Washington Township Elementary Schools Remote Learning Guide

Agenda for Closure Preparedness: Elementary Meeting

- Reminder that Kathi and Mike are continually accessible throughout school closure
- Review instructional expectations
- Reminder that the Remote Learning Guide will be available to all as an ongoing resource via shared link (and updated as necessary) and a recording of this presentation will be made available
- We primarily want to make sure that EVERY teacher knows how to use the technology tools for your grade level(s)
- Go through the Remote Learning Guidebook (applicable slides to grade level)
- Live demo overview/review of how to use Seesaw, Flipgrid, OneNote
- Quick overview of Microsoft Teams
- Additional resources for teachers and parents

Key Info

Here are some basic things that you'll need to know that will help you as you begin teaching remotely.

- Starting today, bring your district-provided laptop home so that you will have it. The first time you log into it, it must be while you are in the district. Don't forget your charger!

- Parents will be given simplified one-page directions for how to access and help their child use Seesaw, Flipgrid, and OneNote. If they contact you and you are unable to help them with understanding or accessing the edtech platforms, you can direct them to email Kathi Kersznowski.

- Kathi Kersznowski's phone number is (856) 904-2532 if you need to reach her directly for help with edtech concerns during this period of school closure. Please don't share that number with parents.

Instructional Planning Points

✅ Effective immediately, teachers need to make arrangements for access to instructional materials at home, including bringing home their district issued laptop and charger daily.

✅ Effective immediately, students should bring home daily: library books, IDR books, math journals, and the Spelling Connections (Grades 3-5) book .

✅ If remote learning is instituted, follow the **Elementary Online Learning Plan** outlining teacher responsibilities by grade level/course.

✅ Communicate daily activities with families between 8:00 a.m. and 9:00 a.m.

✅ Send your daily communication to students and families by 9:00 a.m. every day.
K-2: Use the template to e-mail families daily
Grades 3-5: Use the template to email families and students. Remind may be used to inform families to check their emails.

✅ Special Area teachers and World Language/Spanish teachers update their teacher page daily with activities for student reference.

Instructional Planning Points

✓ Elements teachers, Read 180, BSI Reading / Math teachers, ESL teachers, Speech, and ICR teachers must e-mail students with activities daily.

✓ When developing daily activities, consider the importance of continuing established learning routines when possible.

✓ Adhere to the suggestions for student work time and try to limit screen time.

✓ Paste your daily activity plan into OnCourse. It will serve as your daily lesson plan which will be important if parents contact administration seeking guidance.

✓ Monitor student learning and provide student feedback regularly.

✓ Please contact the Remote Learning Support Team or our Technology Support Team via email or phone for at-home support.

Instructional Communication

We ask each teacher to communicate DAILY with his/her class in the event of a school cancellation with instructional content for that day. In grades K-5, teachers should send communication to all parent emails. In grades 3-5, teacher should also send communication to all parent and student emails (FirstInitialLastName@students.wtps.org). Teachers may also use Seesaw or Remind with families – whichever one with which your students and families are already familiar to alert them about the email.

> Teachers may also use Seesaw or Remind with families- whichever on with which your students and families are already familiar to alert them about the email.

The daily communication* should include:
- Directions as to where they can find your instructional content as well as how
   to access it
- Learning Objective(s)
- Learning Activity(ies)
- Student expectations for submission (how will you see, collect, or evaluate work)
- How teacher feedback and communication will occur
- *Included in your template for daily emails will be a comment that the Spanish teachers and Special Area teachers have posted a variety of lesson resources on their Schoolwires teacher web pages*

*Kathi and Mike will provide you with an easy-to-use template for this daily communication.
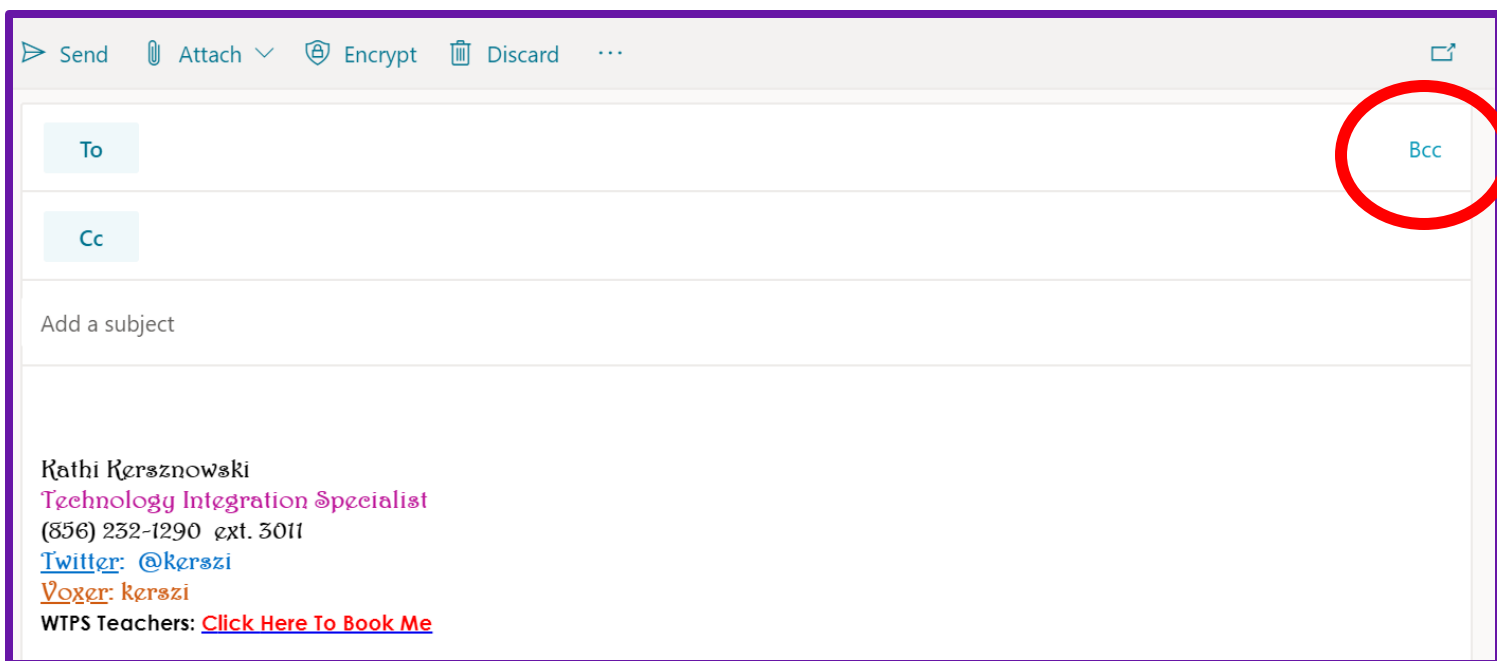
Tips for Emailing Students & Parents

You will need to reach parents (and students in 3-5) via email. You'll want to have a handy-dandy email list ready to go.

If you're not sure how to quickly and easily create your entire list quickly and easily from Powerschool, click here to watch this tutorial:

How to create a bulk email list from Powerschool

The Importance of BCC

▷ Send   𝕌 Attach ⌄   🛡 Encrypt   🗑 Discard   · · ·

| To | | Bcc |
| Cc | | |

Add a subject

Kathi Kersznowski
Technology Integration Specialist
(856) 232-1290 ext. 3011
Twitter: @kerszi
Voxer: kerszi
WTPS Teachers: Click Here To Book Me

Teaching Responsibilities

Please reference the Online Learning Plan – Teacher Responsibilities document to guide your planning for remote learning.

