

**OWEN J. ROBERTS MIDDLE SCHOOL**  
**Short-Term Remote Learning Guidelines**

**INSTRUCTIONAL DELIVERY**

- Beginning immediately, teachers should take home laptops, textbooks, etc. that they would need on a daily basis to facilitate lesson-planning.
- Asynchronous approach (students work at their own pace, not all together as a class or at a specific class time).
- Lessons should capitalize on the home environment. Reduce screen time and include physical activity as much as possible. This is a great opportunity to get creative.
- Grade-level teachers of the same subject may share lessons to assist in workload.
- [Daily to-do list \(checklist\) for students with slides](#), offer student choices. Try to [include a video of yourself each day](#) so the students hear directions from you and stay connected.
- We will use [Google Classroom](#) for their daily learning engagements and enable the guardian access to Google Classroom.
- Have three days of lesson plans ready to go. Teachers will need to have paper copies available for students without reliable Internet or devices at home.

**STUDENT EXPECTATIONS**

- Reduced workload (NOT 7.5 hours on the computer); however, work should be meaningful and elicit critical thinking, since students will have the time to dive deeper into material connected to your standards and curriculum.
- Students should *not* be required to use any new tech tools, etc. that have not been utilized in class previously.

**COMMUNICATION**

- [Google Hangouts](#) may be used for phone calls home to parents (will not reveal your phone number).
- Provide feedback to students on all work. Use “grace and understanding” as situations or issues arise.
- Current homework slides would include a statement to reference the students’ Google Classrooms (no homework will be issued at this time).
- Communicate with students daily via audio/video: Feedback to students will be given on every assignment, even if it is just a thumbs up.
- Please report student concerns on your student progress tracker. If needed, discuss these concerns with admin. or the counselor. Remember to lead with understanding and an open mind.
- An “Office Hours” schedule will be posted on the MS website. Teachers should also include their office hours schedule on their Google Classroom.
- Teachers will email parents a general update at least once a week if students are out of school for a prolonged period of time.

**RESOURCES**

- <https://www.theedublogger.com/teaching-online-school-closures/>
- <https://shakeuplearning.com/blog/coronavirus-closures-online-learning-tips-for-teachers-and-schools-interview-with-an-american-teacher-in-china/>
- <https://edurolearning.com/emergency-school-closures/>
- <https://www.gse.upenn.edu/news/coronavirus-online-learning-school-closures-ryan-baker>