Iola-Scandinavia Middle/ High School District Remote Learning Guide for Extended School Closure Staff Guide

Dedicated to Excellence

Expectations for Remote Learning for Teachers

Schedule
Providing a clear and consistent schedule will help students, caregivers and you to manage distance learning more effectively and humanely. Work with your colleagues on this to make workloads and assessments manageable for students and families.

Attendance
7-12 Students must produce evidence of their learning daily/regularly to verify their attendance electronically (Schoology, Email) on a Remote Learning Day. This evidence of learning needs to be identified on each school day for all 4K-12 District students. Evidence of learning might take the form of:
- Video meeting attendance
- Assignment completion
- Emailed questions
- Submitted video or audio reflection
- Task/check-in completion
- Google Forms/Survey

Clarity
Clearly put all assignments in Schoology, explain objectives and expectations up front, and be consistent with:
- Posting weekly plans by Monday at 7:45am.
- The platforms/methods you use for delivery of materials
- Which method you use as your primary mode of communication (email, classroom stream
- It is also extremely important to communicate within the building and our departments to ensure consistency. meter the workload so it is consistent especially between middle school and high school.

Clarify expectations for students/families, including attendance, participation, work load, communication if absent, etc.

Administrators
What role can administrators play in supporting the distance learning work?
Ask for what you need.

Assessment
Be mindful of the assessment you use during remote learning. Consider purpose for both you and the students.

Screen Time
Think creatively about what students are doing/working on so they aren't glued to a screen for several hours each day.

Tech Check
Clarify expectations for home technology requirements.

Transition
Think ahead. What's your transition back plan?

Parent Communication
Initial Communication
Administration will initially communicate with both staff and families. Classroom teachers will follow up with communication via email to families explaining the pathway that will be taken for instruction.

Teacher Communication
Secondary 7-12
-Classroom teachers will communicate that **instructional materials will be delivered via digital platforms**. Families will be reminded to contact the school immediately if they cannot access the materials.   Materials will then be made available.
-Caseload teachers will check in weekly to answer questions or concerns about current remote or blended learning.

Teachers
What you can do in preparation for remote learning?

7th - 12th Grade Teachers
Ensure your students can access any digital tools you plan to use. Locate and/or print any resources, passwords, or materials students may need while away from the classroom. Teach students how to access and submit assignments in Schoology as well as teach them how to access skyward.

Starting Point for All Students

Grades 7-12
Use email or Schoology to inform families to access online learning (either through their device or on a phone). This singular starting point will help us to share a unified, simple message to families and more importantly take daily student attendance. This allows the easiest way to still track attendance and work, while simplifying the instructions for parents and students.

Learning Design

Middle/High School
Teachers need to be aware of students' learning abilities and support needs. Engage your students to solicit feedback on your lesson implementation to ensure that your expectations of students are aligned with what they are actually able to complete. There is not an expected standard lesson duration for individual subject areas across the district. However, lessons should include the: Learning Objective; Agenda and Directions with Links; and Checks for Understanding.

Monday thru Friday Schedule during the school day (exceptions for pre-planned school vacation days originally on master calendar)
Teachers will be available during the school day 7:45 am - 3:45 pm, to talk to students by phone, virtual meeting, or email.   If students or parents are unclear about classroom expectations, they are advised to email you first and then call the school 715-445-2411.

Family/Parent Communication Tool:
● Email
● Phone calls
● Schoology

7-12 Student Possible Communication Tools:
● Virtual meeting
● Email
● Google Documents
● Schoology

Learning and Assignment Due Dates
Teachers are encouraged to be flexible when working with families and students on completing assignments.
Extending the due date for assignments a week beyond the return date to school is often the practice in communities where students might need access or additional support upon returning to school.

● Students in 7th through 12th grades will have a week following the return to school to complete their online work and assignments.