❖ This plan lists minutes for each content area, special area, and supplemental program. These minutes indicate the approximate time it would take a child to complete the work. Therefore, the minutes **do not** indicate the time a child is on a device.

Online Learning Plan – Teacher Responsibilities Document

Elementary Online Learning Plan – Teacher Responsibilities

All plans must be submitted to families/students between 8:00-9:00 AM daily.
When developing daily activities, consider the importance of continuing established learning routines when possible. This includes addressing standards that would have been introduced and practiced in school.

Pre K - 2	
Pre-K Teachers	• Activities should reflect your daily routine and centers as much as you are able. For example, links to videos (songs, stories, etc.) that are familiar to the students from morning circle or centers. Consider guiding thoughts or talking points for families related to content or a video message for learners and families. • All materials should reflect the accommodations and modifications in compliance with each student's IEP if they are receiving Special Education Services. Differentiated materials and/or direction should be included as appropriate.
K-2 Teachers All subjects	**Create daily standards-aligned activities:** • **ELA (30 minutes):** Include phonics, grammar, reading, and writing activities. Resources might include Fundations materials, Epic, Seesaw lessons, Schoolwide materials, and/or Units of Study resources. • **Math (20 minutes):** Include a variety of practice activities, math games, and fact fluency work. Math journal pages could be modeled using Seesaw. Additional resources might include EM4, ConnectEd, NearPod, and/or FIM. Limit First in Math to an average of 5 minutes daily. • **Science/Social Studies (10 minutes):** Consider integrating science and social studies topics with ELA. • **Health (5 minutes):** Positivity Project resources, Nearpod health lessons, Go Noodle videos, or mindfulness practice. • **IDR (15 minutes):** Encourage students to read or be read to each day. Resources might include choice of trade books, Epic books, and school librarian's teacher page links. • In your daily plan, refer to the scheduled **special** for the day. Add a link to the special area teacher's Teacher Page. Special area teachers will keep plans and activities current on their Teacher Pages. *Please note: If a digital platform is being used, please use Seesaw or FlipGrid.*
Grades 3-5 and ELA Supports	
3-5 ELA Teachers	**Create daily standards-aligned activities:** • **Reading/Writing activities (30 minutes):** Resources might include Wit and Wisdom materials, Spelling Connections/Spelling City activities, American Reading Company materials, grammar activities, Epic books, Nearpod lessons, and/or Newsela. • **IDR (30 minutes):** Resources might include choice of trade books, Epic, and school librarian's teacher page links. *Please note: If a digital platform is being used, please use OneNote or FlipGrid.*
Grade 5 Read 180 Teachers	**Create daily standards-aligned activities:** • **Read 180 Next Gen and System 44 software** will be accessible for home use. Please assign **20 minutes** of activities. Monitor student learning and provide feedback regularly. • **IDR (30 minutes):** Resources might include choice of trade books, EPIC and school librarian's page.

The Tools

- In order to streamline communication and give students and parents predicable places to get information and instructional resources, we have decided that during a necessary school closure, all elementary teachers will use these tools as their primary instructional tool:

- **Grades K-2 will use Seesaw and Flipgrid**
- **Grades 3-5 will use OneNote and Flipgrid**

- We will be letting parents know to expect communication through these three online tools, and we will also be sending home simple direction sheets for parents so that they can help their students access these tools on devices that they may have at home.

Seesaw

Hopefully you all got the email about Seesaw's new Home Learning capability!

What a timely newsflash!
If you click on the word *Newsflash* at the bottom of this slide, it will link you to a video that shows how the new Home Learning will work. Feel free to share that link with parents who may need it.

You will find a link to Seesaw's HELP page on the next slide, or you can always email Kathi or Mike if you need help with this.

NEWSFLASH…..

Seesaw

Homeroom teachers of grades K-2 will communicate with their classes predominantly through Seesaw.

Be sure to add any cooperating teachers as co-teachers so that they have shared access.

1. Tap your Profile Icon and select the class you want to add a co-teacher to.

2. Tap the wrench in the top right corner and tap 'Manage Teachers'.

3. Tap on 'Invite Teachers', type in your co-teacher's email address, and tap Send.

4. Your co-teacher will receive an email with a special invite link. They should click the link to accept your invite. They can create a new Seesaw account or sign into an existing account.

Non-homeroom teachers do NOT need to create Seesaw accounts. We are trying to streamline the avenues of communication that students and their families need to access. If you work with students in a classroom, ask to be added to their homeroom class.

BSI   ICS   RESOURCE   INTER-VENTION   OTHER SPECIALISTS   ANYONE ELSE?

Seesaw

In Seesaw, you can post student work, Assign Activities (from a HUGE library of pre-created, standards-aligned lessons), or send announcements.

Post Student Work

Assign Activity

Send Announcement

+ Add

Send Announcement

Send To...

All Students (1)

All Family Members (0)

All Students and Family Members (1)
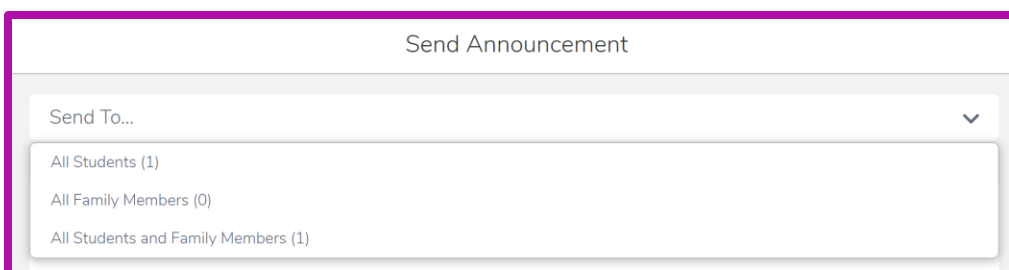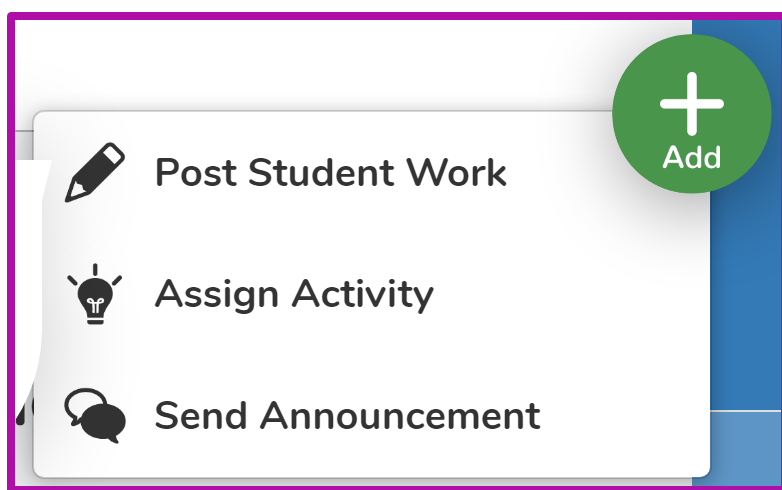
You can send announcements to all students, individual students, all family members, or all students and families!

