

## **School Action Items for Discussion**

Please consider reviewing the following questions/thoughts in preparation for a school closure and distance learning. Please begin to create your school action plan for a school closure from the discussion points below.

### **Parent Communication**

- When will school staff be online (8 am - 3:30 pm - 8 am - 12 pm)? Will parents be able to communicate via email, online chat, or call?
- How will your school communicate?
  - School Blog, Classroom Websites, School Daily Email, Student Email, Newsletter, Social Media
  - One Communication (one person), Level Leaders K-2, 3-5, 6-8 Communication, Grade Level Communication
- The Department of Catholic Schools will field all questions about the medical aspects of infectious disease controls and mandated or voluntary school closures (following county guidelines) and continue to share with you - how will you share?
- Where will everything/content be placed (school webpage, class webpage, google document, blog, etc.) so that families can access and can deliver this to their children?
- Depending on the length of the closure the focus of the education would be determined (Exposure to Content, Supplemental Content, Partial Continuation, or Full Continuation). Reflect on what you feel your school would be able to provide for a 1-2 closure, 5-day closure, or more.

### **Technology Support at your campus**

- Can your tech provide the infrastructure to support distance learning - both synchronous (audio/video chat) & asynchronous (posted to do)?
- Can your tech support the academic faculty/staff with inservice programs on how to use the technology?
- Can your tech assess and streamlining/setting up which students might need to take Chromebooks/iPads home for this to work (especially large families)?
  - [Home Technology Access Survey - Thank you Gordon!](#) Make a copy and change the school name where needed.
- Can your tech assess which students might not have the internet at home and look at solutions that will work?
- Logins for K - 2 so that parents can log their children in or some public solution for younger students?
- Ensuring all other logins available to students in other grades.
- Create a ticket queuing system such as Freshdesk for people who will need technical help.
- Creating a Google Site/Weebly or some extension of the school CMS that outlines all distance learning expectations for all students
- Other LMS? SchoolSpeak? Schoology? Edmodo? Class Dojo? Google Classroom?

### **Teachers/Staff**

- Review how best to lead teachers - pair up teachers (grade level, technology level)
- Review communication with teachers - daily email, daily online meetings, etc.
- Review assignments and assessment guidelines (formative and summative).

- ❑ Review ZOOM and Google Hangout as teaching possibilities

### **Student Academic Needs - What can be provided?**

- ❑ Designing for the K-2, 3-5, and 6-8
  - ❑ List what is available for K-2, 3-5, 6-8 and how to access
  - ❑ Examples - Google Classroom (Grades 4-8), Seesaw (TK-3), Lexia, STMath, ALEKS, Freckle, etc. - List what you have available to you now, Student Text Support - List what you have available to you now
  - ❑ Review [Emergency](#) (no advance notice) minimum work lesson sample
  - ❑ Review 1-2 week choice board lesson sample
  - ❑ Personalize [Emergency template](#) and create an emergency lesson plan
  - ❑ Personalize [Choice board template](#) and create a lesson plan
  - ❑ [Use the Daily Planner](#) to help plan
  - ❑ EduBlogs Resource  
[https://www.theedublogger.com/teaching-online-school-closures/?utm\\_source=Edublogs&utm\\_campaign=a09bf9d263-Edublogs\\_Weekly\\_14\\_12\\_2017\\_COPY\\_01&utm\\_medium=email&utm\\_term=0\\_0417f70ab4-a09bf9d263-109897469](https://www.theedublogger.com/teaching-online-school-closures/?utm_source=Edublogs&utm_campaign=a09bf9d263-Edublogs_Weekly_14_12_2017_COPY_01&utm_medium=email&utm_term=0_0417f70ab4-a09bf9d263-109897469)
- ❑ Assessments for the varying grade levels during the closure time period
  - ❑ List examples of assessments that could be utilized
  - ❑ Examples - Project-based assessments, Conversations/Discussions
- ❑ Student Social Needs - Class Communication/Socialization - Flipgrid, Padlet
- ❑ Keep to a "normal" schedule? Adapted schedule?
- ❑ What is mandatory? Attendance during the day, provided assignments, etc.

Please consider posting the letter from the Superintendent on your webpage and creating a section for updates and information in regards to the Coronavirus.

Please consider filling in the information below (after discussing w/your faculty/staff) and sharing that information with your school families.

### **School Closure Planning**

Should the school need to close due to the Coronavirus emergency plans are being created to continue learning and support of the students.

### **Communication**

You can expect to receive communication in the following way(s) from the school.  
(list below)

### **Education**

We would expect at a minimum that all of our students would:  
(list below)

Currently, we are exploring and formulating plans to access... in order to...

Below are resources for your faculty/staff.

<https://www.catholiconline.school/> - catholic online school (courses/lessons)

[YIS CONTINUOUS LEARNING](#) - School using distance learning

[Hong Kong Home Learning Website](#) - School using distance learning

Distance Learning Webinar [https://outschool.zoom.us/webinar/register/WN\\_Twxi9n0qQ5WwdtWOxy6JHQ](https://outschool.zoom.us/webinar/register/WN_Twxi9n0qQ5WwdtWOxy6JHQ)

- [Effective teaching on-line](#)
- [Checklist for distance learning](#)
- [https://rems.ed.gov/docs/Supporting\\_Continuity\\_of\\_learning\\_and\\_education.pdf](https://rems.ed.gov/docs/Supporting_Continuity_of_learning_and_education.pdf)
- Distance Learning Agreements – Grades K to 5
- [https://drive.google.com/file/d/1HyribKm516MKa-6Ik\\_KblQuHqlamcHK8/view?usp=sharing](https://drive.google.com/file/d/1HyribKm516MKa-6Ik_KblQuHqlamcHK8/view?usp=sharing) Distance Learning @ ASB
- <https://drive.google.com/file/d/1TRBFEMakTRmxGV4-U5XRtZtEwGeK6d97/view?usp=sharing> Distance Learning Agreements for Middle School and High School Teachers
- <https://drive.google.com/file/d/1-ZR2QzJ8MI2chJsmEt32MunxsW2h1fV/K/view?usp=sharing>