Expectations for Remote Instruction in Response to COVID-19

Health and Safety

Our number one priority is the health and safety of our staff and students; therefore, teachers are not expected to teach if not well, and students are not expected to complete assignments/attend remotely if they are not well.

Remote Learning / Instruction Defined

Remote learning is defined as the temporary move from face-to-face learning in a physical classroom to learning from home. Remote learning may be provided for one student, a group of students, a whole class, or a whole school. Remote learning is not synonymous with virtual learning; however, live online sessions may be required when a whole class or whole school temporarily shifts to remote learning.

Remote instruction is defined as instruction provided by a teacher who is in isolation or quarantine but who is able to provide instruction.

General Expectations

- Teachers have a dedicated device that he/she takes home daily.
- Students are assigned devices to take home. Any students who have opted out of a device are expected to complete assignments.
- Teachers use Schoology to upload assignments.
- Teachers utilize Teams as the delivery platform for live instruction.
- Students know passwords for digital platforms.
  - Schoology, Teams, Clever, Online Textbooks not accessed through Clever
- Students have access to textbooks, either hard copy, consumable, or digital.
- Teachers are actively engaging students in accessing and using digital platforms during the school day.
- Teachers are proactively communicating to parents and students expectations/log-in information, etc.

Possible Remote Learning/Teaching Scenarios

1. Individual or Groups of Students Who Are Quarantined (student quarantines are staggered)
2. Teacher Who Is Isolated/Quarantined
3. Whole Class is Quarantined or Whole School Remote

Individual or Groups of Students Who Are Quarantined

Option 1: Livestream classroom instruction (currently not required)

- Teacher provide/email parent & student(s) a link to Teams for the same class period/class time on the student's face to face schedule.
- Teacher set up laptop facing the smartboard or self.
- Teacher are encouraged to record lessons in order to easily capture attendance. These may also be uploaded to Schoology.
- The teacher is not required to engage with students who participate remotely while live streaming. This must be clearly communicated to parents and student.
- Quarantined students submit assignments via Schoology or email.
- Quarantined students contact teacher via email for assistance.

Individual or Groups of Students Who Are Quarantined

Option 2: Teachers can deliver content through Schoology.

- Teachers can pull lessons and activities from the Schoology GVC or create their own lessons and deliver through Schoology.
- Teachers are encouraged to include direct instruction (from digital resources such as texts, videos, simulations – Safari Montage, Brainpop, GVC, Reflex, Gizmos).
- Teachers, parents, and students will utilize email to communicate any issues.

Individual or Groups of Students Who Are Quarantined

Option 3: Paper copies of assignments

- When teacher is notified that a student has been quarantined, the teacher will make a copy of the assignments within 24 hours and follow school procedures to deliver those to the student.
- Teachers should provide resources for students to be able to complete work independently. For example, texts, models, images, examples, charts, manipulatives.

Teacher Who Is Quarantined / Isolated

- This applies to a teacher who has been quarantined (close contact) or isolated (positive).
- The teacher is feeling well and is able to work.
- The teacher will work away from the school site.
- The teacher has adequate connectivity.
- The teacher would not be counted absent if he/she delivers instruction as mentioned below.
- Teacher livestreams instruction for his/her students.
- Substitute manages classroom as teacher provides instruction
  - Students use devices with headphones to watch live instruction

    OR
  - Substitute uses desktop to project teacher through Teams for instruction (preferred).
- The decision for a quarantined/isolated teacher to work remotely should be made jointly by the principal and the teacher.

Whole Class / Whole School Is Remote

- Classroom instruction is provided by teacher, if able.
- Teachers work at the school site to deliver instruction unless the teacher is quarantined or in isolation. If the teacher is not well, someone at the school level should cover.
- Teacher delivers instruction via Teams and assignments through Schoology.

Special Population Considerations

- ESOL teachers will work with content area teachers to ensure accommodations and modifications are made for students through ELLevation and should check in with students through Teams.
- ESOL teachers will work to adjust schedules at the elementary and middle level to serve students. At the high school level in elective courses, ESOL teachers will use the same options as general education teachers.
- Special Education teachers and service providers should use contingency plans developed during IEP meetings to guide instructional expectations (duration, frequency, and content area). Delivery of these services should be documented as required.
- Administrators should ensure case managers are aware of quarantined/isolated students to ensure continuity of services.

