

Pellston Public Schools

Remote Learning Plan

OVERVIEW

Should the closing of school exceed the current date of April 13, 2020, all *Pellston Public Schools* students will have the opportunity to engage in remote learning developed by grade-level and department teams. This instruction will be available beginning April 13, 2020 via K-1 Facebook Groups and 2-12 Google Classroom.

The goal of this work is to provide continuous learning opportunities for students to practice existing skills and be introduced to new skills that will prepare them for learning upon their return to school. While students will not be penalized for lack of work completion, participation is strongly encouraged and will be supported through frequent check in's with students and parents.

The following questions will be used to guide the planning for learning:

- **Reasonable:** What can reasonably be achieved by students/families at home during this time?
- **Accessible:** Will the instructional materials and resources be accessible to all learners?
- **Appropriate:** Will the learning targets presented be achievable for all students with the resources provided?

Teachers will provide students/families with explicit instructions on how to access the Remote Learning platforms (Facebook Groups and Google Classrooms) and understand how they can participate in learning. Every student will be presented with short increments of prepared instruction followed by an opportunity to engage with learning. The scope and sequence of instruction/learning should be similar across grade-level teams or courses of the same content. The level of application or demonstration of learning will vary depending on the content and developmental level. For young learners, content and application may involve providing suggestions and opportunities for families.

For students who do not engage in online learning, teachers will check in with parents to determine how to best support the student. If technology access is the barrier, the teacher will provide weekly take-home work. Work can be shared via email with parents who have access to a printer or emailed to principals for distribution.

Considerations

- Take into account student and family circumstances (basic needs, adult supervision, health restrictions, etc.)
- Not all stakeholders are used to online learning
- Many students struggle to self-manage their time and schedule independently
- Not all students will have strong internet connections
- Some households will have multiple children impacted at different grade levels
- Voice and video feedback is extremely valuable to students
- Monitor morale and workload of students, adjust as needed

General Remote Learning Expectations

- Don't try to mimic an actual school day (see daily guidelines by grade level)
- Try to promote both on and off line learning
- Post a short "good morning" video to check in and let the students see you
- Provide families a general update at least once a week
- Create a daily checklist of exactly what students should do each day
- Grading and attendance will not be required - provide some form of feedback for all work completed
- Track student progress to ensure participation and check-in with students if students are struggling or non-participatory
- Each educator will have scheduled office hours (2 hours per day) and let parents know that they can also make an appointment to talk with you
- Educators will plan for up to one hour per day in addition to office hours for either appointments or checking in 1:1 with students
- Log your contacts with families
- Maintain a healthy work/life balance
- Keep lines of communication open between all departments and consult with your administrator regarding any concerns

Learning Management Platforms

- K-1 will use Facebook Groups
- 2-12 will use Google Classroom

ELEMENTARY

Maximum online Instructional Minutes

Additional time may be assigned for "off line" work for ELA, math, science or social studies, not to exceed 15 minutes. Independent reading expectations and enrichment options are allowed beyond the 30 minutes of instruction.

	Monday	Tuesday	Wednesday	Thursday	Friday
Grades K -2	30 min. Math 15 min. P.E.	30 min. ELA 15 min. Art	30 min. Math 15 min. P.E.	30 min. ELA 15 min. Art	30 min. Science or Social Studies
Grades 3-5	30 min. Math 30 min. ELA 15 min. Art	30 min. Math 30 min. ELA 15 min. P.E.	30 min. Math 30 min. ELA 15 min. Art	30 min. Math 30 min. ELA 15 min. P.E.	30 Min. Science 30 Min. Social Studies

K-5 Instruction

During the extended school closure, staff will be expected to deliver a quality education to each and every student. Using Facebook Groups (K-1)/Google Classroom (2-5) platform, below are the established non-negotiables and guidelines for delivering online instruction. Staff will be expected to maintain regular communication with parents and students throughout the closure.

Teacher Expectations

- Facebook Groups (K-1) and Google Classroom (2-5) will be updated every Monday by 8:00 AM for the start of the week.
- Up to two weeks of lessons can be uploaded at one time. All subsequent postings and communication must be posted by midnight for the following day of instruction.
- Upload a video greeting every day by 8:00 AM.
- Post a daily checklist of student expectations.
- Call parents whose child does not check in during the week to see if they need hard copies of the work for the following week. If they are able to access a printer, email pdf documents directly to the parent. If not, send information to your principal.
- Each student must have at least one personalized response per week (phone call/email/response through Google classroom) regardless of whether or not they have posted work.
- All daily lessons should be similar for all teachers in each grade level. Check in with your grade level/content partner(s) prior to developing the next set (2 weeks) of lessons.
- Essentials teachers will plan activities and share plans with teachers weekly. Essentials teacher links will appear on the classroom teachers page.
- General education teachers will collaborate and plan with Special education teachers to modify lessons to meet the accommodations provided in IEP's and 504's.
- Set office hours (2 hours per day) and let parents know that they can also make an appointment to talk with you.
- Teachers will document communication (successful communication or not). If communication is void please share that record with the building administrator.

