
- Student attendance will be checked through Google classroom log-ins, work submitted, and response to emails
- Parents will email you if their child cannot participate on a given day or days
- If there are concerns with attendance, please share at the weekly team meeting and make sure to notify the grade level counselor.

Teaching and Learning

- Design and provide access to meaningful instruction based on the course curriculum
- Post all materials and instructions to Google Classroom/Canvas daily
- Provide deadlines and due dates for your students on a weekly basis.
- Monitor student progress.
- Grade student work and post scores to PowerSchool each week according to the standards. Behavior grades are not to be scored at this time.
- Individual student feedback should be provided at least once a week
- Collaborate with special education staff (case manager) as necessary

- Special education staff will provide direct instruction and modifications for their students

Assessment

- Traditional assessment practices that are often used in classrooms (like “tests”) may not be appropriate in a distance learning environment.
- Students should be asked to demonstrate what they have learned in a variety of methods.
- Assessments may include the use and application of outside resources (Internet, notes, collaboration with peers), since these will likely be available to students as assessments are assigned.
- Performance-based assessments that ask students to demonstrate higher order thinking skills and high levels of rigor are encouraged.
- Assessments may be formative or summative

Communication

- Teachers are expected to be responsive to student needs in a timely fashion that is as consistent as possible. All emails must have a response within 24-hours during school days.
- Post all instructions, assignments, and learning materials to Google Classroom or Canvas
- Each week, post an update with an overview of the learning objectives and expectations through the team template sent weekly by your team leader
- Teachers should document when they are meeting with families, what was discussed, and potential next steps.

○ Reach out to parents, school counselor, school psychologist, or social worker if concerned about:

- Attendance (3 or more consecutive absences with no communication)
- Work Completion
- Any other behavioral/ social-emotional concerns that arise (ex. comments made by student, inappropriate use of technology related to your class, etc.)

Resources for Teachers Planning Online Instruction

Resources can be found at the [aces.org](https://www.aces.org) or the [aces.org/tems](https://www.aces.org/tems) websites.

Resources for teaching on-line from the *Council for Exceptional Children* (CEC).

Here is a webinar on teaching in the on-line environment:

<https://www.cec.sped.org/Tools-and-Resources/Resources-for-Teaching-Remotely/Webinars/TeachingSpedOnline>

And the PDF to support the webinar:

<https://www.cec.sped.org/~media/Files/Resources/COVID19/CEC%20%20eLuma%20Webinar%20Slides%20Teaching%20Special%20Education%20Online%20During%20COVID19.pdf>

Technology Resources

Below is a list of some online resources that can assist in facilitating distance learning. Please remember that any website that requires a login needs to be privacy compliant. If you want to use a resource not listed below, please check the AITC link to see if a certain

website is privacy compliant. If a student is NOT logging into a specific program, the privacy standards do not apply. Please contact Caitlin L. if you would like to use something new.

Technology Resources (those with an asterisk * after the listed resource are confirmed privacy compliant)

- ★ Google Classroom*
- ★ Khan Academy*
- ★ IXL*
- ★ I-Ready*
- ★ Lexia*
- ★ STEMScopes*
- ★ Brain Pop*
- ★ Classlink*
- ★ Flip Grid*
- ★ Common Lit*
- ★ Kahoot
- ★ Read Works
- ★ News ELA

And many more!

Video-Conferencing:

Zoom:

1. Go to <https://zoom.us/signup>
2. Click on Sign in with Google
3. Use your ACES Email and Password to Login
4. When signing-in, use the following link <https://zoom.us/signin>
5. Here is a webinar on how to use Zoom for teaching:

https://zoom.us/rec/play/vJR5dj5q283HNGcsgSDV_5wW9Tpe_qs0CVM_PIEmknkVnAAYVGI_ZuMaZ7NAORKJB_fFeWJ9L4d5ilrn?continueMode=true



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Technical Support:

For technical support, complete a ticket as you normally would at school.



INSPIRING LIFELONG LEARNING

WWW.ACES.ORG/TEMS

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TEMS STAFF ROLES AND RESPONSIBILITIES

DISTANCE LEARNING

Administrators

Lead efforts to support staff as required to see that distance learning is most efficient and effective. Administrators will communicate to staff, parents/guardians, and all stakeholders up-to-date information on a need-to-know basis and as often as possible. Collaborate with all stakeholders to develop, implement, and adjust the distance learning plan as necessary. Be available as often as possible via all forms of communication to all stakeholders.

Instructional Coaches

The main role of coaches is to support teachers navigating distance learning. Coaches will be facilitating weekly team meetings as well as holding open office hours (1:1) to help support teachers and students. Coaches will also provide feedback to teachers on their online videos and, at times, collaborate in a co-teaching model using Zoom recorded videos. In addition, coaches will continue work supporting ACES-TEMS planning efforts for the 2020-2021 school year with participation on several committee meetings and application or grant writing efforts. Coaches will also be coordinating various digital curriculum writing/professional development efforts for the remainder of the school year as well as communicating with community partners.

