

Weekly Update #2

Dear Elementary Staff,

You really have been amazing. Thank for your hard work! Your dedication to remote learning and supporting our students has been commendable. Later this week, we'll be providing more guidance for next week. However, please review this list of Dos and Don'ts to support the decisions you make throughout the remainder of this week.

The Dos and Don'ts of Remote Learning - Elementary Level

1. **Do** redesign instruction into compressed learning experiences that promote digital and non-digital opportunities. Think creatively and flexibly about activities that engage students while maximizing quality over quantity.
2. **Do** recognize that because of the abbreviated time for daily instruction, it is not an expectation that pacing progresses at the same rate as it would in the regular classroom. It is important to create experiences that fit into the time frames shared with you.
3. **Do** realize that students may be sharing devices with siblings or even parents. Students may not be able to attend to a task at a particular time of day or for a particular length of time. Be aware of how much students need to download; many families have limited Wifi/ data access.
4. **Do** allow students to learn at their own pace. ICR teachers and classroom teachers must collaborate to ensure modifications and accommodations are addressed.
5. **Do** give a lot of formative feedback in the form of recorded video comments, annotations, mark-ups, and so on. Feedback is a crucial element in remote learning that families appreciate.
6. **Do** keep the lines of communication open. Take advantage of class announcements, email, Seesaw, phone calls, and daily feedback to keep families informed and connected.
7. **Do** participate in the trainings offered through Microsoft Teams. This will allow staff to maximize the use of the three main platforms: Seesaw, OneNote, and Flipgrid. This adds consistency for students and families with multiple students.

However...

8. **Do not** use Microsoft Teams with your students. This is not an appropriate time for students to learn this new resource at home under these challenging circumstances. Also, synchronized instruction is not permitted (face-to-face); however, there may be future exceptions to this policy for CST meetings, related services, and

ESL. At this point, these staff members must wait for further direction from special education, counseling services, and/or the ESL supervisor.

9. **Do not sign up for free trials of programs already being used by other grade levels or groups** (RAZ-Kids, First in Math for Kindergarten, and technology not listed on our original informational sheet). This will prevent staff (particularly BSI which needs to be supplemental) from using the same materials for remote learning.
10. **Do not** assume that all your students are adept at remote learning. While many are picking it up easily, others need to gain experience with this mode of learning.

And most importantly:

11. **Do** stay calm and take time for yourself and for those you love. You are doing an amazing job!