

## **Plainfield High School REMOTE LEARNING 2.0 MODEL**



The Remote Learning model will be fully initiated if and when it is determined that the Plainfield School district must close for a significant period of time due to safety concerns related to Covid-19. Within this model all students will be learning from home with additional individualized supports as needed including academic as well as social and emotional support.

In order to ensure all students are provided with the best education possible students will be provided with a chromebook in order to access educational materials as well as virtual learning sessions. The school district will also work with families who do not have internet access to ensure access is available through the use of hotspots.

In order to improve the distance learning program within the Plainfield Public School system a District Level Advisory Committee was formed in July of 2020. The advisory committee consisted of a variety of educational stakeholders including 21 teachers, 8 students from Plainfield High School, 3 parents, and 7 administrators. The committee held virtual Zoom meetings in order to review parent survey data, student feedback, and teacher feedback based upon the distance learning model implemented during March 2020 in order to develop a robust District Remote Learning 2.0 plan. The district plan was utilized to develop the Plainfield High School Remote Learning Model.

### **Remote Learning Plan**

The Remote Learning 2.0 Plan consists of six subsections which were identified through an analysis of survey data as well as through advisory discussions. The subsections include Communication, Remote Learning Platform and Resources, Remote Learning Expectations, Live/Recorded Virtual Remote Learning, Technology/Remote Learning Professional Development, as well as Plan Review and Revision Process.

<b><u>Communication</u></b>	
Online Learning Webpage	<ul style="list-style-type: none"> <li>● Updated Weekly with Online Learning Frameworks and Communications</li> </ul>
Parent/Student	<ul style="list-style-type: none"> <li>● Student/Family Expectations               <ul style="list-style-type: none"> <li>○ Technology Support Information</li> <li>○ Social Emotional Support Services</li> </ul> </li> <li>● Virtual Open House</li> <li>● Virtual Parent/Teacher Conferences</li> </ul>
Faculty/Staff Updates	<ul style="list-style-type: none"> <li>● Virtual/In-Person Faculty Meetings               <ul style="list-style-type: none"> <li>○ Teacher Expectations</li> <li>○ Student/Family and Administration Expectations Overview</li> <li>○ Monthly Faculty Meetings                   <ul style="list-style-type: none"> <li>■ Updates Provided</li> </ul> </li> </ul> </li> </ul>
School Messenger Notifications	<ul style="list-style-type: none"> <li>● Updates from Principal or designated administrator at the school level as needed</li> <li>● Updates from Central Office</li> </ul>
Weekly Updates from School Administrators	<ul style="list-style-type: none"> <li>● Communications update on Online Learning Page</li> </ul>

<b><u>Online Learning Platform and Resources</u></b>	
Online Learning Website	<ul style="list-style-type: none"> <li>● Weekly Online Learning Frameworks (Google Doc/Form)</li> <li>● Student Expectations</li> <li>● Weekly Communications</li> <li>● Schedule</li> <li>● School Counseling, Career Readiness, Library Information</li> <li>● Student and Parent Resources</li> <li>● Teacher Resources</li> </ul>

Online Course Platform	<ul style="list-style-type: none"> <li>● Google Classroom <ul style="list-style-type: none"> <li>○ Hosts all virtual learning content, resources, and links to supplemental learning websites (Ex. Remind App, Edmodo, Khan Academy)</li> </ul> </li> </ul>
Teaching and Learning Resources	<ul style="list-style-type: none"> <li>● CT Learning Hub</li> <li>● Resource Website</li> <li>● Supplemental Resources</li> </ul>

Remote Learning Expectations	
Administrators	<ul style="list-style-type: none"> <li>● Clearly communicate expectations to all educational stakeholders</li> <li>● Communicate with staff weekly via email and hold virtual staff meetings at least once per month</li> <li>● Communicate with students and families weekly via email or online learning platform</li> <li>● Contact students and families regarding participation, disciplinary issues, etc</li> <li>● Monitor teacher completion of weekly online learning templates</li> <li>● Conduct evaluations of staff members according to Evaluation Plan</li> <li>● Ensure Social and Emotional Well Being of Staff and Students is addressed</li> <li>● Provide teachers/staff and families with individualized support</li> <li>● Determine what technology resources (Chromebooks, hotspots, etc..) are needed for each student/family as well as a plan to roll out technology.</li> </ul>
Teachers/Staff	<ul style="list-style-type: none"> <li>● Complete weekly Online Learning Framework with objectives and assignments listed to be posted to the Remote Learning Platform to increase communication with parents using either Google Doc/Google Form</li> </ul>