Your co-teacher or other teachers with whom you share students can also send to individual students, whole class, or families.

You can really capitalize on this announcement feature to send your required daily lesson communication, as you will see on the next page!

Seesaw
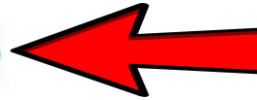
Attach Note to Announcement

🍎 Good morning and hello from Mrs. K!

📄 Today, when you click on your 💡, you will find 2 Reading lessons and 3 Math activities in Seesaw. I also sent out 1 link to a Nearpod I want you to do for Science. Last, look in our Flipgrid (the grid code is QPNOB) and respond to the fun prompt that I sent you! I can't wait to hear your voices!

🎯 Learning Objectives:
    *Reading:
    *Writing:
    *Math:
    *Science:
    *Social Studies:
    *Health:
    *Other:

📚 Learning Activities:
    *Reading:
    *Writing:
    *Math:
    *Science
    *Social Studies:
    *Health:
    *Other:

🤩 How I will see/check your work:

🎤 If you have questions, post them in our "Questions for Mrs. K" Flipgrid. I can answer your questions on Flipgrid. If I need to get in touch with you, I will post a private announcement here in Seesaw.

👉 Lesson ideas and activities from the Spanish teacher and all your Special Area teachers will be posted on their teacher pages on the district website (wtps.org)

Here is a sample of what your daily communication could look like. It should include all 7 areas. Refer back to page 3 if you need to review the list.
*If you want an editable Word doc like this, click **HERE** and save a master copy to your OneDrive or desktop.*
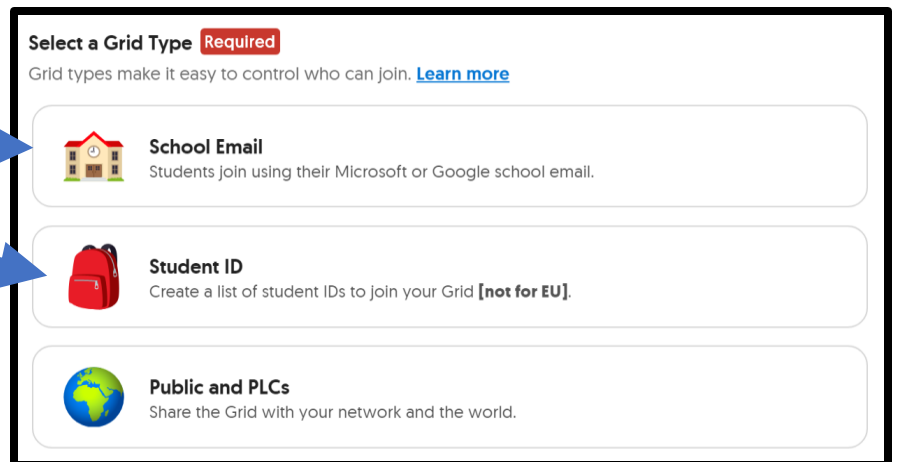
Flipgrid

Flipgrid

You all need to have a Flipgrid teacher account. This will allow you do have asynchronous video-based communication with your students. It will allow your students to still feel connected to you, and give them a place where they can ask questions.

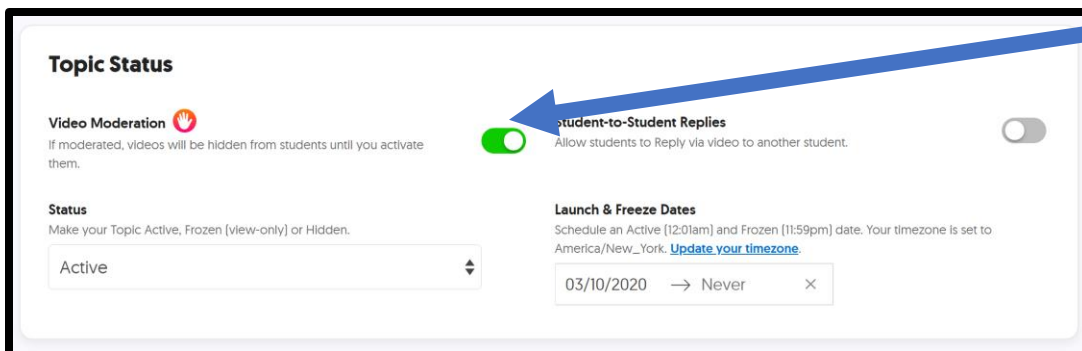We encourage you to also use Flipgrid to post educational content and collect student responses.

When you first set up your grid, you have 3 options as to the TYPE OF GRID you want. For grades 3-5, choose School Email. For grades K-2, choose Student ID. You'll need to enter all of your students' names and make their passwords their pin numbers.

Select a Grid Type Required
Grid types make it easy to control who can join. **Learn more**

School Email
Students join using their Microsoft or Google school email.

Student ID
Create a list of student IDs to join your Grid **[not for EU]**.

Public and PLCs
Share the Grid with your network and the world.

Topic Status

Video Moderation ✋
If moderated, videos will be hidden from students until you activate them.

Student-to-Student Replies
Allow students to Reply via video to another student.

Status
Make your Topic Active, Frozen (view-only) or Hidden.

Active

Launch & Freeze Dates
Schedule an Active (12:01am) and Frozen (11:59pm) date. Your timezone is set to America/New_York. **Update your timezone.**

03/10/2020 → Never ✕

Each teacher should create one TOPIC that is for private communication – other students won't be able to see any posts. You might call it "Questions for Mrs. P" or something similar. In the topic settings options, choose Video Moderation.

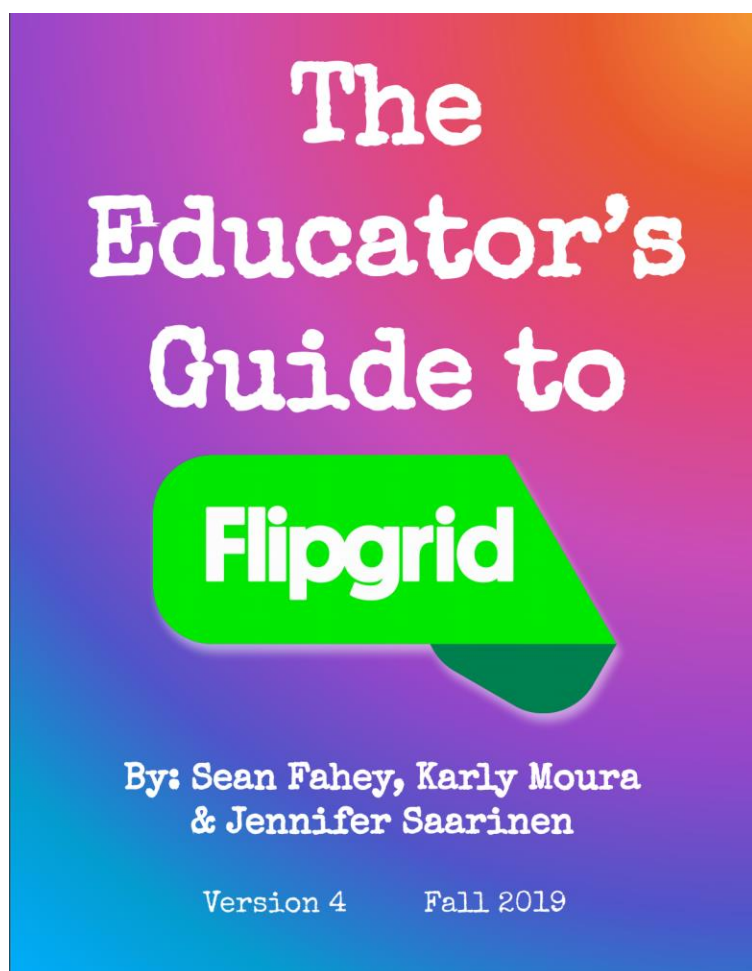**Homeroom teachers should add any cooperating teachers as co-pilots so that all have shared access.**

