



**Mr. Daniel Clara, Director of Elementary Education K-5
and Federal Programs**

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What are the goals of SPC/SES Distance Learning?

- ❖ To minimize the disruption to academic progress caused by planned and extended school closures by making those out-of-school days as educationally productive and engaging as possible.
- ❖ Students and staff will continue to be connected to school and community throughout distance learning.
- ❖ Teachers will identify essential learning targets to focus and condense learning opportunities.
- ❖ Staff will try new and innovative instructional approaches to grow students' love of learning and meet the needs of students during distance learning.

Flexibility is Essential

- ❖ We understand that students, parents, and guardians will often have numerous commitments within the home during this time.
- ❖ We are focused on practice and experiences rather than work products. At the elementary level, we know that our students learn best when it is engaging.

**Southmoreland Elementary Schools
Daily Instruction / Lesson Planning During Distance Learning**

Daily Teacher Schedule during Distance Learning Days: March 30 - April 6, 2020	
7:30 - 9:55 am	Clerical Work: Plan Lessons, Respond to Email, Check Assignments
9:55 - 12:00 pm	Targeted Communication/Instructional Opportunities
12:00 pm - 1:00 pm	Lunch and Teacher Preparation
1:00 - 3:00 pm	Flexible Communication/Instructional Opportunities

K-5 ELEMENTARY SCHEDULE FOR DISTANCE LEARNING

Monday	Tuesday	Wednesday	Thursday	Friday
ELA	SCIENCE	MATH	SS	ELA
GYM	STEM	COMPUTER	MUSIC	ART



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Distance Learning Instructional Overview

Student Role

- ❖ Students will connect with teachers via school email and Google Classroom.
- ❖ Students can benefit from consistency and routine with a daily schedule, along with working in an area free of distractions, in order for them to focus on doing their best learning.

Students will complete assignments posted on Google Classroom, the district's distance learning platform. All material will be posted by 9:00 am on Monday with teachers available to answer questions via Google Classroom during posted **Targeted Communication** time from 9:55 AM-12:00 PM, daily. A schedule of available subject-area teachers is provided at the end of this document. It is understood that students might have a wide variety of responsibilities at home during distance learning days and that some may not have access to the internet. Staff members understand this and will be flexible with those situations. Furthermore, **Flexible Communication** time will be provided every afternoon from 1:00 PM- 3:00 PM. During this time, students may reach out to any subject-area teacher.

Students with disabilities will have assignments designed to meet the needs of IEP and 504 plans. Throughout distance learning, the classroom teacher will be the main resource for help on assignments and lessons. If a child ordinarily leaves the classroom and goes to another teacher for math, reading, or some other subject, then that teacher should design the distance learning assignment for that particular area. While a distance learning plan cannot completely replicate an in-session school day, efforts will be made to provide the support needed by particular students.

Parent(s) Role

- ❖ Parent(s) should contact their child's teacher(s) regarding the expectation of distance learning. If required, special arrangements for students must be worked out prior to the first day, Monday, March 30, of distance learning. Families are asked to inform the teacher if they do not have internet access at home since access to Google Classroom and completion of assignments will be required.
- ❖ Parent(s), along with teachers and students, are asked to remember that distance learning days are designed to be flexible.
- ❖ Parent(s) should contact teachers directly with any questions, concerns, or frustrations they may have regarding distance learning assignments.
- ❖ Technology issues may be directed to our help desk via email: helpdesk@southmoreland.net



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General Education Teacher Role

- ❖ Teachers are available to students, parents, and guardians for virtual check-in during scheduled ***Targeted Communication.***
- ❖ Teachers will *work collaboratively on lessons* to ensure all students get the benefits of the team's collective planning.
- ❖ Teachers will post assignments by 9:00 a.m. on Monday.
- ❖ Teachers will plan and deliver standards based learning activities.
- ❖ Teachers will be mindful of the amount of work given to students.
- ❖ Meet virtually with Special Education students in collaboration with case managers to ensure access and progress toward meeting academic standards.
- ❖ Continue adhering to all student IEP and 504 requirements and supporting ALL students.

Special Education Teacher Role

- ❖ Special education teachers will conduct daily check-ins with general education teachers to determine what assignments and learning activities are being assigned to students and determine what accommodations and supports need to be provided.
- ❖ Special education teachers will provide services (reading, writing, math, social skills, etc.) based on IEP goals and objectives.
- ❖ Familiarize students with Google Classroom, so students will be able to access and complete any online assignments.
- ❖ Develop a plan or daily schedule to ensure students have access to IEP services once distance learning begins.
- ❖ Continue due process procedures with Individualized Education Plans, Evaluation, and Reevaluation Reports.
- ❖ Gather Progress Monitoring Data for Progress Reports.
- ❖ Ensure paraprofessional support for students engaged in distance learning in the regular and special education setting.
- ❖ Follow guidance from Mr. Novickoff to ensure distance learning is providing services of the student's Individualized Education Plan.



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Guidelines for Students and Families

	Teachers Post...
Planning	<p>Each lesson should require students to work no more than 20 minutes. Teachers should be mindful about each other's workload to students.</p> <p>Lessons will be posted on Google Classroom. Handouts and resources will be uploaded to Google Classroom.</p> <p>Students are expected to complete assignments based on the directions given by classroom and itinerant teachers.</p>
Prepare	<p>Schools Assignment: Course readings (textbook, novel, packets), digital texts, video content, recorded lecture, screencast lesson, etc .</p> <p>Collaborate daily with special education teachers to ensure appropriate accommodations are being met for students. Refer to IEP student caseloads to contact the right special education teacher. Project Based Learning may also be used for long-term planning activities.</p> <p>Create/Post content: upload audio, video, screencast, text, links to docs, images</p> <p>Teachers may also continue to use any resources they have already used in their regular classroom instruction. Upload these resources to your Google Classroom.</p>
Engage	<p>Assignment: Reflective writing, journaling, guided note-taking, thread responses</p> <p>Continue to make personal connections with students daily.</p> <p>Discussion boards, assignment submission, post/share/ respond to audio, video, images, media</p> <p>Writing, collaborating, peer editing google docs</p> <p>Virtual labs/simulations; home labs/observations</p> <p>Practice problems</p> <p>Email parents when a student is not responding or missing deadlines.</p>



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