

Digital Learning for Non-Inclement Weather Situations to Include Health Related School Closing

For the past two years, SDPC has participated in SC's eLearning Pilot and successfully provided Digital Learning Days (DLDs) to our students during closures related to inclement weather. In the event that extended school closures are necessary, SDPC believes that modifications should be made to our typical practices. Since our initial implementation of DLDs, our district has continued to look for ways to improve all digital learning opportunities in our district. We recently added Webex as a tool that provides more robust, synchronous communication. SDPC plans to use Webex as a solution for providing DLDs in the event of an extended school closure.

In preparation:

- AITS & Instructional Services has initiated and will continue the Webex training plan for all teachers to give them the means to communicate with students/families in a virtual class environment.
- Teachers should review their long-range plans and consider what adjustments could be made if extended DLDs should be needed.
- If extended digital learning is needed, teachers should be prepared to develop and provide up to 10 days of instruction (via print, digital, or blended deliveries). Not everything has to be "screen time."
- Teachers should show students how to access Webex meeting and conduct a test to ensure students know how to access the "meeting room."
 - Let students access during the class so teachers can assist as needed.
 - Hold a short session from home for enrichment, review, etc...to check teacher & student internet access.
- Each teacher should identify a partner teacher who can assist in providing lessons and taking attendance in the event the regular classroom teacher cannot do so. Please note: Please share a roster of your students with this teacher for attendance and communication purposes.
- Please be aware of emails from sources offering "free" accounts and subscriptions for students during this time. SDPC carefully vets digital resources to ensure student privacy in compliance with national and state laws. Please use subscriptions approved by SDPC available on Launchpad.

PK - 2nd

- SDPC has developed new inclement weather instructional resources that could be used up to 3 days. **Please note:** These plans are generic ones based on current grade-level standards and more similar to “emergency plans.”
- For longer term instructional periods, learning resources need to be more specific to students’ needs. **Teachers will need to develop specific plans for their students that address current standards and objectives.**
- Teachers need to review their long-range plans and determine how the lessons could be converted or modified to allow for learning from home.
- Teachers should either print these lessons and send home hard copies AND/OR use their typical communication tools to communicate what students are expected to do on these days. Given that PK - 2nd grade teachers/parents typically use tools other than Schoology, we will permit them to use those for the remainder of 2019-2020 school year. Starting in August 2020, communication about assignments must be through Schoology only. At this time, we would not ask that parents use to a new or unfamiliar system in a matter of days/weeks.
- Teachers should keep online scheduled office hours and be available to interact with students / parents daily through Webex. Teachers should record all WebEx communication during office hours in the event questions arise.
 - Please see below for potential use of Webex during your Office Hours:
 - 9:00-10:30 a.m.- ELA and math mini-focus lessons, Q&A opportunity
 - 1:30-3:00 p.m. - Social Studies and Science mini-focus lessons, Q&A opportunity
- Student attendance for PK-2 will be based on completion of assigned work. The due date for these assignments will be based on the length of time schools are closed. SDPC will be flexible in working with families as we know monitor the extent of school closures.
- Elementary ESOL teachers will provide lessons for their students. Teachers will also hold office hours on these days. ESOL teachers will collaborate with classroom teachers to determine which gen ed assignments can be replaced so that the student can receive ESOL services. ESOL teachers will reach out to classroom teachers to make this decision collaboratively, and then the ESOL teacher will communicate with the parents about which assignments the student should complete.
- Resource teachers will create lessons for their students to complete. It is recommended that resource and general education teachers collaborate to

ensure the workload is balanced and supportive of the students' needs.

Resource teachers will also hold office hours on these days.

- Therapists, Vision and Hearing Teachers will be available during the Virtual Office Hours to provide support. Therapists and itinerant teachers should provide activities/worksheets that support IEP goals and hold office hours.
- Special Education Self-Contained Classrooms teachers should post activities to Schoology or current communication tool for students to do at home and/or send printed items. They should communicate with parents how to access these activities. Self-contained teachers will also hold office hours on these days.
- Schools should send home copies of the students' "Quick Cards" so they can access ClassLink Launchpad. These cards will help students access DreamBox, Brain POP, Schoology lessons, and other digital resources.
- Related Arts teachers should also provide an activity from their respective areas that students can complete from home (i.e. physical activity to promote movement, art activity that can be completed with household items, etc..). It may be a great opportunity to offer student voice & choice!
- It's recommended that teachers should check in on students who have not regularly participated in Webex or participated in office hours. Our students need to see or hear from us much as possible during school closures.