Flipgrid

There's no need to recreate the wheel…

The very best print resource for learning about Flipgrid is **The Educator's Guide To Flipgrid**, which you can access if you click on the book cover below.
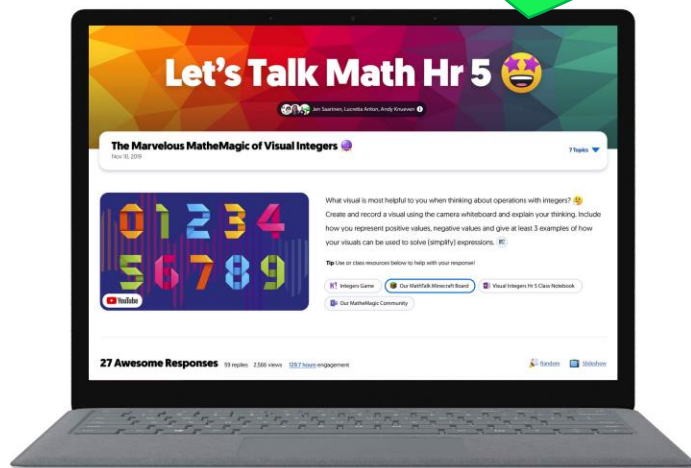
All you really need to be successful with Flipgrid is in the first 20 pages.

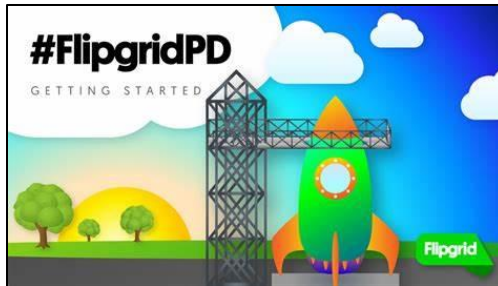Page 22 is helpful for students who need help to access text.

The Educator's Guide to Flipgrid

By: Sean Fahey, Karly Moura & Jennifer Saarinen

Version 4   Fall 2019

Click this heart for a helpful 1-page wonder!

Let's Talk Math Hr 5

Flipgrid

Want to join a 30-minute webinar with the real team from Flipgrid? They have lots of dates & times from which you can choose! Just click the picture below and register. It's free!

This is a page from the Educator's Handbook, but we don't want you to miss it!
"Disco Library" is short for Discovery library.
It has over 12,000 ready-made prompts/lessons for you!
It is just like Seesaw's Activity Library or Nearpod's Community Lesson Library.

OneNote

Content Library   Student Notebooks   Collaboration Space
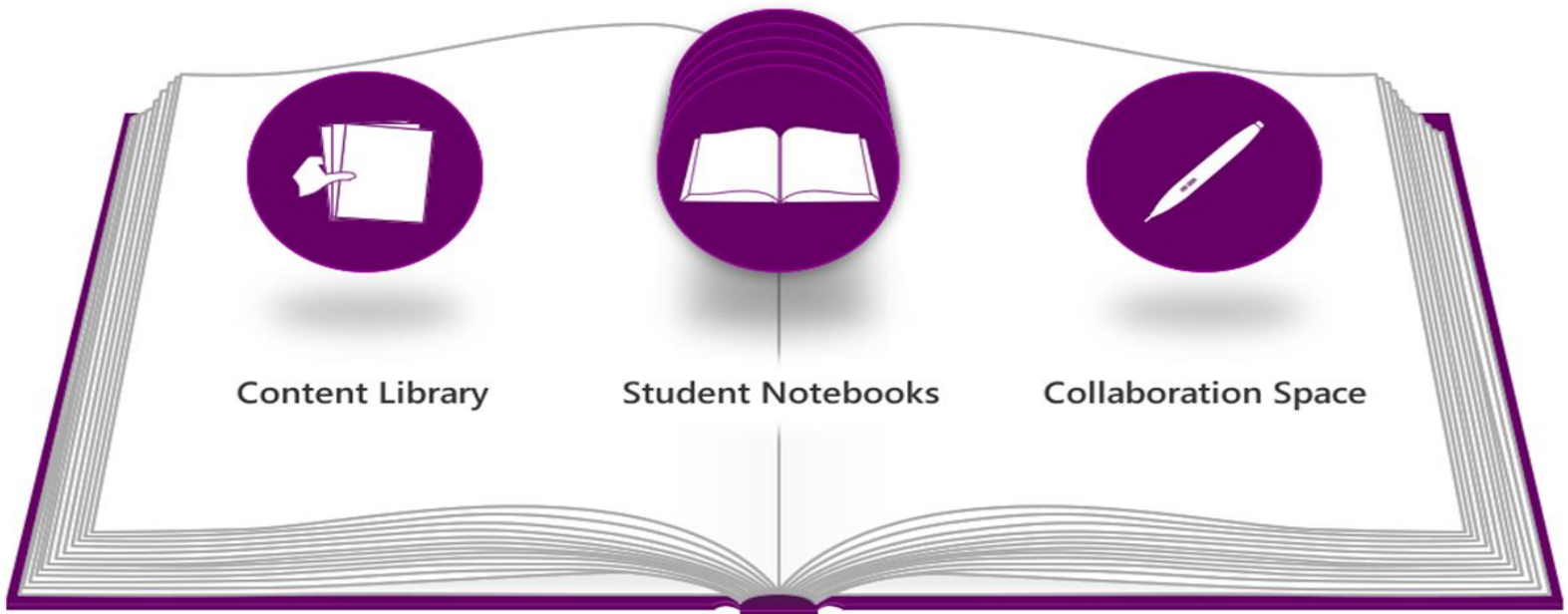
ONENOTE CLASS NOTEBOOK

UNLOCK YOUR RESOURCES

Easily make your resources available via the Content Library. Whether it's a video, a web-clip, a worksheet or whatever - share it here.

FREEDOM TO COLLABORATE

Make access to learning resources, collaboration and content, anytime, any place, anywhere and to top it off, it's really easy to use too.

GIVE FORMATIVE FEEDBACK

Whether it's your keyboard, your stylus or your voice - feedback is easily given on student work.