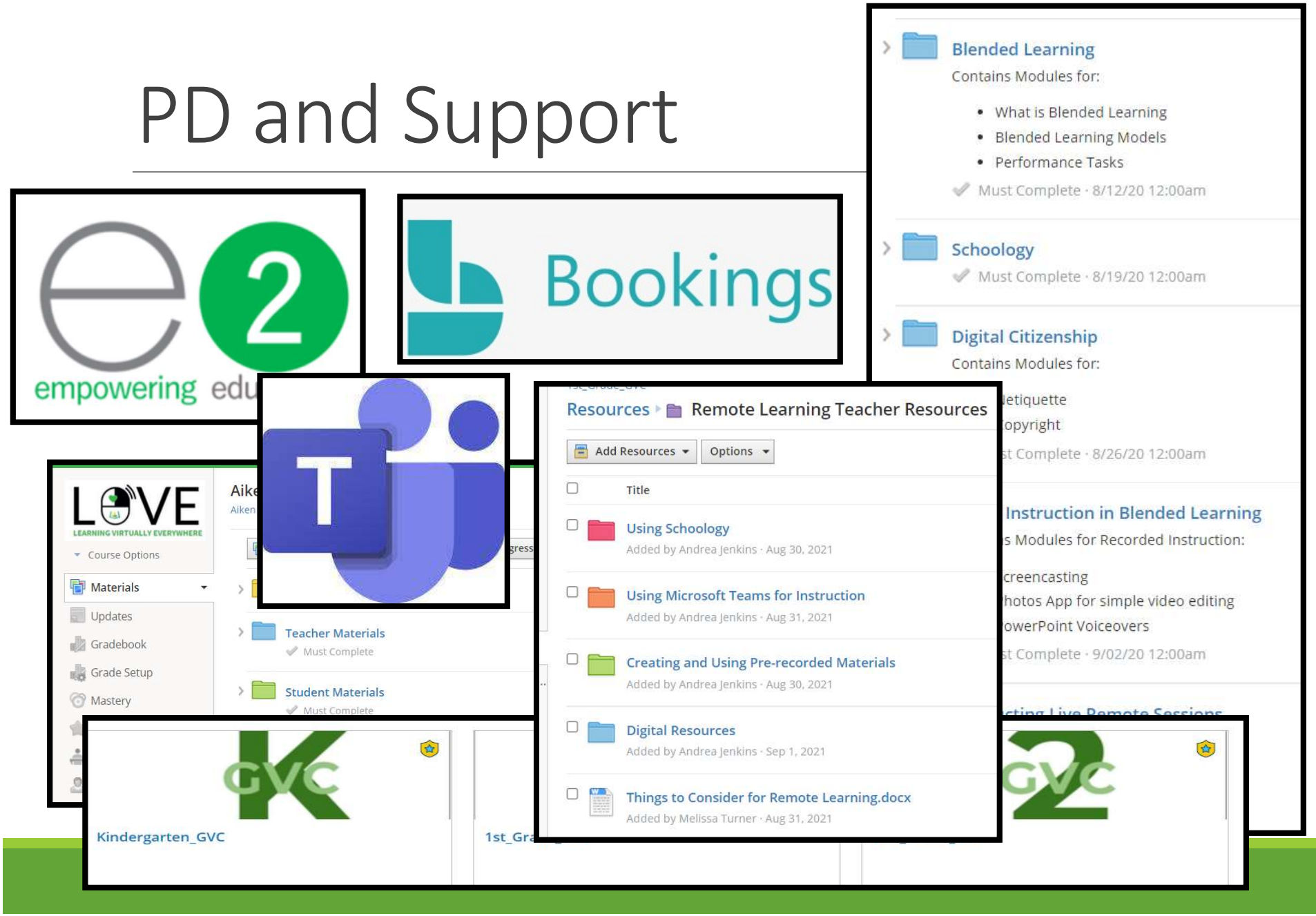
Resources and Support

Schoology Content GVC Groups

- **Instructional resources**
  - **Videos, activities, assessments, etc.**
- **Remote Learning Teacher How To's Folder in**
  - **Schoology**
  - **Microsoft Teams**
  - **Screencasting/Pre-recorded materials**

