



## **Elementary Online Learning Expectations During School Dismissal (pandemic, construction delays, weather closures, natural disasters)**

The Alpine School District maintains a focus on ensuring high levels of learning and well-being for all through a united effort of the school leadership team (SLT), teacher teams, and the school intervention team (SIT). Students thrive when these 3 essential teams continue to embrace the [Vision for Learning, PLC Results Cycle, and the RTI Framework](#) in order to meet students' needs.

### **FAQs:**

1. **What should teachers be focusing on during this online learning experience?** Pursuing ASD's Vision for Learning by teaching carefully chosen [essential standards](#). Teachers should work with their teams to identify, assess, and intervene for the learning that is truly essential.
2. **Are teachers using Google Classroom?** Yes. [Google Classroom is the expected learning management platform](#) for elementary educators in the event of online or blended learning in Alpine School District. Exceptions may be approved through the principal and their supervisor.
3. **Can teachers still use other [online tools](#) with my students?** Yes. Teachers are encouraged to use a variety of [district supported solutions](#) or school supported solutions to meet student learning needs.
4. **Should teachers still be having virtual face-to-face meetings with my students in an online environment?** Yes. Periods of online or blended learning will require the use of both [synchronous and asynchronous learning](#) opportunities. Teachers are expected to have regular face-to-face interactions with their students during periods of school dismissal.
5. **How much work time should teachers require from my students?** Student work should be assigned according to these [class time recommendations](#) to ensure healthy balance and emotional well-being.
6. **How many hours should teachers be [working during periods of school dismissal](#)?** Teachers should work all of their contract hours (including extended day), but the scheduling of those hours can be flexible to meet individual needs.
7. **Are teachers still expected to collaborate with their team(s)?** Yes. Preparing, delivering, and managing online learning is a complex and difficult endeavor. The work teachers do in [collaboration](#) is essential for the development of meaningful online learning.
8. **What should teachers do about [grading during times of school dismissal](#)?** Teachers will continue using Standards-Based Report Card grading. They will have the option of Pass and Needs Improvement during school dismissals.



## Online Learning Expectations During Periods of School Dismissal (pandemic, construction delays, weather closures, natural disasters)

*Updated: May 18, 2020*

### **Guidelines for Elementary Educators**

**Essential Standards and Curriculum Development:** Because comprehensive coverage of all standards is even more difficult in an online environment, deliberately **choosing standards that are essential** and **delivering a viable curriculum** becomes paramount for the success of students.

- **Assessment and Intervention:** Teachers should regularly assess student learning and provide opportunities for intervention, as necessary.
- **Enrichment:** As teacher capacity in a digital environment increases, enrichment experiences can become a more frequent part of the digital learning process provided for students.
- **6Cs:** Online learning requires specific student skills and dispositions, so teachers are encouraged to incorporate development of the 6Cs into their learning plans. Please refer to this guide for [best practices for online learning](#).

**Learning Management Platform:** A Learning Management Platform is meant to help teachers facilitate meaningful instruction, intervention, assessment, grading, discussion, collaboration, and relationship building. Google Classroom is the expected platform elementary educators should use in the event of online or blended learning in Alpine School District.

- **Why Google Classroom?** Using a singular platform significantly simplifies the educational experience for students and families.
- **Exceptions:** Teams with a compelling need for an exception to the exclusive use of Google Classroom should contact their principal to request district approval for an exception.
- **Parent/Family Access to Google Classroom:** Parents are encouraged to periodically log in to their students' Google Classroom accounts to see what work is required.
- **Grades:** Grades should be updated weekly in Skyward, which will remain the official system for recording grades.

### **Online Tools**

- **Supported Solutions:** Teachers are encouraged to use a variety of [district supported solutions or school supported solutions](#) to meet student learning needs and to provide a varied and enriching experience. Teachers may use other learning tools as long as they follow the [Required Practices for Student Data Privacy](#).

**Synchronous and Asynchronous Learning:** While most online learning will likely be asynchronous, teachers are expected to provide opportunities for regular face to face interactions with students. Personal interaction contributes to student well-being and supports learning.