IMPACT ON LEARNING

OneNote Class Notebook allows you to quickly close the feedback loop, so that students are always ready to learn and progress.
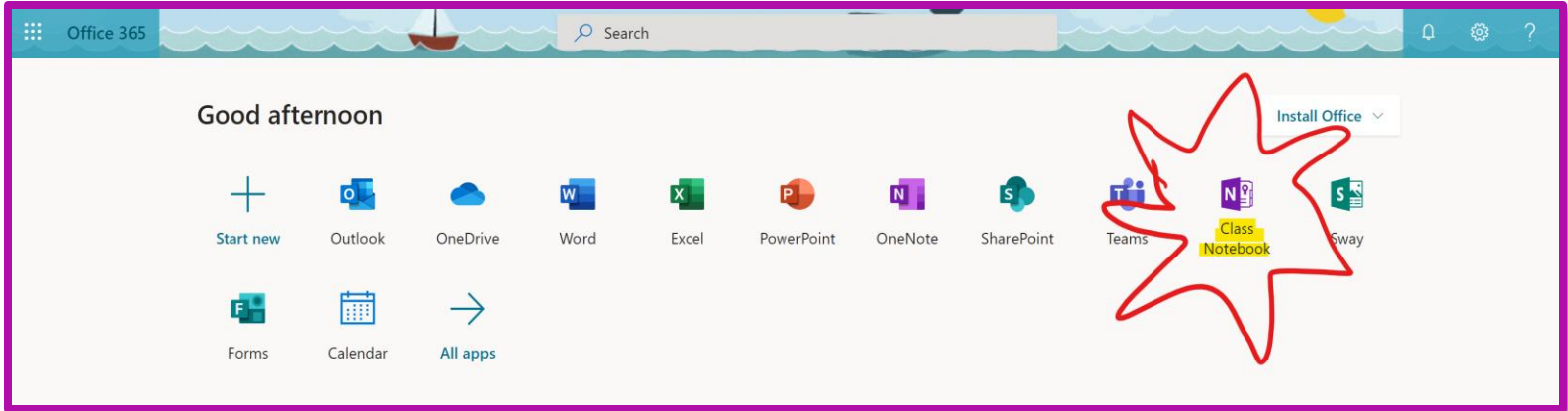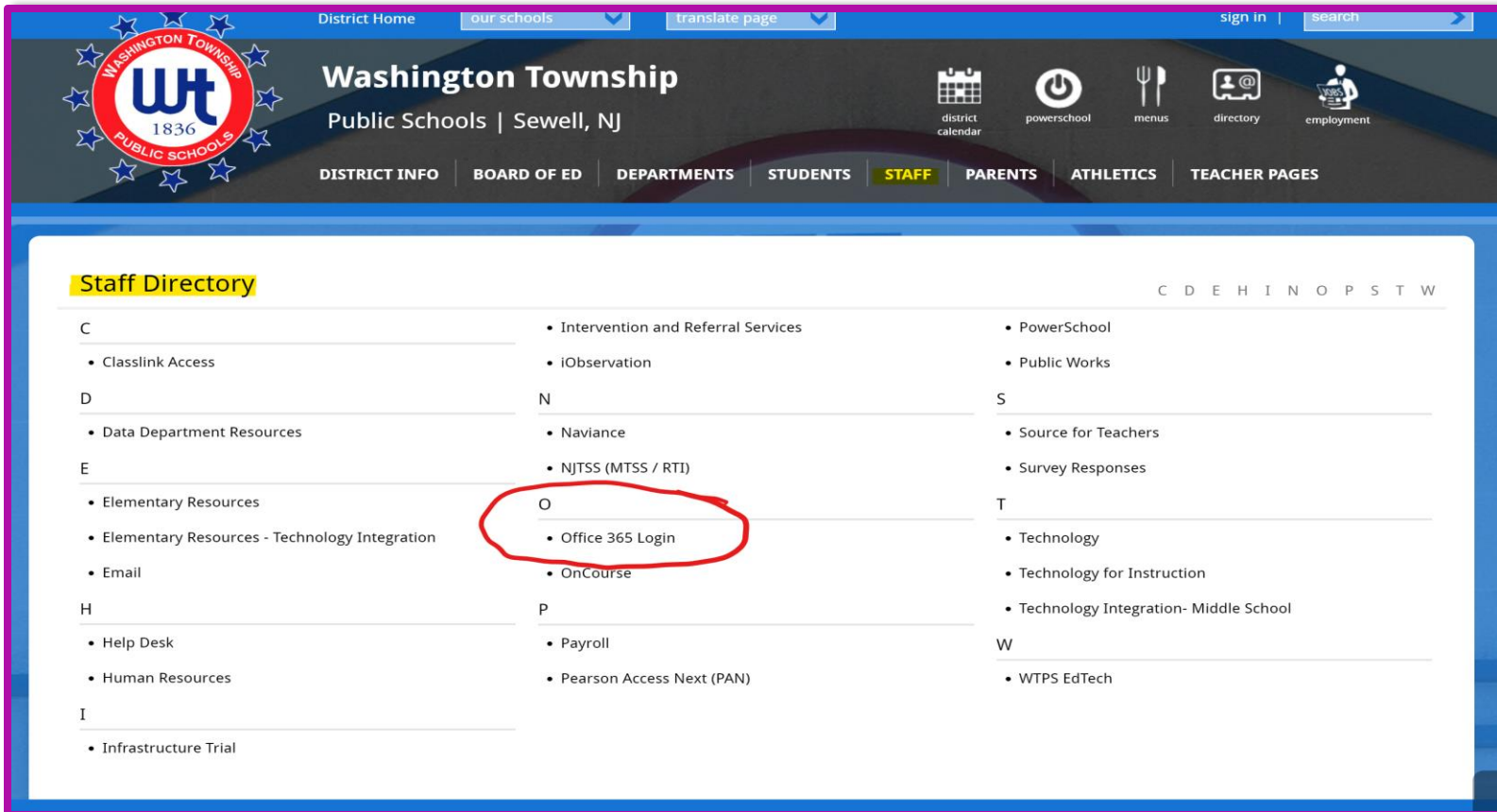
@ICTEVANGELIST

OneNote

Let's talk basics:

❖ Class Notebook is an app that lives in your Office 365 suit

❖ So all you have to do is sign-in to office 365 on the WTPS site and click class notebook! (Click the picture below to go to the site!)
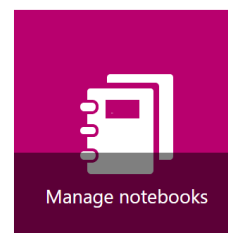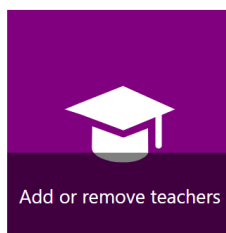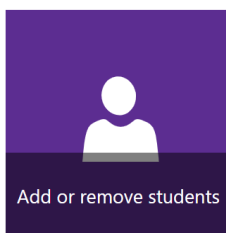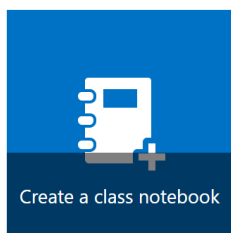
OneNote

❖ Once you enter the class notebook app it will quickly allow you to create new notebooks, add or remove students from notebooks, add or remove teachers from notebooks (great for co-teachers or BSI instructors), and manage notebooks you have already created!

