



On-Demand Emergency Education Plan

March 2020

In order to meet the educational needs of our students during the COVID-19 outbreak, we developed this on-demand emergency education plan. This document contains the instructions and resources necessary to carry out essential educational functions in the case of a school closure.

General Resources	Planning Area	All Technology Support Resources Teach from Home- Resource from Google
4K	<i>Professional Learning</i>	All Technology Support Resources Copyright Information for Virtual Read Alouds FPC Copyright Information for Online Instruction
	<i>Training for Parents</i>	Tech Help for Families
	<i>Instructional Plans</i>	A menu of at-home learning opportunities, based on our 4K priority standards, created by our district 4K teachers. This will be communicated 2x/week to 4K sites and families by Jen Gallagher through our established Blackboard family communication format. (menus will be linked here ASAP) 4K Planning Document Daily Routines Lesson Template
	<i>Instructional Resources</i>	We are currently working to see if we can create ClassLink accounts for WR 4K students.
Grades K-2	<i>Professional Learning</i>	Presentation for Teachers Checklist for Teachers -Use Google Meet to Communicate with Parents -Using the Premium Version of Screencastify
	<i>Training for Parents</i>	-ClassLink Access on a Chromebook or Laptop for Elementary , Youtube Video -Access ClassLink on an Android or Apple Device -Elementary Instructional Resource -Parent Guide to Google Classroom -Google Classroom Access at Home - Chrome -Google Classroom Access at Home - Firefox -Google Classroom Access at Home - Internet Explorer Tech Help for Families
	<i>Instructional Plans</i>	Grade K Grade 1 Grade 2
	<i>Instructional Resources</i>	



Grades 3-5	<i>Professional Learning</i>	Presentation for Teachers Checklist for Teachers -Use Google Meet to Communicate with Parents -Using the Premium Version of Screencastify
	<i>Training for Parents</i>	-ClassLink Access on a Chromebook or Laptop for Elementary , Youtube Video -Access ClassLink on an Android or Apple Device -Elementary Instructional Resource -Parent Guide to Google Classroom -Google Classroom Access at Home - Chrome -Google Classroom Access at Home - Firefox -Google Classroom Access at Home - Internet Explorer Tech Help for Families
	<i>Instructional Plans</i>	Grade 3 Grade 4 Grade 5
	<i>Instructional Resources</i>	PBS Learning Media TV Resources
Middle School	<i>Professional Learning</i>	Support for Online Learning with Google Classroom -Use Google Meet to Communicate with Parents -Using the Premium Version of Screencastify
	<i>Training for Parents</i>	-Access ClassLink on an Android or Apple Device -Parent Guide to Google Classroom -Google Classroom Access at Home - Chrome -Google Classroom Access at Home - Firefox -Google Classroom Access at Home - Internet Explorer Tech Help for Families
	<i>Instructional Plans</i>	
	<i>Instructional Resources</i>	PBS Learning Media TV Resources
High School	<i>Professional Learning</i>	Staff Presentation
	<i>Training for Parents</i>	-Access ClassLink on an Android or Apple Device -Parent Guide to Google Classroom -Google Classroom Access at Home - Chrome -Google Classroom Access at Home - Firefox -Google Classroom Access at Home - Internet Explorer Tech Help for Families
	<i>Instructional Plans</i>	A daily post on Google Classroom
	<i>Instructional Resources</i>	Teacher Tech PBS Learning Media TV Resources
Special Education	<i>Instructional Resources</i>	Special Education Learning Resources School Closure Special Ed Support Meeting Notes -Use Google Meet to Communicate with Parents -Using the Premium Version of Screencastify



Background	<i>To understand the context of current reality.</i>	DPI Plan Google Resources New York Times Article- Northshore School District - Northshore Learns - Many districts are also sending home paper and pencil tasks where technology is a barrier.
Communication Expectations	<i>How do we provide the most effective and efficient communication for our students and families?</i>	Starting Wednesday, March 18th: All teachers must establish "office hours" for four hours each school day. At least two of the office hours must be held between 8:00 AM to 4:00 PM. You may hold up to two of your office hours between 4:00 PM and 7:00 PM. These later office hours may be very helpful to some of our students and families. This excludes Spring Break. Starting March 30th ● Elementary classroom teachers: Make at least one phone call per family per week ● Elementary Specialists (music, art and phy ed): Make at least 30 calls per week ● Secondary: Advisors call each family at least once per week ● Special education certified staff is expected to reach out to each family to provide resources and on-going services. ● Mailing materials to students may be an option Please send an email to all parents by end of day Tuesday, March 17th touching base and reassuring them that we will help them through this process. Principals will provide communication expectations for families and kids who may benefit from additional support. This will pertain to Classroom Teachers, Special education certified staff, Social Workers, School Counselors, School Psychologists, Reading Teachers, Media Specialists, GT teachers, Sample Parent Communication Letter