Classroom Teachers

Classroom teachers will plan weekly learning opportunities for students as well as be the primary source of communication and support. Classroom teachers will be available via email/ParentSquare throughout the school day with the expectation that emails will be responded to within 24 hours of the school week. Teachers should also offer office hours once per day (1 hour each session) and be readily available to schedule 1:1 or small group conferences via Zoom/Google Voice/Freconferencell.com. Classroom teachers will also monitor student progress using the data platforms (Online Ready lessons, Lexia, IXL and any digitally submitted work via email, ParentSquare, Canvas, Google Classroom, etc.).

Interventionists (Reading and Math)

Interventionists will check email throughout the day for updates. Interventionists will establish open office hours to assist any student that may reach out for additional assistance. They will be weekly contributors to classroom teachers, students, and parents in distance learning. This role will become more defined in how you can assist as we go through the weeks.

Support Staff Members

Support Staff consists of Special Education Teachers, ELL teachers, Speech and Language Pathologists, and Mental Health Staff.

Special Education will collaborate with classroom teachers during weekly meetings and provide additional support through 1:1 and small group meetings via Zoom/Google Voice. Like classroom teachers, special education teachers will be available throughout the school day (8a-3p) via email/ParentSquare with the expectation of responding within 24 hours. Special Education teachers will also offer open office hours that can be coordinated with the students and families among other additional duties.

Mental Health staff will conduct wellness checks for students on their caseload and make themselves available to families and staff via ParentSquare, email, and Zoom on a case-by-case basis.

Library Media/Technology Integration will provide resources and support to teachers on a case by case bases. Be available throughout the day via email and other communication as necessary.

Teaching Assistants (TA's)

Check email throughout the day for updates. In conjunction with classroom teachers and coaches, TA's will have weekly scheduled times to work on professional learning opportunities for intervention, supporting students in the classroom, behavior management, etc. In addition, there will be scheduled times to work with a specific classroom teacher assisting with student support and outreach. Throughout the weeks this role may include other assigned duties or evolve as needed.

Individual Aides (IA's)

Check email throughout the day for updates. In conjunction with classroom teachers and coaches, TA's will have weekly scheduled times to work on professional learning opportunities for intervention, supporting students in the classroom, behavior management, etc. In addition, there will be scheduled times to work with a specific classroom teacher assisting with student support and outreach. Throughout the weeks, this role may include other assigned duties or evolve as needed.

Behavior Technician

Check email throughout the day for updates. In conjunction with support staff, behavior technicians will conduct wellness checks of students and families unresponsive and disengaged with distance learning opportunities. Behavior technicians should enter data into SWIS and keep all records of student support, classroom support, and required interventions documented. In addition, Behavior Technicians will engage in professional learning opportunities such as a book study and RBT training. Throughout the weeks, this role may include other assigned duties or evolve as needed.

Secretaries

Check email throughout the day for updates. Complete at-home work assignments related to attendance, fiscal matters, etc. Check in with Administration on a weekly basis for any new work and to set priorities for the week.

Nurses

Check email throughout the day for updates. Complete at-home work assignments related to nursing, such as student medicine return. Check in with Administration on a weekly basis for any new work and to set priorities for the week.



Teacher Meeting Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:45 Department Leader meeting	8:00-8:45 Team Leader meeting	8:00-9:00 Faculty meeting (once per month or as needed)	8:00-8:45 6-8 content meetings	
9:00-9:45 6-1 Team meeting (Admin, guidance, interventionists, team teachers on zoom)	9:00-9:45 6 th grade Content team meeting/ co-planning time	9:00-9:45 6-2 Team meeting (Admin, guidance, interventionists, team teachers on zoom)	9:00-9:45 6 th grade Content team meeting/ co-planning time	9:00-9:45 6-3 Team meeting (Admin, guidance, interventionists team teachers on zoom)
10:40-11:25 7-1 Team meeting (Admin, guidance, interventionists, team teachers on zoom)	10:40-11:25 7 th grade content team meeting/ co-planning time	10:40-11:25 7-2 Team meeting (Admin, guidance, interventionists, team teachers on zoom)	10:40-11:25 7 th grade content team meeting/ co-planning time	10:15-11:15 SSST meeting with Admin
1:25-2:10 8-1 Team meeting (Admin, guidance, interventionists, team teachers on zoom)	1:25-2:10 8 th grade content team meeting/ co-planning time	1:25-2:10 8-2 Team meeting (Admin, guidance, interventionists, team teachers on zoom)	1:25-2:10 8 th grade content team meeting/ co-planning time	1:00-2:00 DE Admin Cohort meeting
	2:15-3:00 Creative Arts Team Meeting			