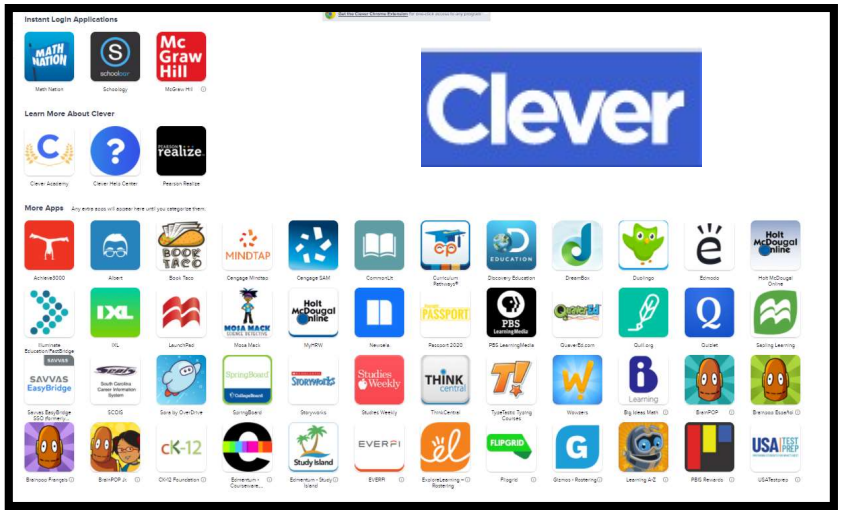
Live, PD Sessions (See email forthcoming from Micki Dove)