3rd - 5th Grades

- Chromebooks and chargers should be sent home for 3rd grade now in preparation. The fee has been waived for 3rd through 5th for all students in the event of an emergency extended outage.
- Teachers need to review their long-range plans and determine how the lessons could be converted or modified to allow for learning from home.
- Lessons should be posted in Schoology and teachers should use Webex to provide direct contact with students. Students who participate in the live instruction should be marked present.
- Recorded lessons should be posted in Schoology along with the password to view the lesson. Students who view the recording should be marked present.
- Attendance (in PowerSchool) will be open and teachers will be able to record student attendance as assignments and Webex participation is completed.. Normally, daily attendance is open only for the particular instructional day. For purposes of extended school closure, teachers will be allowed to go back to previous instructional days.
- Traditional office hours should be kept. Your grade level team has the option to offer synchronous online instruction during those times. Your schools/team would need to plan and communicate time blocks for each subject.
 - 3rd-5th Grade: Please see below for potential use of WebEx during your Office Hours:
 - 9:00-10:30 a.m.- ELA and math mini-focus lessons, Q&A opportunity
 - 1:30-3:00 p.m. - Social Studies and Science mini-focus lessons, Q&A opportunity
 - If you are departmentalized, please work with your team to coordinate and communicate your lesson times. For example, if you team you may be on from 9:00-9:45 a.m. with one group and from 9:45-10:30 a.m. with another group.
- It's recommended that teachers should check in on students who have not regularly participated in WebEx.
- Elementary ESOL teachers will provide lessons for their students based on their individual needs. Teachers will also hold office hours on these days. ESOL teachers will collaborate with classroom teachers to determine which gen ed assignments can be replaced so that the student can receive ESOL services. ESOL teachers will reach out to classroom teachers to make this decision collaboratively, and then the ESOL teacher will communicate with the parents about which assignments the student should complete.

- Elementary GT teachers will create lessons for their students to complete on these days. Teachers will also hold office hours. Elementary GT teachers will need to collaborate with classroom teachers to make a decision collaboratively regarding which assignments need to be completed on the day(s) GT services should be delivered. The GT teacher will communicate with the parents about which assignments the student should complete.
- Resource teachers will create lessons for their students to complete. Teachers will also hold office hours on these days.
- Therapists, Vision and Hearing Teachers will be available during the Virtual Office Hours.
- Special Education Self Contained Classrooms teachers should post activities to Schoology for students to do at home and/or send printed items. They should communicate with parents how to access these activities.
- Teachers should keep online scheduled office hours and be available to interact with students / parents daily through WebEx. Teachers should record all WebEx communication during office hours in the event questions arise.
- It's recommended that teachers should check in on students who have not regularly participated in WebEx.
- Related Arts teachers should also provide an activity from their respective areas that students can complete from home (i.e. physical activity to promote movement, art activity that can be completed with household items, etc..). It may be a great opportunity to offer student voice & choice!

Middle School:

- Teachers need to review their long-range plans and determine how the lessons could be converted or modified to allow for learning from home.
- Lessons should be posted in Schoology and teachers should use WebEx to provide direct contact with students. Students who participate in the live instruction should be marked present. Even if students & teachers don't have cameras, WebEx will still work!
- All WebEx lessons should be recorded lessons and posted in Schoology along with the password to view the lesson. Students who view the recording should be marked present upon completion of a reflection, assignment, quiz task, discussion post. Consider using Schoology or Google Form to gather this information.
- Traditional office hours should be replaced with scheduled times for subject-specific instruction. Due to the difference in middle school schedules, principals will send a copy of a digital learning class schedule to Instructional Services and post on school FB/Website. All schedules must provide for a minimum of 200 minutes of instruction per day.
- Meeting attendance (in PowerSchool) will be open and teachers will be able to record student attendance as assignments and Webex participation is completed.. Normally, meeting/daily attendance is open only for the particular instructional day. For purposes of extended school closure, teachers will be allowed to go back to previous instructional days.
- During your normal planning time, you need to be available for open office hours.
- Students in virtual programs -- Pickens County Virtual, VirtualSC, Odysseyware, Accelerate, Virtual In Lieu of Expulsion, etc.-- will continue working on coursework according to their pacing guides.
- Middle level ESOL teachers will create lesson plans for classes that meet during a designated class time. Teachers will also hold office hours on these days.
- Resource teachers will create lessons for their students to complete. Teachers will also hold office hours on these days.
- Therapists, Vision and Hearing Teachers will be available during the Virtual Office Hours.
- Special Education Self-Contained Classrooms teachers should post activities to Schoology for students to do at home and/or send printed items. They should communicate with parents how to access these activities.