- **Synchronous learning** (done at a set schedule; such as a video conference) is still recognized as a valuable pedagogical approach in an online setting.
  - **Scheduling:** When teachers choose to lecture or provide direct instruction, that instruction should be **scheduled in advance** and recorded, if possible, to allow for maximum student access. Live direct instruction should happen during school hours and in conjunction with the schedules developed by individual schools.
  - **Frequency:** Teachers are encouraged to provide face-to-face interactions with students at least two times per week.
  - **Teacher Availability:** Teachers are encouraged to make themselves available during specific school hours throughout the week to help students process learning delivered during direct instruction time. Please communicate these times to your parents.
  - **Small Group Work:** Small group interaction is encouraged. Students value interaction with their peers and teacher.
- **Asynchronous learning** (done on the student's schedule) will be a necessity during times of online education, but teachers should still be involved in the learning process if they rely heavily on this delivery method.
  - **Student Feedback and Assignment Deadlines:** Regular feedback is crucial if learning is primarily asynchronous. Feedback should be given weekly. Students should have at least 48 hours to complete each assignment from the time that it is posted on Google Classroom to facilitate greater opportunities for asking questions and receiving feedback. No work should be due after school hours or on the weekend.

**Class Time Guidelines:** Student work should be assigned according to these recommendations to ensure healthy balance and emotional well-being. Students may work more on some days than others, but the average time working on classroom learning expectations should fall within the following guidelines.

Grade	Preschool to Kindergarten	1-3	4-6
Daily time range expectation	30-60 minutes	1-2 hours	2-3 hours

### Communication with Families

- **How often?** Teachers should communicate with families on a weekly basis. This communication can be done through Google Classroom, email, text, etc. Learning expectations and due dates should be clearly communicated on a daily or weekly basis.
- **Responding to Parent/Guardian Emails:** Teachers should respond to parent/guardian emails (or other contact methods) within 24 hours on established school days.

- **Video Conferencing:** Individual video conferencing with students and their families is permissible to help teachers assess needs.

**Student Engagement:** Student engagement is necessary for online learning to be successful. Teachers should regularly monitor engagement in online learning activities.

- **Students who are not engaged:**
  - The families of students who do not engage in online learning should be contacted by the teacher or other designated school personnel, and assistance should be offered.
  - If students continue to stay disengaged, administrative referral should be made so school level resources can be offered.

### **Teacher Work Hours**

- **District Expectation:** Teachers should work the equivalent of their full contract work hours (including extended day, if applicable) in planning, assigning work, contacting students and families, intervening, and meeting with collaborative teams.
- **Flexibility:** Teachers may adjust the scheduling of their contract hours to accommodate their personal and family needs. Please make sure that a portion of the time worked is during normal school hours so that synchronous learning opportunities can occur.
- **Setting Limitations:** Teachers are encouraged to limit their work hours and not respond to families and students outside of established work hours. Online learning does not obligate teachers to be on-call at all times.

**Collaboration:** Preparing, delivering, and managing online learning is a complex and difficult endeavor. The work your collaborative teams do is essential for the development of meaningful online learning.

- **Focus:** Teams and teachers should continue to work through the PLC Results Cycle and assist each other in focusing on essential standards and developing online resources to ensure the learning of those standards.
- **Platform:** Teachers are expected to work with their collaborative teams through video conferencing or other means for at least 1 hour per week.
- **Scheduling:** Collaboration can be scheduled during the established hour or at a different time to accommodate team members. If possible, team leaders are encouraged to schedule collaboration at times that will enable administrators and coaches to occasionally participate in collaboration efforts.

### **Grading and Reporting Progress**

- **Grading Scale:** We will continue using Standards-Based Report Card grading. “Pass” and “Needs Improvement” options will be available during school dismissals.
- **Skyward:** Grades should be updated weekly in Skyward, which will remain the official system for recording grades.
- **Frequency:** Teachers should continue to update grades and progress weekly, just like they would in a face-to-face environment.