Secondary 7th - 12th Grade
Student attendance will be taken daily based on students attending class meetings and progress on daily activities. Teachers should record daily attendance in Skyward. **Staff should explain to students that they should log into Schoology each school day impacted by the closing.** Student attendance will not need to be recorded over a pre scheduled break consistent with the Iola-Scandinavia School District calendar. If there are students not responding to student work, teachers should report that to administration.

Supporting All Learners
English Language Learners, Special Education and Section 504 Students

Students with a Section 504 Plan
Section 504 plans are required to be met by law. Accommodations for students with these plans will need to be accounted for in your delivery of instructional materials. Digital supports should address these needs. If you need support and are new to digital instruction, please reach out to your administrator who will direct your request to the appropriate person for additional support.

Students with an ELL Plan
Remote instruction should address the language needs of students with an ELL plan

Students with an Individual Education Plan/Special Ed. Students
Please remember to follow IEP's and accommodations that come with them. If you have questions regarding the implementation of IEP's consult with Lauren, Nikki, Gail, Kathi, Brittney, or Katie.

Technology Support, Help and Questions
If students have difficulty accessing its learning, Schoology and/or adopted materials, please reach out to Chris Kasper ext 1410 or ckasper@iola.k12.wi.us

Continuity of Learning

Implementation Checklist

Middle and high school students will continue learning from home by completing curriculum-aligned learning activities that will be posted in their teachers' Schoology. This does not mean that students will be on technology for the entire amount of time, but they should have a balance of time on Classroom and work on the assignments given without technology. Students may contact their teachers through email or Schoology. Teachers will be available by email throughout the Extended Closure to answer questions and provide guidance.

Teacher Checklist:

Before an Extended Closure, teachers will:
- ❏ My colleagues have collaboratively discussed/created assignments, activities or short virtual lessons in preparation for an Extended Closure.
- ❏ The assignment does not require students to use materials or technology they may not [have access to, or it provides options that allow for varied access to technology and addresses any special or assistive needs.
- ❏ I have created a lesson in Schoology.
- ❏ My email address is included in correspondence so students and parents know how to get a hold of me with questions.
- ❏ I have discussed the learning activities for a potential Extended Closure with each of my classes.
- ❏ My admin team has identified students who do not have internet access or online access at home and we developed a plan to ensure continuity of learning takes place offline.
- ❏ I know how to contact technology support if I need assistance.

During an Extended Closure
Before the start of the 1st Distance Learning school day:
- ❏ I will publish my unit of study in Schoology
- ❏ I will ensure that directions and links are updated and accurate for the day's activity.

- ❏ I have communicated my plan to assess student learning
- ❏ I have a system to log contacts with students and attendance

During regular school hours:

- ❏ I will have my assignments posted in Schoology daily and be available to families for support/questions.
- ❏ I will check my email regularly on the Extended Closure (at least twice in the morning and twice in the afternoon) and respond accordingly.
- ❏ I am able to host classes virtually with the whole class, small group, or individual students as needed at a minimum of 2 times a week.
- ❏ I will contact my assigned administrator or designee if I need help during the Extended Closure Day.
- ❏ I will respond to Schoology and email messages and give students feedback on what they shared. Bonus: give audio or video feedback! It is beneficial for students to hear your voice.
- ❏ I will check in with students on my caseload on Mondays according to the established guidelines.
- ❏ I will participate in weekly PLC meetings/staff meetings from 7:30am-8:00am on Wednesdays

After a Extended Closure

- ❏ I will talk to individual student(s) about a plan for completing work not accomplished on the Extended Closure. Deadlines and grading are teacher decisions that should be consistent with your regular practice.
- ❏ I will check my email messages regularly for updates from student(s).
- ❏ I will continue to help students complete Extended Closure assignments for the applicable due date.

Important Resources/Links
We will continue to link important docs here.

For Families
Remote Learning Guide for Remote Learning Families
Academic Letter to Families
Family Meal request

For Staff