

Fannin County Digital Learning Day Faculty & Staff Expectations

Curriculum Online Learning Day (COLD) **Updated 03/03/2020**

<u>Certified</u>	<u>Classified</u> <i>If you do not have access to a computer and internet you may choose to do a book study. Contact administration, parent liaisons, academic coaches, or media specialists for books available. Do this ahead of time before a COLD event.</i>	<u>Administration Instructional Support</u>
6-12 Teachers - Preparation (2 hours) - Assignments should take no longer than 30 minutes to complete (per course) - Communicate in syllabus and/or additional means: - how students can find assignments - mode of communication students and parents should use to contact teachers on the day of a school closure - Post class activity in Google Classroom/Schoology by 9:00 a.m. - Office Hours (4 hours) - Hold four office hours on inclement weather day. (Office hours 10:00 a.m. - 12:00 p.m. and 1:00 p.m.-3:00 p.m.) - An additional two hours should be spent doing one or more of the following activities: - Professional Learning Module - Grading Assignments - Communicating/instructing/providing feedback to students; assisting with assignments (Go Guardian, Schoology, Google Classroom) - Designing lessons and/or assessments - Review student data and adjusting	Paraprofessionals - Complete at least two Professional Learning Units through SLDS or GAEarns per day, or K-5 may watch the Bookworms Professional Learning Video (one grade level per day) and complete a brief reflection. The expectation is to be engaged in work activities that are equivalent to work day hours. - Complete a COLD Timesheet for each day at the conclusion of the inclement weather event. Office Staff - Complete at least two Professional Learning Unit through SLDS, Moodle, or GA Learns per day. SIS may complete activities assigned by District SIS staff The expectation is to be engaged in work activities that are equivalent to work day hours. - Complete a COLD Timesheet for each day at the conclusion of the inclement weather event.	(Principals, Assistant Principals, Directors) - Office hours 7:00a.m.-3:00 p.m. - Without jeopardizing personal safety and with the permission of immediate supervisor may work normal hours in assigned building. - Be available to answer questions from teachers, parents, students, and community throughout the day. - Ensure communication of inclement weather day expectations to all stakeholders at the local school. - Engage in online meetings with team members for planning purposes, as necessary. - Engage in available online professional learning opportunities (see options below). - Complete required reports for compliance. - Support and monitor all classroom teachers by checking on content being delivered/instructional plans during the inclement weather event. (TKES Walk-Throughs) - Complete and submit Administration Learn from Home Time Sheet for each day at the conclusion of the inclement weather even

instructional plans based on that review

- Complete required reports (IEP/Eligibility/other state reporting)
- Engaging in a Professional Book Study
- Complete and submit [Learn from Home Time Sheet](#) for **each day** at the conclusion of the inclement weather event.

P-5 Teachers

- Prepare lessons (approximately 2 hours)
 - Prior to COLD Day, prepare Inclement Weather day lessons and resource packs by grade-level (All grade-level and connections teachers collaborate to create four separate packets: Day 1, Day 2, Day 3, Day 4.)
 - Each day's activities should take no more than 90 minutes of time to complete.
- Communicate to parents and/or additional means:
 - About packets that were sent home
 - mode of communication students and parents should use to contact teachers on the day of a school closure
- Hold four office hours on inclement weather day. (Office hours 10:00 a.m. - 12:00 p.m. and 1:00 p.m.-3:00 p.m.)
- An additional two hours should be spent doing one or more of the following activities:
 - Professional Learning Module
 - Grading Assignments
 - Communicating/instructing/providing feedback to students; assisting with assignments (Go Guardian, Schoology, Google Classroom)
 - Designing lessons and/or assessments
 - Review student data and adjusting instructional plans based on that review

IT Staff

- Maintain school/district social media presence to alert families about school's state of closure and also where/how to access lessons.
- Be available to provide technical support to teachers, parents, administrators, and students from 8:00 a.m.-3:00 p.m.
- Complete a [COLD Timesheet](#) for **each day** at the conclusion of the inclement weather event.

School Nurses

- School Nurses will participate in online professional learning provided through webinar training from the Georgia State Department of Education and FCS.
- [School Nurse Live Stream 2019 PL Sessions: Various Topics](#)
- [Keep the Flu Out of School Initiative Framework](#)
- [Managing Asthma Framework](#)
- [Parents for Healthy Schools](#)
- [Naloxone in Schools Tool Kit](#)
- Complete required paperwork
- The expectation is to be engaged in work activities that are equivalent to work day hours.
- Complete a [COLD Timesheet](#) for each day at the conclusion of the inclement weather event.