PD and Support



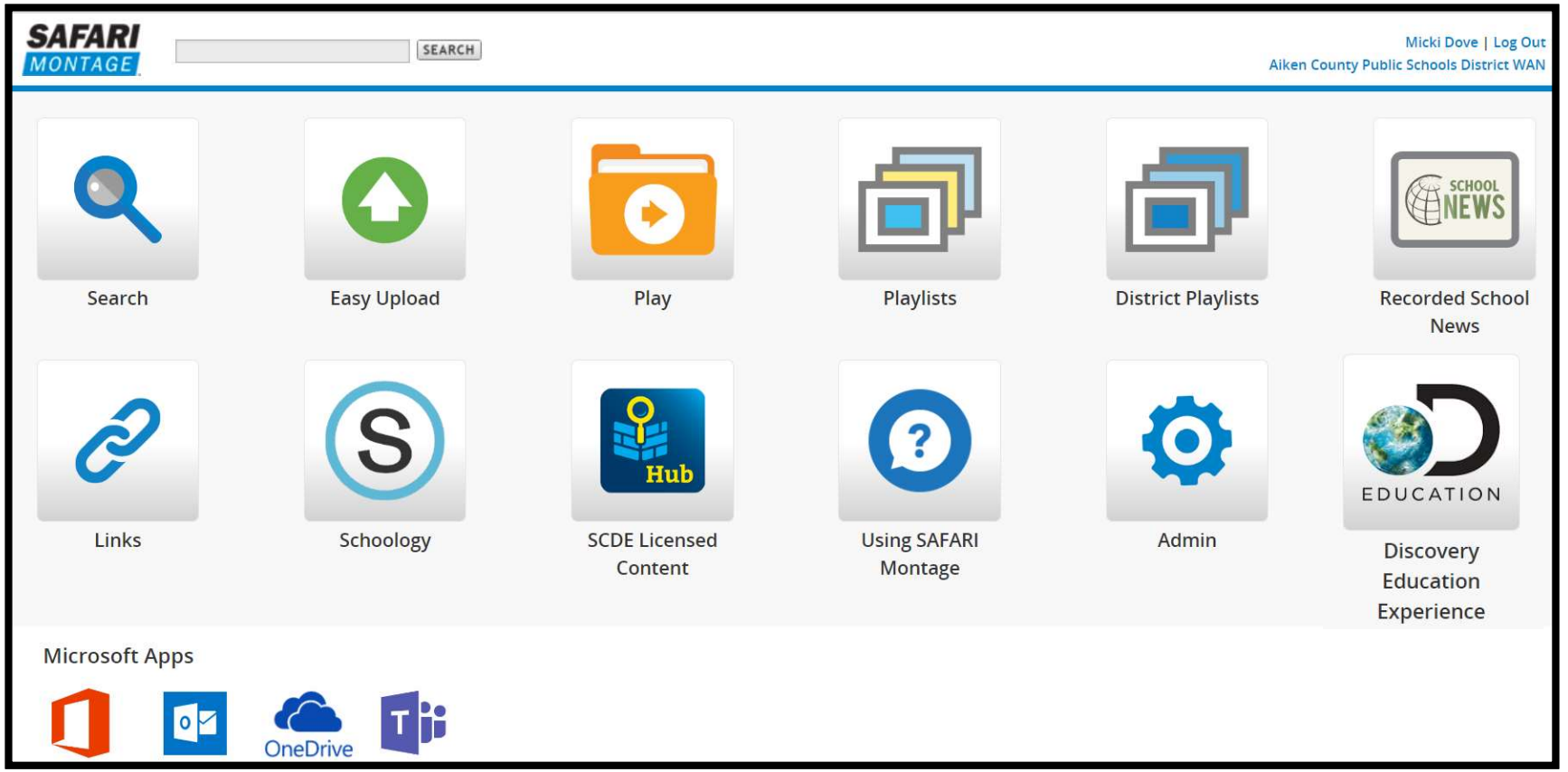
Reminders of Digital Tools

- Utilize our digital resources.
- Ensure necessary staff know how to access digital platforms and our LMS (Schoology)
  - Instruction Hub
  - Reflex Math*
  - Dreambox Learning*
  - Edmentum for High School
  - Khan Academy (Links to MAP scores)
  - WIN Software
  - Math Nation*
  - Read 180
  - Raz Plus*
  - BrainPop*
  - Gizmos*
  - Commonlit.org
  - Quill*



* These tools are in Clever, our single sign-on plaform.

SC Instruction Hub
(aka Safari Montage)



Things to Consider

- Not all students have access to technology. Even with hotspots, some students in rural areas do not have reliable access.
- Make sure students have access to textbooks.
- Schools should proactively plan for pairing teachers and support staff to cover Teams should a teacher not be able to teach. Those individuals should be added as members of Teams. Consider adding administrators to every teacher's Team.
- School administrators have access to all teacher accounts and should be familiar with how to access a teacher's Schoology assignments should it become necessary.
- Consider how to support parents' knowledge and experience with technology.
- Proactively communicate with students and parents about procedures, schedules, and frequently used programs.

As more and more students are facing quarantine, virtual communication has become even more important. I will be using the following programs:

1. Grades and notes to students about their work = **Power School**
2. Assignments and feedback on assignments = **Schoology**
3. Live video of lectures and annotations = **TEAMS**

Power School and Schoology may be accessed anytime. However, TEAMS should be accessed during each class period's regularly scheduled time (Power Hour Schedule), which is as follows:

English One 1st 8:20 - 9:11
English One 3rd 10:10 - 10:59
AP English 4th 11:04 - 11:53
English III 6th 1:47 - 2:36
English III 7th 2:41 - 3:30

If you/your child are missing any assignments in Power School, please access them on Schoology and complete them as soon as possible.

Thank you for your cooperation during these challenging times. Please feel free to contact me at any time. (Students, remember to use email etiquette ☺).

Sample Communication of Teacher Expectations

Sample Communication of Teacher Expectations

TEACHER NAME – 2021-2022 Expectations for Remote Learning

As students are isolated or quarantined due to Covid-19, remote learning is necessary to ensure that they continue to make progress within my classroom. Virtual communication is vital to the success of students while excluded from school. I will use the following programs:

1. **POWERSCHOOL**- All grades are entered here. Any missing assignments will be recorded as a zero. Check Schoology for missing assignments and complete. PowerSchool Icons will be used to provide information to students and parents.
2. **SCHOOLOGY**- The weekly calendar will be posted in Schoology by Monday morning each week. Resources and materials needed to progress will also be loaded into folders.
3. **TEAMS**- *If offering.* Live instruction can be attained by joining the class via Teams during your regular class time. If necessary, a virtual 1:1 session may be scheduled.

