

## Essential Agreements for Online Learning

**Updates will be highlighted - last update 3-26-2020**

(Learning Objectives: 1. Set minimal expectations in each area. 2. Along with maximum expectations in each area.) May Do Must Do

Leadership sets the expectations / ISS provide Exemplars! Exemplars are out there.

What are the Priority Standards? What do students need to be prepared for next year?

### Norms

- Be kind
- Be respectful
- Be responsible
- Be flexible

### Platforms for Daily Use:

- K-5 will use Google Classroom Teachers should select a learning management platform for their daily learning engagements and parent interactions, **unless Schoology has been regularly used in the classroom this year** Examples of learning platforms are Schoology, Google Classroom, Google Sites, and Seesaw.
- Students will continue to use these platforms for all daily lessons (**get assignments, turn in work, communication**). Consider these platforms to be the home base for students.
  - If the teacher hasn't already used the tool in class, they shouldn't use it now. It may be ok, but it could also be a point of frustration for the child and the parents. Subsequently, this could take away from the actual learning.
- Support teachers should be added as "co-teachers" to the Learning Management System for the teachers they service.
- Administrators will be co-teachers in grade level Google Classrooms

### Communication with students and parents:

- All General Ed teachers should use Google Meet to provide one daily video conference opportunity for up to 20mn.
  - Create a weekly schedule of when you will offer Google Meet sessions for your students

- Each session should not be more than 20 min
- Only one session a day, unless special circumstances occur
- Send your weekly schedule home in your weekly email and publish your schedule with your Google Meet link on your platform
- Record your Google Meet session and share the link on your Learning Management System for students to view later
  - Check in with your “no photo” students and be sure the parents know to turn off their camera before students join the Meet.
- Students will not be penalized for not participating in Google Meet
- Teachers in K-5 should include one video a day that students can look forward to. This may be a “Good morning!” or a “Morning Meeting” video or an instructional video. Video is encouraged as much as possible! Please do not make video lectures that exceed the length of a mini lesson.
- Outlook Email will be used to communicate formally with parents.
- Teachers should have established office hours for parent or student contact.
- Teacher communication methods need to be clearly identified to parents/students and remain consistent throughout Virtual Learning.
- If you need to call a parent’s cell phone while you are at school, you can call the front office from your classroom phone and request that they forward your call to the parent’s cell phone. This will allow you to speak with parents in the privacy of your classroom without using your personal cell phone.

### **Communication between colleagues:**

- Email and Google Meet groups will be used for communications between staff.
- Teams will determine a consistent method for collaboration and include admin. Teams will collaborate often to ensure a smooth roll out.

### **Instruction:**

- **Every lesson must include:**
  - A standards driven learning objective (i.e. what is the student expected to know and do as a result of the learning activity. This should be written in parent and student friendly language)
  - A learning activity
  - A way for students to demonstrate to their understanding of the material
  - A “what to do” for the parents/students if the student already has mastery of this objective
  - A “what to do” for the parents/students if the student is not able to demonstrate mastery of the objective
  - [Here is one option you can use to present your lesson plan to parents.](#)

- Lessons should capitalize on the home environment. Reduce screen time and include student centered activities as much as possible.
- Learning experiences may be synchronous and/or asynchronous.
- Asynchronous 'check-ins' and communication sessions should occur regularly each week.

### General Education

- FOR THE FIRST THREE DAYS: General Ed teachers should not exceed 4 lessons a day for students.
- **FOR ALL LESSONS:** Each lesson might take up to 15min for students in K-2 and up to 30min for students in 3-5. Quality is more important than quantity.
- General Education teachers are **not expected to grade assignments assigned by SGS or SPED (see more info below)**. A video to help organize Google Classroom **has been** uploaded to the Virtual School Resources folder.

### Large Group Specialists

- Large Group Specialists will create one lesson, per grade level, for each week. Parents can decide what specials to do each day. Students will be expected to do one special a day and complete an exit ticket for specialists to track accountability.

### Small Group Specialists

- LSS, ESOL, SPED, APPS and MSS will work daily with the grade levels that they support to ensure that their students are provided the opportunity to succeed. If necessary, they will need to contact those students to provide individual or group instruction via Google Meet. Instructional materials can be sent home.
- SGS will assign work to students on their caseload through the Homeroom Teacher's Google Classroom. Assignments will be assigned only to students on their caseload and not to other students.
- Other students in the homeroom cannot view assignments that are not assigned to them. General Education teachers are not expected to grade these assignments. A video to help organize Google Classroom **has been** uploaded to the Virtual School Resources folder.
- SGS are allowed to meet with students in small groups and one-on-one. Meets **MUST BE** recorded for safety reasons. If a child is on the no-photo list, their camera must remain off, but the Meet must be recorded. See Ms. Fisk for further clarification, if needed.

## SPED

- SPED teachers will assign work to students on their caseload through the Homeroom Teacher's Google Classroom. Assignments will be assigned only to students on their caseload
- Other students in the homeroom cannot view the assignments that are not assigned to them. General Education teachers are not expected to grade these assignments. A video to help organize Google Classroom **has been** uploaded to the Virtual School Resources folder.
- SPED teachers/paras are allowed to meet with students in small groups and one-on-one. Meets **MUST BE** recorded for safety reasons. If a child is on the no-photo list, their camera must remain off, but the Meet must be recorded. See Ms. Fisk for further clarification, if needed.
- **Info from Dr. Mowen:**
  1. All SPED and 504 accommodations must be applied in the online environment. Some accommodations might be a bit of a challenge, but must be done. If questions arise, please contact our SPED ISS staff (Robert, Leroy) for assistance.
  2. This also includes accommodations that are not expressly stated in the IEP, but have been being used. Since we are not currently having IEP modification meetings, we must continue with services that student normally receive in the school building.

## Grading/Feedback:

- Teachers will track student progress to ensure participation and check-in with students who are struggling or non-participatory. Support specialists will be key in reaching out and supporting our struggling learners. Grace and understanding should always govern decisions.
- Feedback to students will be given on every assignment (keep it simple). Voice and video feedback is extremely valuable to your students, when possible.
  - Student attendance will be tracked by students participating daily in their lessons.
    - Teachers will record student attendance based on positive interaction with Classroom and Assignments. Students who are "absent" will be marked in Aspen or emailed to Will Colom @ [william.colom@dodea.edu](mailto:william.colom@dodea.edu) each day.
      - le: students who do not participate on Wednesday will be marked absent on Wednesday, but it will be recorded on Thursday.

**Other:**

- Counselors will offer counseling opportunities. Parents may reach out to counselors regarding their child. We are waiting for guidance for how to provide services.
- Please record student concerns and, if needed, discuss these concerns with admin or the counselor.
- Please maintain a healthy work/life balance. Keep lines of communication open between all departments and consult your admin if you are having any difficulty in this new frontier of learning. We are here to support you!