Welcome to the OneNote Class Notebook

We will help you create a notebook you can use in the classroom

Create a class notebook	Add or remove students	Add or remove teachers	Manage notebooks

View user guide

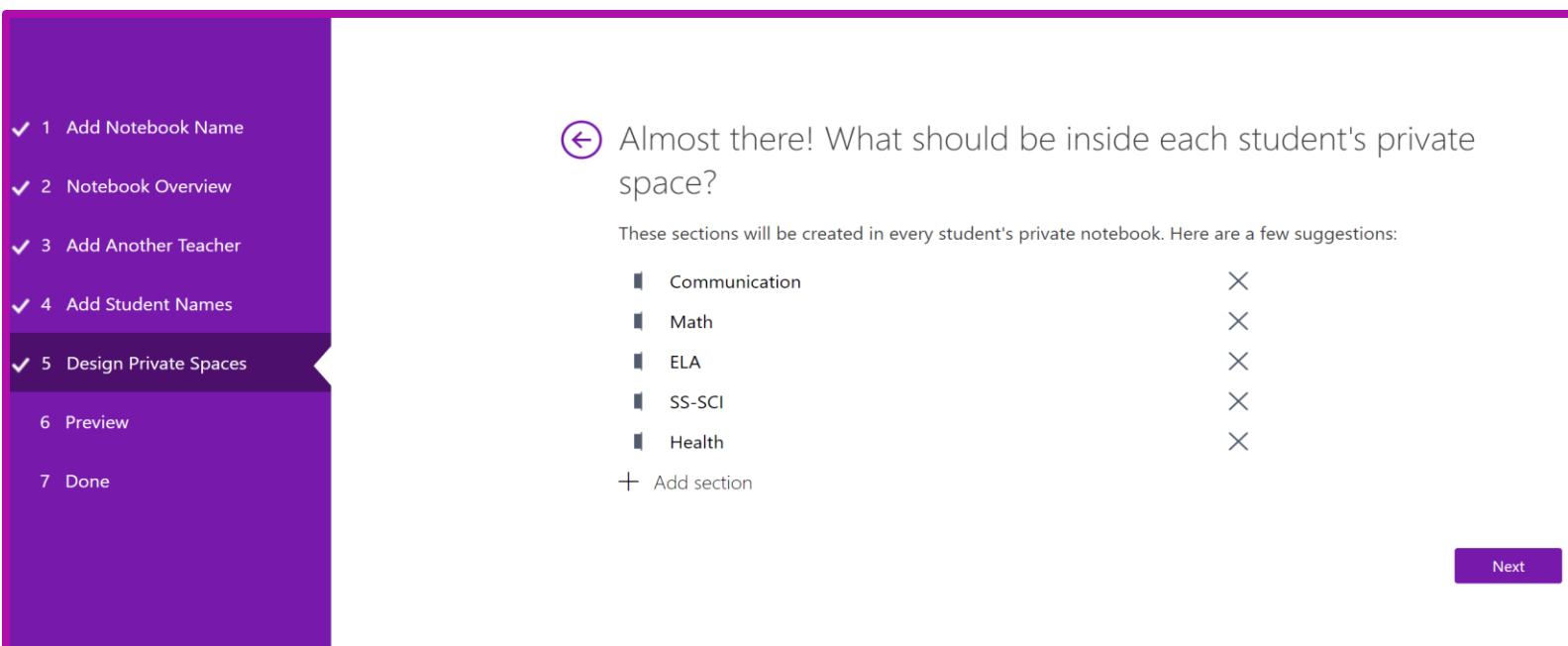Download the Class Notebook Add-ins

CLICK HERE

Click the button to the left for the Microsoft interactive walk through on how to get to and create a notebook!

OneNote

What You'll Need in the Notebook:

❖ **A communication Section (** you can put a new page for each day with announcements/assignment overviews,etc.**)**

❖ **A section for Math (**please plan for approximately **20 minutes per lesson**.)

❖ **A Section For ELA (**please plan for approximately **30 minutes per lesson** including reading and writing activities.**)**

❖ **A section for SS/Sci and For all other subjects (**please plan approximately **15 minutes per lesson.)**

✔ 1 Add Notebook Name

✔ 2 Notebook Overview

✔ 3 Add Another Teacher

✔ 4 Add Student Names

✔ 5 Design Private Spaces

6 Preview

7 Done

⬅ Almost there! What should be inside each student's private space?

These sections will be created in every student's private notebook. Here are a few suggestions:

▮	Communication	✕
▮	Math	✕
▮	ELA	✕
▮	SS-SCI	✕
▮	Health	✕

✛ Add section

Next

OneNote

DON'T FORGET

❖ **When you create the sections that you want inside your student's notebook it is only going to show up IN THEIR NOTEBOOKS.**

❖ **Your own content library, which is like your teacher's copy section, can be organized however you like. We always suggest creating a content library that mirrors your students' sections to keep things organized!**

← Almost there! What should be inside each ==student's private space?==

These sections will be ==created in every student's private notebook.== Here are a few suggestions:

▮ Communication   ✕

▮ Math   ✕

▮ ELA   ✕

▮ SS-SCI   ✕

▮ Health   ✕

➕ Add section

You will re-create these sections in your own teacher space (content library)
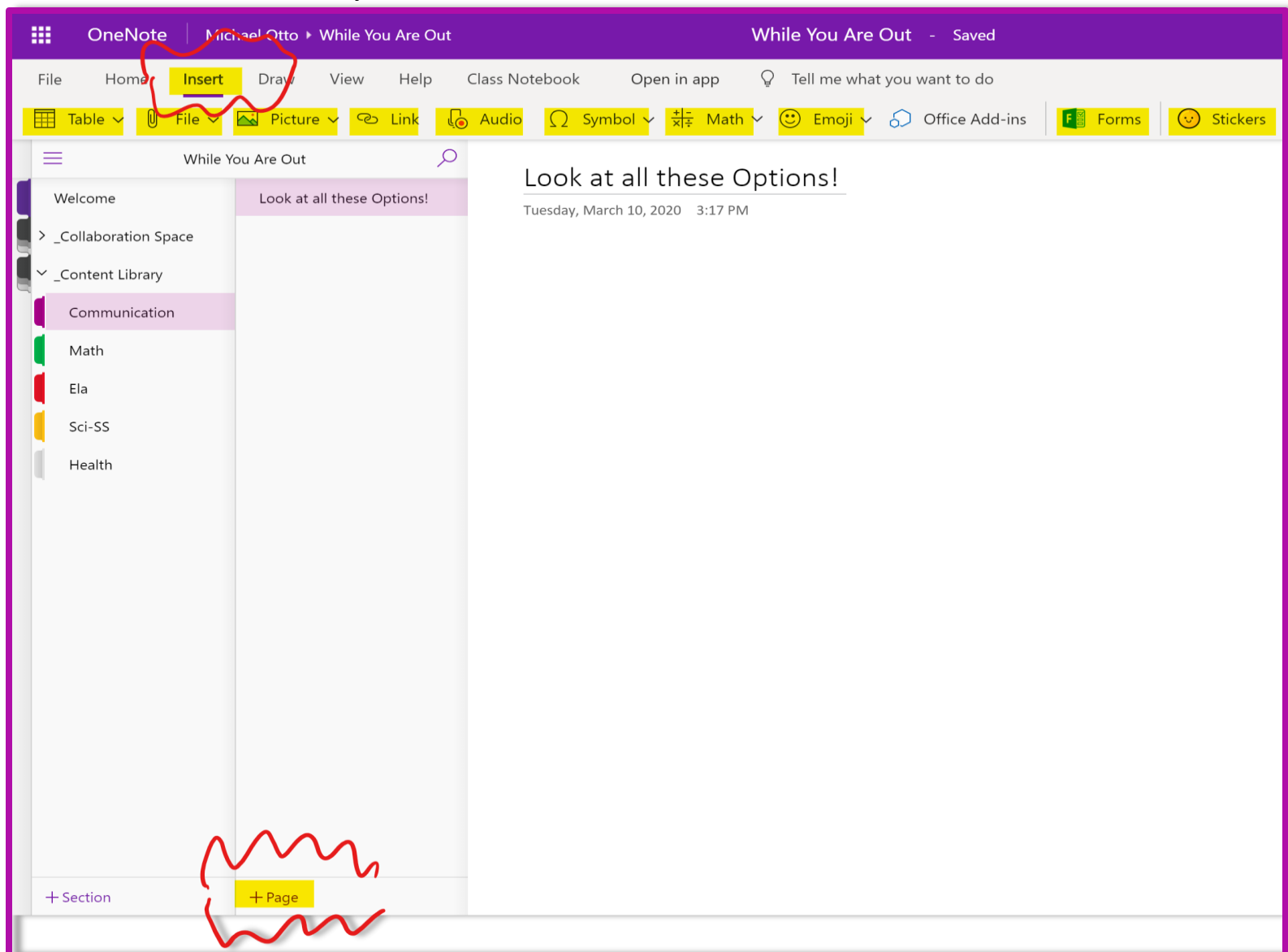
Next