MIDDLE SCHOOL

MIDDLE SCHOOL				
Maximum online Instructional Minutes				
Additional time may be assigned for "off line" work, not to exceed 30 min. per class per day.				
Independent reading expectations and enrichment options are allowed beyond the 30 minutes of instruction.				
Monday	Tuesday	Wednesday	Thursday	Friday
30 min. Math 30 min. ELA 15 min. P.E. / Health	30 min. Science 30 min. Social Studies 15 min. P.E. / Health	30 min. Math 30 min. ELA 15 min. P.E. / Health	30 min. Science 30 min. Social Studies 15 min. P.E. / Health	30 min. Elective 1 30 min. Elective 2

6-8 Instruction

During the extended school closure, staff will be expected to deliver a quality education to each and every student. Using the Google Classroom platform, below are the established non-negotiables and guidelines for delivering online instruction. Staff will be expected to maintain regular communication with parents and students throughout the closure.

Teacher Expectations

- Google Classrooms will be updated every Monday by 8:00 AM for the start of the week.
- Up to two weeks of lessons can be uploaded at one time. All subsequent postings and communication must be posted by midnight for the following day of instruction.
- Upload a video greeting every day by 8:00 AM.
- Post a daily checklist of student expectations.
- Call parents whose child does not check in during the week to see if they need hard copies of the work for the following week. If they are able to access a printer, email pdf documents directly to the parent. If not, send information to your principal.
- Each student must have at least one personalized response per week (phone call/email/response through Google classroom) regardless of whether or not they have posted work.
- All daily lessons should be similar for all teachers in each grade level. Check in with your grade level/content partner(s) prior to developing the next set (2 weeks) of lessons.
- Essentials teachers will plan activities and share plans with teachers weekly. Essentials teacher links will appear on the classroom teachers page.
- General education teachers will collaborate and plan with Special education teachers to modify lessons to meet the accommodations provided in IEP's and 504's.
- Set office hours (2 hours per day) and let parents know that they can also make an appointment to talk with you.
- Teachers will document communication (successful communication or not). If communication is void please share that record with the building administrator.

HIGH SCHOOL

HIGH SCHOOL				
Maximum online Instructional Minutes				
Additional time may be assigned for "off line" work, not to exceed 30 min. per class per day.				
Independent reading expectations and enrichment options are allowed beyond the 30 minutes of instruction.				
Monday	Tuesday	Wednesday	Thursday	Friday
30 min. Math 30 min. ELA 30 min. Elective	30 min. Science 30 min. Social Studies 30 min. Elective	30 min. Math 30 min. ELA 30 min. Elective	30 min. Science 30 min. Social Studies 30 min. Elective	30 min. Elective 30 min. Elective

9-12 Instruction

During the extended school closure, staff will be expected to deliver a quality education to each and every student. Using the Google Classroom platform, below are the established non-negotiables and guidelines for delivering online instruction. Staff will be expected to maintain regular communication with parents and students throughout the closure.

Teacher Expectations

- Google Classrooms will be updated every Monday by 8:00 AM for the start of the week.
- Up to two weeks of lessons can be uploaded at one time. All subsequent postings and communication must be posted by midnight for the following day of instruction.
- Upload a video greeting every day by 8:00 AM.
- Post a daily checklist of student expectations.
- Call parents whose child does not check in during the week to see if they need hard copies of the work for the following week. If they are able to access a printer, email pdf documents directly to the parent. If not, send information to your principal.
- Each student must have at least one personalized response per week (phone call/email/response through Google classroom) regardless of whether or not they have posted work.
- All daily lessons should be similar for all teachers in each grade level. Check in with your grade level/content partner(s) prior to developing the next set (2 weeks) of lessons.
- Essentials teachers will plan activities and share plans with teachers weekly. Essentials teacher links will appear on the classroom teachers page.
- General education teachers will collaborate and plan with Special education teachers to modify lessons to meet the accommodations provided in IEP's and 504's.
- Set office hours (2 hours per day) and let parents know that they can also make an appointment to talk with you.
- Teachers will document communication (successful communication or not). If

communication is void please share that record with the building administrator.

SPECIAL EDUCATION

SPECIAL EDUCATION				
Monday	Tuesday	Wednesday	Thursday	Friday
Provide individualized instruction and/or accommodations	Call parents/students for check-in	Communicate changes and assist with needs for accommodations and modifications	Provide individualized instruction and/or accommodations	Provide individualized instruction and/or accommodations

Specialized Instruction

During the extended school closure, special education staff will be expected to aid in the delivery of quality education to students on their caseloads. Using the Remote Learning platform may look different than your teaching colleagues. Due to the nature of individualized services in special education, decisions in conjunction with parents and district representatives will need to be made for each student to reasonably and appropriately access instruction. Below are the established guidelines for delivering remote instruction. Staff will maintain regular communication with parents and students throughout the closure.

Service Provider Expectations

- Service providers will be in contact with each collaborating special and general education teacher to determine what LMS is being used and how to navigate to assist with student learning.
- Service provider links will appear on the classroom teachers page.
- Inform general education teachers of accommodations and modifications and assist with development for individual students on your caseload.
- During the week of April 13-17, check in with families to identify needs for students based on initial access to remote learning.
- Throughout the week of April 20-24, develop, with input from parents, an appropriate and reasonable service plan.
- Communicate any changes in needs to general education teachers.
- Teachers will document communication (successful communication or not). If communication is void please share that record with the building administrator.
- Set-office hours (2 hours per day) and let parents know that they can also make an appointment to talk with you.