# Remote Learning Protocol

**(Version 1, 3/17/2020)**

## Teachers

- Expected to maintain contact with students and promote learning and instruction on a daily basis
    - Teachers share their online platform for two weeks intervals with administrators.
    - Check in with students daily
        - Utilize tools such as a daily attendance form, Dojo chats, Google Classroom interactions, etc.
        - Establish a routine that students can follow
        - If there is no contact with a student within 24-48 hours, the teacher needs to call the family to ensure well-being
    - Check in on learning/work
        - Monitor work through Google Classroom, Canvas, email, Google docs, or work turned in via other platforms
        - If the student does not have access to the internet and/or computing devices, the teacher will provide alternate printed activities for the student and parent to either pick up from the school and or delivered by district transportation.
    - Maintain office hours to support students and parents
        - Clearly communicate office hours to students and parents to establish a routine for communication
        - Meetings can be held via Google Meet (preferred) Canvas, or Zoom (if necessary)
            - Must be initiated from a wcps.org account for an outside domain to join in.
            - If not possible, then phone conferences can be conducted as needed.
- Expected to maintain contact with staff and other team members
    - Collaborate with coworkers in order to maintain alignment, lesson planning, and best practices.
        - In order to further collaboration within school-based PLCs, teachers should utilize tools such as Google Meet and Canvas to conduct interactive sessions with their colleagues.
        - Minimally, teachers should communicate with each other via phone or email.
    - Informing administration of issues as they arise
        - Teacher is first point of contact for student
        - Possible issues  may include students not completing work, technical problems with devices, not checking in via attendance forms, etc.

    - Be available for communication with administrators and staff during regular work hours
        - Teachers should check email at least twice a day
        - Google Meet, Canvas, and phone conferences can be used to conduct meetings
- Adhere to recommendations for online instruction from district staff
    - Do not introduce a tool to students if they have not used the tool before
    - Engage in asynchronous instruction
        - Asynchronous means using recordings, etc. to deliver lessons, as all students may not be able to meet at a particular time every day.
        - Example: Use Google Meet to deliver lessons, but record them so other students can access later.
    - Now is not the time to create the perfect online course
        - Focus on quickly posting information and activities
        - Do not penalize students for technical issues or lack of access
            - Prepare alternate presentations for online information (i.e., paper packets) for students without access
    - Initially, utilize digital tools for review & enrichment instead of new instruction.
    - Online instruction can take various forms based upon a teacher's comfort level with using digital tools
        - Minimum - Google Slides / Docs (HyperDocs), Email Communication, Google Drive
        - Basic/Intermediate - Google Classroom
        - Intermediate/Advanced - Canvas
    - Consistent use of same digital tools/lms across grade levels

## Students and Parents

- Expected to maintain contact with teacher(s) daily
    - Utilize tools such as a daily attendance form, Dojo chats, Google Classroom interactions, etc.
    - Follow established routines as set forth by the teacher
    - Be available for conferences with the teacher via Google Meet or phone as necessary
    - Complete work/activities as assigned
    - Utilize resources as presented by the teacher in order to complete work/activities by Friday of each week

- Teachers are to be immediately notified of issues
    - If there are any issues that may impede student progress with the assigned work, teachers must be notified immediately.
        - The teacher will notify district personnel of the issues for possible resolution

- The district will not provide tech support for personal devices. The district will provide support of district-issued devices and district sponsored resources.
    - All technical issues should be reported through the teacher.
- If the student does not have access to the internet and/or computing devices, the teacher will provide alternate printed activities for the student and parent to either pick up from the school and or delivered by district transportation.

Also see “Norms and Expectations”, which supplements this document