OneNote

Creating Pages

❖ Creating pages is simple and effective! At the touch of a button, you can create a space for students to work on and you have a TON of options when it comes to what you can add!
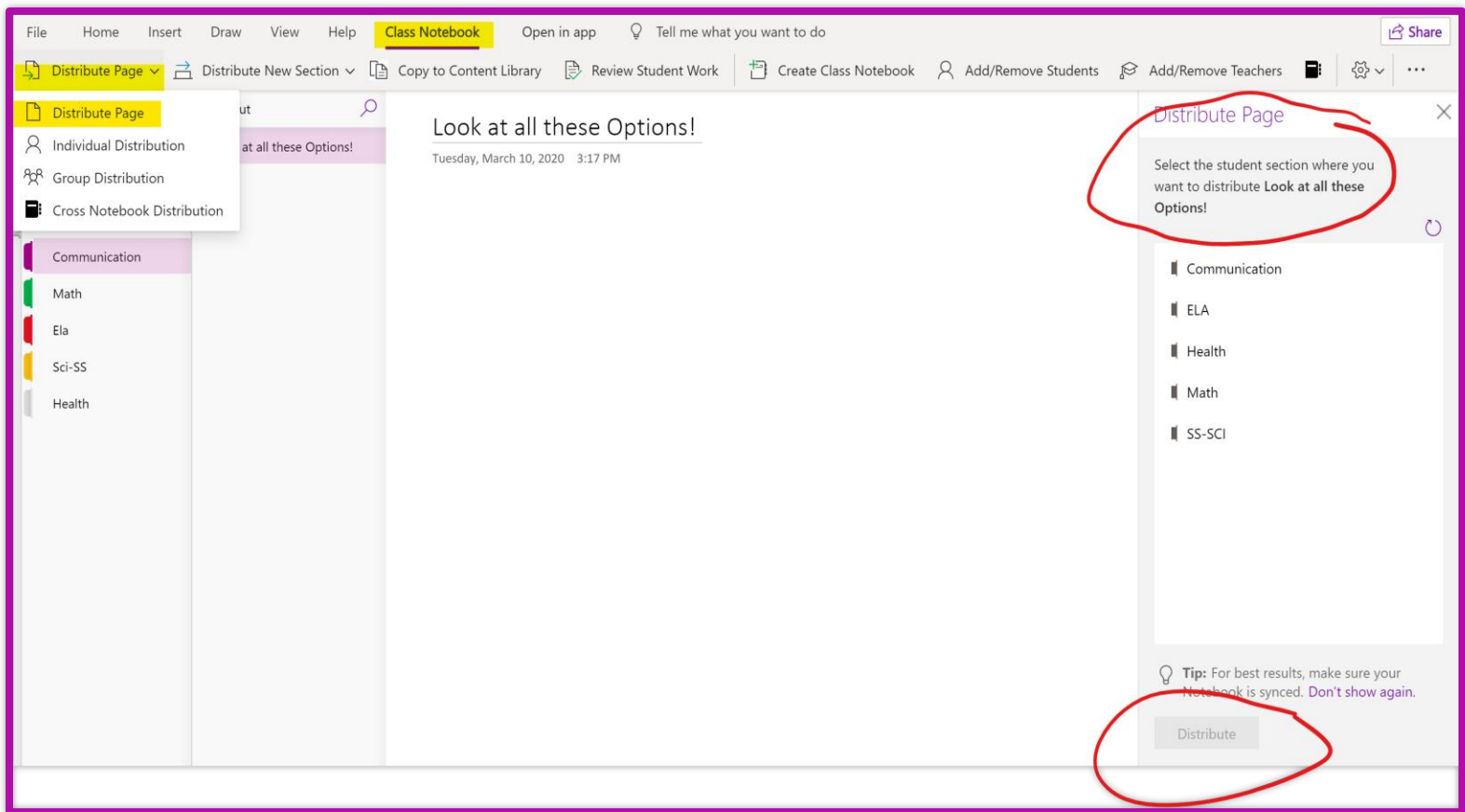
OneNote

Distributing Pages

❖ **Once your page is finished, all you have to hit the distribute button and then it will show up in each student's personal notebook for them to work on!**

CLICK HERE

Click the button to the left for the Microsoft walk through on how to distribute pages to the class, to a small group, or even an individual student!