	<ul style="list-style-type: none"> <li>● Take daily attendance in ASPEN</li> <li>● Develop meaningful and impactful lessons/assignments while minimizing busy work to increase student engagement</li> <li>● Consistent implementation of grade/subject level curriculum by all grade/subject level teachers</li> <li>● Host course materials and assignments on Google Classroom <ul style="list-style-type: none"> <li>○ Post weekly assignments at the beginning of the week using the assignment feature with set due dates</li> <li>○ Develop uniform/consistent due dates with an adequate amount of time provided for students to complete assigned work</li> </ul> </li> <li>● Establish mechanisms to track student participation</li> <li>● Update gradebooks bi-weekly in Aspen</li> <li>● Teachers communicate with students/families with academic, participation, or behavioral concerns. <ul style="list-style-type: none"> <li>○ If via email please cc school counselors, if by phone email counselor. Note all attempts on communication log.</li> <li>○ After two unsuccessful teacher attempts please notify the school counselor who will then contact students/families.</li> <li>○ Guidance will inform administrators of the concern, attempts made to communicate with students/families and an administrator will contact families after two additional unsuccessful contact attempts have been made by guidance counselors or support services.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>● Communicate with administrators and school counselors with persistent concerns regarding students or severe behavior issues.</li> <li>● Keep track of student and parent communications via a contact log.</li> <li>● Host daily virtual sessions, including class instruction, office hours, or extra help, in order to increase face time with students <ul style="list-style-type: none"> <li>○ The length of sessions will be determined at the school level to meet the developmental needs of students.</li> </ul> </li> <li>● Provide an appropriate amount of work with adequate time to complete assignments</li> <li>● Host open office hours to provide small group and individual student/family support <ul style="list-style-type: none"> <li>○ Zoom/Meets, Google Voice, Google Chat</li> </ul> </li> <li>● Consider providing incentives for students to increase participation in remote learning activities including Live Virtual sessions.</li> </ul>
Students/Families	<ul style="list-style-type: none"> <li>● Students attend all Virtual Live Meeting Sessions with video (unless administrator approval is received) and audio in an appropriate location within the house <ul style="list-style-type: none"> <li>○ Students/Families setup workspaces for students</li> </ul> </li> <li>● Students engage in Virtual Live Meeting Sessions by taking notes, asking questions, etc....</li> <li>● Students submit assignments by due date to be assessed using teacher grading policies</li> <li>● Students grades are based upon analysis of completed work by the teacher in relation to learning objectives as well as participation in</li> </ul>

	<p>all aspects of remote learning including virtual class sessions. Individual teacher grading policies will be instituted.</p> <ul style="list-style-type: none"> <li>• Students adhere to all school policies including dress code and behavioral policies</li> <li>• Students/Families advocate for themselves by contacting teachers, counselors, and administrators when necessary</li> </ul>
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<b><u>Live/Recorded Virtual Remote Learning</u></b>	
Virtual Learning Platforms	<ul style="list-style-type: none"> <li>• All live virtual class sessions will take place using Google Meets (preferred) or Zoom.</li> </ul>
Online Learning Schedule	<ul style="list-style-type: none"> <li>• See Plainfield High School Learning Schedule</li> <li>• Live sessions are to take place within the assigned time period.</li> </ul>

<b><u>Technology/Online Learning Professional Development</u></b>	
Teachers	<ul style="list-style-type: none"> <li>• Resources Website</li> <li>• Technology PD <ul style="list-style-type: none"> <li>○ Google Suite (Google Classroom, Google Docs, Google Slides, Google Keep, Google Updates, etc.)</li> <li>○ Online Learning Tools and Programs for Educators (Ex. Edpuzzle, Remind, ...)</li> <li>○ Virtual Platforms including Google Meets and Zoom</li> <li>○ Interest based</li> </ul> </li> <li>• Subject Specific Remote Learning PD Opportunities</li> <li>• SEL PD <ul style="list-style-type: none"> <li>○ Proactive Support for Students and Families</li> </ul> </li> </ul>

Parents	<ul style="list-style-type: none"> <li>● Parent Resources (Accessible on Online Learning Website) <ul style="list-style-type: none"> <li>○ Videos related to how to navigate the Remote Learning Platform, highlighting the content on the Platform including Remote Learning Frameworks.</li> <li>○ Video related to how to navigate Google Classroom</li> <li>○ Video related to how to set up an appropriate workspace</li> </ul> </li> </ul>
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PHS Schedule						
		Monday	Tuesday	Wednesday	Thursday	Friday
In School Learning		A Cohort	B Cohort	Remote For All Students (Extra Help /Office Hours)	A Cohort	B Cohort
At Home Remote Learning		B Cohort & Remote Learners	A Cohort & Remote Learners		B Cohort & Remote Learners	A Cohort & Remote Learners
Block 1	7:15 - 8:30					
Block 2	8:35 - 9:50					
Block 3	9:55 - 11:55					
A Lunch	Lunch 9:55 - 10:25					
	Class 10:30 - 11:55					
B Lunch	Class 9:55 - 10:25					
	Lunch 10:25 - 10:55					
	Class 11:00 - 11:55					
C Lunch	Class 9:55 - 10:55					
	Lunch 10:55 - 11:25					
	Class 11:30 - 11:55					
D Lunch	Class 9:55 - 11:25					
	Lunch 11:25 - 11:55					
Block 4	12:00 - 1:15					