School Nutrition

- The Director of Nutrition will be responsible for assigning COLD assignments to Nutrition Staff
- Completed assignments should be submitted to Candice Sisson at the return to school.
- Complete a [COLD Timesheet](#) for **each day** at the conclusion of the inclement weather event.

Instructional Support Positions (Grad Coach, Instructional Coach, Media Specialists, Counselors, Parent Liaisons)

- Be available to staff and parents during office hours (9:00 -11:00 a.m. / 1:00 pm-3:00 p.m.).
- Assist staff with module completion or book study
- Complete assigned tasks/duties that you complete on a daily basis
- Professional Learning Modules, Professional Book Study, Complete required reports, Engage in data analysis
- Perform tasks as assigned by administrators to help support school/teachers/students
- The expectation is that you are engaged in work activities that are equivalent to work day hours.
- Complete and submit [COLD Timesheet](#) for **each day** at the conclusion of the inclement weather event.

- Complete required reports (IEP/Eligibility/other state reporting)
- Engaging in a Professional Book Study
- Complete and submit [Learn from Home Time Sheet](#) for **each day** at the conclusion of the inclement weather event.

Special Education and ELL Teachers

- **Preparation (2 hours)**
 - Provide necessary accommodations and adaptations for all caseload students (K-12).
 - Self-contained teachers 6-8 should prepare accessible work for students who cannot complete work electronically.
 - Communicate:
 - how students/parents can find and utilize assignments
 - mode of communication
- **Office Hours (4 hours)**
 - Hold **four** office hours on inclement weather day.
 - (Office hours 10:00 a.m. - 12:00 p.m. and 1:00 p.m.-3:00 p.m.)
- **An additional two hours should be spent doing one or more of the following activities:**
 - Professional Learning Module
 - Grading Assignments
 - Communicating/instructing/providing feedback to students; assisting with assignments (Go Guardian, Schoology, Google Classroom)
 - Designing lessons and/or assessments
 - Review student data and adjusting instructional plans based on that review
- Complete required reports

(IEP/Eligibility/other state reporting)

- Engaging in a Professional Book Study

Specialized Instructional Programs (Self-Contained) - Special Education Teachers

- **Preparation (2 hours)**

- Prior to the event, create “home kits” that can go home. These kits will have a variety of hands on activities that parents can do with their child, to ensure students continue to work on their IEP goals and accessing the general curriculum.
- For teachers who have BIP, MiLD, MCA or ACA classes, a “home kit” may not be necessary.

- **Office Hours (4 hours)**

- Hold **four** office hours on inclement weather day.
- (Office hours 10:00 a.m. - 12:00 p.m. and 1:00 p.m.-3:00 p.m.)
 - Be available to provide instructional support to parents and students, as they work on the “home kit” activities and provide additional activities as needed.

- **An additional two hours should be spent doing one or more of the following activities:**

- Professional Learning Module
- Grading Assignments
- Communicating/instructing/providing feedback to students; assisting with assignments (Go Guardian, Schoology, Google Classroom)
- Designing lessons and/or assessments
- Review student data and adjusting instructional plans based on that review
- Engaging in a Professional Book

- Study
 - Complete and update all local and state paperwork for IDEA compliance.
 - Work on Georgia Alternative Assessment (GAA)

- Complete and submit [Learn from Home Time Sheet](#) for **each day** at the conclusion of the inclement weather event.

Gifted Teacher

- Prepare lessons (approximately 2 hours)
 - Update all lesson plan documentation.
 - Provide OPTIONAL extension lessons to parents
- Hold four office hours on inclement weather day. (Office hours 10:00 a.m. - 12:00 p.m. and 1:00 p.m.-3:00 p.m.) As an additional resource to parents if needed.
- An additional two hours should be spent doing one or more of the following activities:
 - Professional Learning Module
 - Grading Assignments
 - Communicating/instructing/providing feedback to students; assisting with assignments (Go Guardian, Schoology, Google Classroom)
 - Designing lessons and/or assessments
 - Review student data and adjusting instructional plans based on that review
 - Complete required reports
 - Engaging in a Professional Book Study
- Complete and submit [Learn from Home Time Sheet](#) for **each day** at the conclusion of the inclement weather event.

