



Distance Learning Protocols and Planning Steps For the Return of All Staff

Timelines referenced:

March 23-27:

Teachers return to learn the DL plan, connect with students and families, work with common tools across the district for communication, work with coaches to understand the instructional plan (1st two weeks) that was created. Teachers will participate in learning needed tools, participate in staff and other meetings, familiarize themselves with the DL 2 week plan and how they can support their students. Plans will be completed (Ellen, Jillian, Jaime) and shared with IT by Thursday 3/26 to be vetted for posting and (needed) packets for 3/30.

March 30-April 9

DLP launches to students and families. Teachers take work actions related to supporting students and families and tracking who is able to be reached/who gains access. Week 1 (3/30-4/3) needs are to assess what is working, what is not working, what else can we do. Teachers will also participate in grade level meetings (M, T, or W) with Ellen, Jillian or Jaime to learn the process and how it moves forward.

During this Week 1, personalization for plans can be explored to add into Week 2: video clips, read alouds, etc. Teachers will start to have content folders from the specialists that give “options for planning” as teachers do not need to feel like they need to have or find content. Learning plans will be submitted to IT for website posting by 4/2. Teachers will have also started to plan content for Week 3 (after April break). This is all uncertain and unknown as a timeline, but we will plan for it. Initial plans for Week 3 will be as complete as possible by 4/9 and specialists will finalize for posting during vacation.

April 13-17 (vacation)

Plans for Week 3 need to be sent to IT by 4/16.

April 20 and beyond

Week 4 plans are due to IT by 4/23.

Coaches and Teachers:

March 23-27:

Coaches:

Coach meeting at 8:30 on 3/23 to outline the following-

- Successfully access and join the very first Google Hangout coach meeting!
- Provide context and background for where we are and what we have
- Explain the Shared Drive contents--what to add/edit and what to avoid
- Go over the M, T, W meeting schedule, division of teachers, coaches, and principals for these meetings
- Establish what needs to be set up in school Shared Drives to separate from the admin and coach only DL Shared Drive-set timeline for these to be in place
- Go over sample Week 1 and the content options. Ellen, Jillian and Jaime will be sharing content ideas to be added to school Shared Drives for planning
- More that will come up...
- Questions

Teachers:

- Teachers will be starting with action steps (above) with specific direction and timelines from their administrators
- Connect and reach out to students and families. Information is key--we can adjust learning plans and content based on this critical knowledge!
- Look for LOTS of communication from principals and coaches and read it--this is our main line of communication
- Look at the week 1 plan- understanding that this is only the foundation and we will build better, more comprehensive work together
- Please do not send work and websites home that are not part of the DLP at this time. Work with families around what has already been sent and what is coming

March 30-April 9

All participate in grade level planning meetings--looking at Week 2 plans and deciding what levels of personalization can be added
Plans for Week 2 to IT by 4/2.

April 13-17 (vacation)

Plans for Week 3 need to be sent to IT by 4/16

Online Tool Organization and “Sharing”

We will need to spend a significant amount of time week 1 planning for and with this piece of organization. Specialists will be setting up Grade Level Drives in clusters of **PreK-K, Gr 1/2, and Gr 3/4/5**. This allows for focused teacher/coach work spaces and a way to protect original documents. An established work flow of documents will be created to match action steps and tasks.