High School

- Teachers need to review their long-range plans and determine how the lessons could be converted or modified to allow for learning from home.
- Lessons should be posted in Schoology and teachers should use WebEx to provide direct instruction contact with students. Students who participate in the live instruction should be marked present.
- Recorded lessons should be posted in Schoology along with the password to view the lesson. Students who view the recording should be marked present upon completion of a reflection, assignment, quiz task, discussion post. Consider using Schoology or Google Form to gather this information.
- Meeting attendance (in PowerSchool) will be open and teachers will be able to record student attendance as assignments and Webex participation is completed.. Normally, meeting/daily attendance is open only for the particular instructional day. For purposes of extended school closure, teachers will be allowed to go back to previous instructional days.
- Traditional office hours should be replaced with scheduled times for subject-specific instruction.
 - 1st Block -- 8:30 - 9:20
 - 2nd Block -- 9:25 - 10:15
 - Break -- 10:15 - 10:30
 - 3rd Block -- 10:30 -- 11:20
 - 4th Block -- 11:25 -- 12:15
- During your normal planning time, please be available for open office hours.
- Therapists, Vision and Hearing Teachers will be available during the Virtual Office Hours.
- Resource teachers will create lessons for their students to complete. Teachers will also hold office hours on these days.
- High school ESOL teachers will create lesson plans for classes that meet during a designated class time. Teachers will also hold office hours on these days.
- Special Education Self Contained Classrooms teachers should post activities to Schoology for students to do at home and/or send printed items. They should communicate with parents how to access these activities.
- PCCTC teachers should also plan to use Webex and Schoology to provide instruction to the fullest extent possible given that materials/tools/lab settings are not available. Recommendations include but are not limited to the following:
 - Safety videos
 - Soft Skills development

- Virtual Job Shadowing
 - Independent or collaborative work on projects
 - Career exploration work through SCOIS
 - Work in You Science
 - Job Genius series on employment --
<https://www.expresspros.com/GrandRapidsMI/About-Us/Job-Genius.aspx>
- Students in virtual programs -- Pickens County Virtual, VirtualSC, Odysseyware, Accelerate, Virtual in Lieu of Expulsion, etc.-- will continue working on coursework according to their pacing guides.
 - Tri County Technical College is evaluating elearning options in the unlikely event that the College is closed for an extended period of time. If that were to happen, the alternative delivery model would apply to all courses including any courses offered on high school and career center campuses. If high school and career center campuses were to close but TCTC remains open, the dual enrollment classes on SDPC campuses would transition to an elearning format. Specific plans and elearning activities may vary by course and program so students should pay special attention to communications from instructors. For the most current information specific to Tri-County's response to the Coronavirus (COVID-19) situation, visit www.tctc.edu/coronavirus.

Instructional Coaches

- ICs' Webex meeting rooms should be open to teachers for office hours during extended digital learning days to assist them with planning and implementation of digital instruction.

School Counselors

- To assist with socio-emotional needs or general school guidance needs, school counselors should open their Webex rooms. Be mindful that the number of students participating in the rooms should be limited and FERPA and HIPAA regulations should be observed.

Communication of Information:

- SDPC's Coordinator of Communications is the single source for all announcements from SDPC related to elearning.
- Frequent updates are given to stakeholders as updated information becomes available.

- SDPC hosts a website with specific information about elearning. The website is updated as needed.
- SDPC operates a help desk for parents, students, and teachers during all elearning days.