**PowerSchool and Schoology may be accessed anytime; however, Teams should only be accessed during each class period's regularly scheduled time (below).*

My Teaching Schedule

Block	Times	Course
1	8:00-9:25	
2	9:30-10:55	
3	11:45-1:10	
4	1:15-3:00	
4A	1:15-2:05	
4B	2:10-3:00	

My Contact Information & Other Course Resources

Office Hours-
Email-
Google Voice-
Schoology Link- https://acpsd.schoology.com/login?&school=249909280

Thank you for your cooperation during these challenging times. We will all work together to ensure success in my classroom. Please feel free to contact me if you have any questions or concerns.

You can find your assignments for the week in your OneNote Folder labeled 8-30 to 9-3. Please complete the assignments in that folder throughout the week. Two of those assignments are just Powerpoints -- so just make sure to look over those when completing your assignments.

Please continue working on the assignments from last week if you did not finish.

I will email you about your quiz on Friday and where to locate that.

*** There was a quiz to finish in Schoology:

My class (Math)

Folder.Intro/Divisibility Rules 8/16-8/20 Orange folder

Scroll to the bottom and locate

7 Math Divisibility Quiz

Only complete about 2 to 3 assignments a day. I will grade your work in onenote starting next week. Work at your own pace.
Email me if you need anything!

Sample Communication of Teacher Expectations

Sample School Support Webpage

You have been placed on quarantine- a student's guide for what to expect.

Quarantine Resources: Self Care Resources, Tutoring Handout, Tutor.com, Request meeting or ask questions here

Dear Student and Families of AHS:

Please use this website as a resource in case you are in quarantine and overwhelmed. While most quarantines only last a matter of days, we will highlight some next steps that were reviewed with students the first days of the school year.

- Assignments are listed on school websites
- Teachers are communicating via email with the 24-48 hour time frame
- Some teachers have video technology in classes
- Contacting your school counselor via phone or email is another great academic resource

If you cannot complete work at home, you will have time from the date of your return to complete assignments due/have tests made up, until then you may see a 1 in place of an assignment or test grade as a placeholder for your actual grade. Teachers will have grades updated in Power School after you turn in assignments.

If you are having trouble accessing work for a class through your teacher's website, Teams folder or Schoology, ***and*** you have already reached out to your teacher for assistance, don't wait- contact your grade level administrator immediately. Contact information is included in the enclosure.

I don't understand the lesson and can't complete my work, what do I do?

#1 Message your teacher for assistance

#2 Utilize the attached list of tutoring resources or teacher resources online and via textbook resources

Quarantine is not free time off. Please continue to work in each class every day and to turn in completed assignments as you are able. If you need a hard copy of assignments, let your grade level administrator know to coordinate that and we will arrange to have paper copies delivered to the Counseling office for pick up by a parent or guardian.

Best wishes for your continued health and well-being!

District Parent/ Student Tutorial Videos

Accessing Programs:

Clever / This video shows users how to log into Clever, a single-sign-on site used to access a variety of programs including: Edmentum's Exact Path, Reading Eggs, Fast Bridge, a variety of textbooks, etc..

Microsoft Office / This video shows users how to log into Office 365 to access email, OneDrive, Teams, Forms, Word, PowerPoint, Excel, etc.

SAM / This video shows users how to log into SAM to access programs such as: Reading Inventory, Math Inventory, System 44, Read 180, Math 180, etc.

Schoology: Website / Mobile App / These videos show users how to log into Schoology, ACPSD's Learning Management System (LMS), via the website and the mobile app.

Office 365:

Teams:

- Locating and Navigating Teams / This video shows users how to access the Microsoft Teams program from the ACPSD website and how to navigate within Teams.

OneDrive:

- Sharing via OneDrive / This video introduces users how to share files in the OneDrive web application.
- Sharing via Application / This video shows users how share files within Office 365 applications, ie PowerPoint, Word, Excel.

Schoology:

- Accessing Schoology
- Accessing ELearning Materials in Schoology
- Completing ELearning Modules in Schoology
- Submitting Assignments in Schoology
- Submitting Multiple Files into Schoology Assignments
- Uploading a Picture in a Schoology Discussion
- Schoology Tutorial Playlist (Parents, Students, Teachers)

AIKEN COUNTY

PUBLIC SCHOOLS