OneNote

Cross Notebook Distribution

❖ **You can also distribute pages across notebooks! This will be a real time saver for teachers who teach multiple sections! You can build all your pages in your own notebook, in your content library, and then just send your pages out to students in other homerooms!**
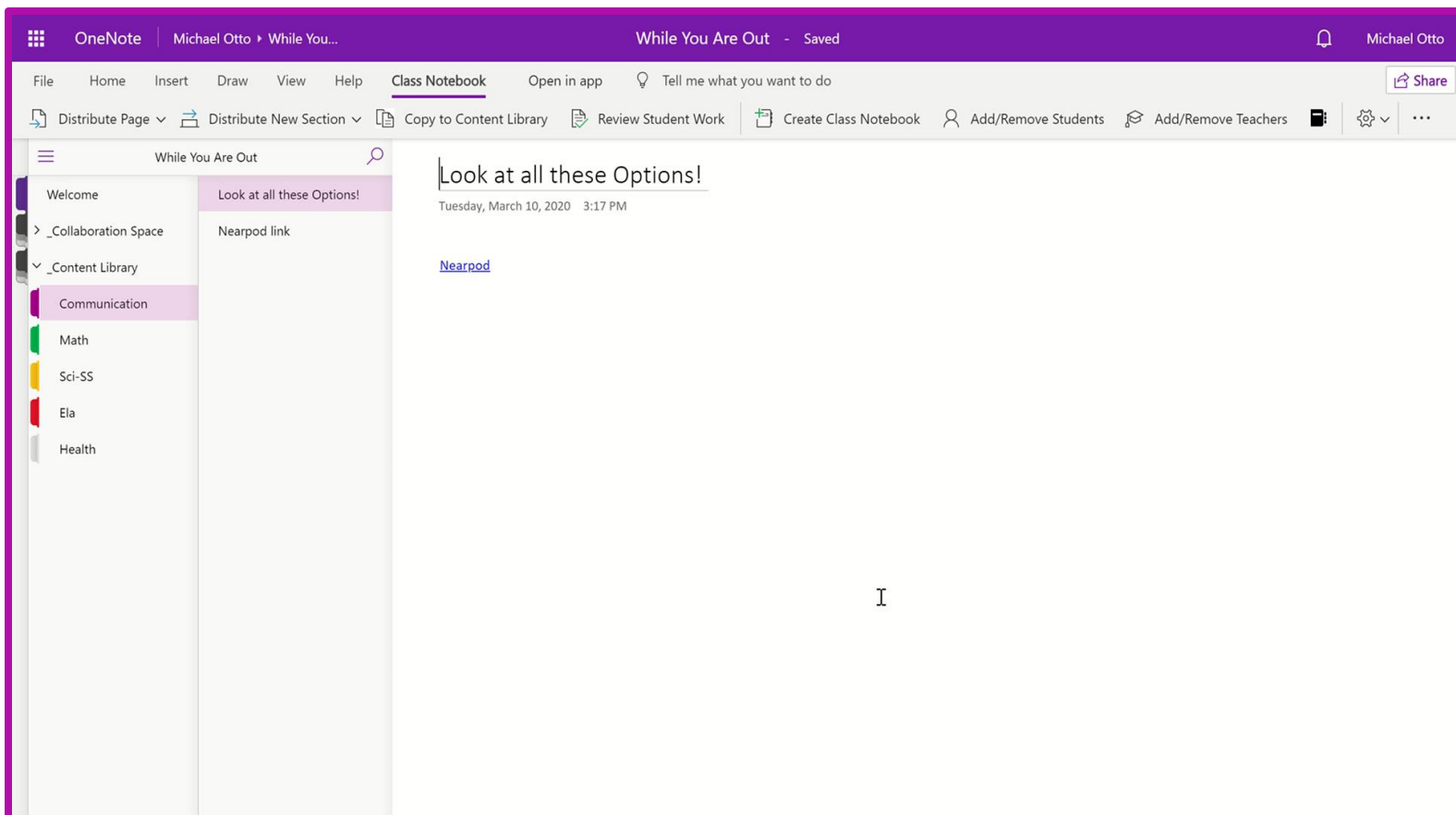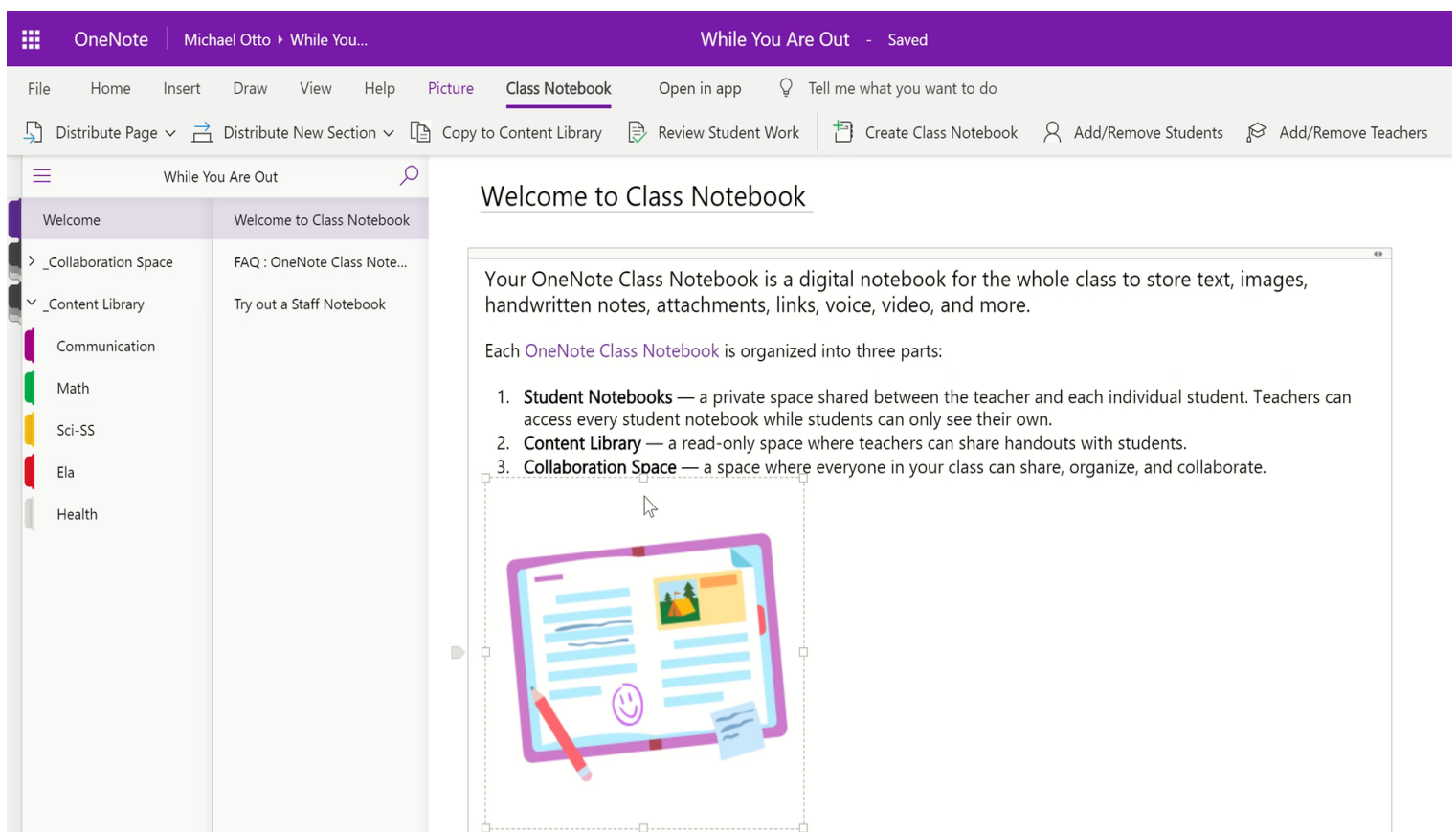
OneNote

Toggling Notebooks

❖ Do you have co-teachers and need to copy/paste into their notebook or into your own? Toggling into other notebooks is SUPER easy! Simply click the three lines in the corner of your notebook, click into the notebook you need and copy/paste away!

OneNote

Right now we recommend that you create a new Class Notebook organized specifically for your needs in case of a school closing. This will allow your previous notebooks to continue functioning the way they are and allow you to keep an organized and easy to use notebook for this scenario.

With that said, if you are a power-user and would rather just build what you need in the notebook you are already using, go right ahead! The idea is to create an easy way for you to communicate and share with your students while they are out of the classroom!

Class Notebook

Microsoft Teams

Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Class Notebook	Sway
Forms	Stream	People	Planner	All apps						

WT Elementary Schools ...

General

🧰 Free Edtech Tools for Remote Learning

Bells 🔒

Birches 🔒

Grenloch 🔒

Hurffville 🔒

TJ 🔒

Wedgwood 🔒

Whitman 🔒
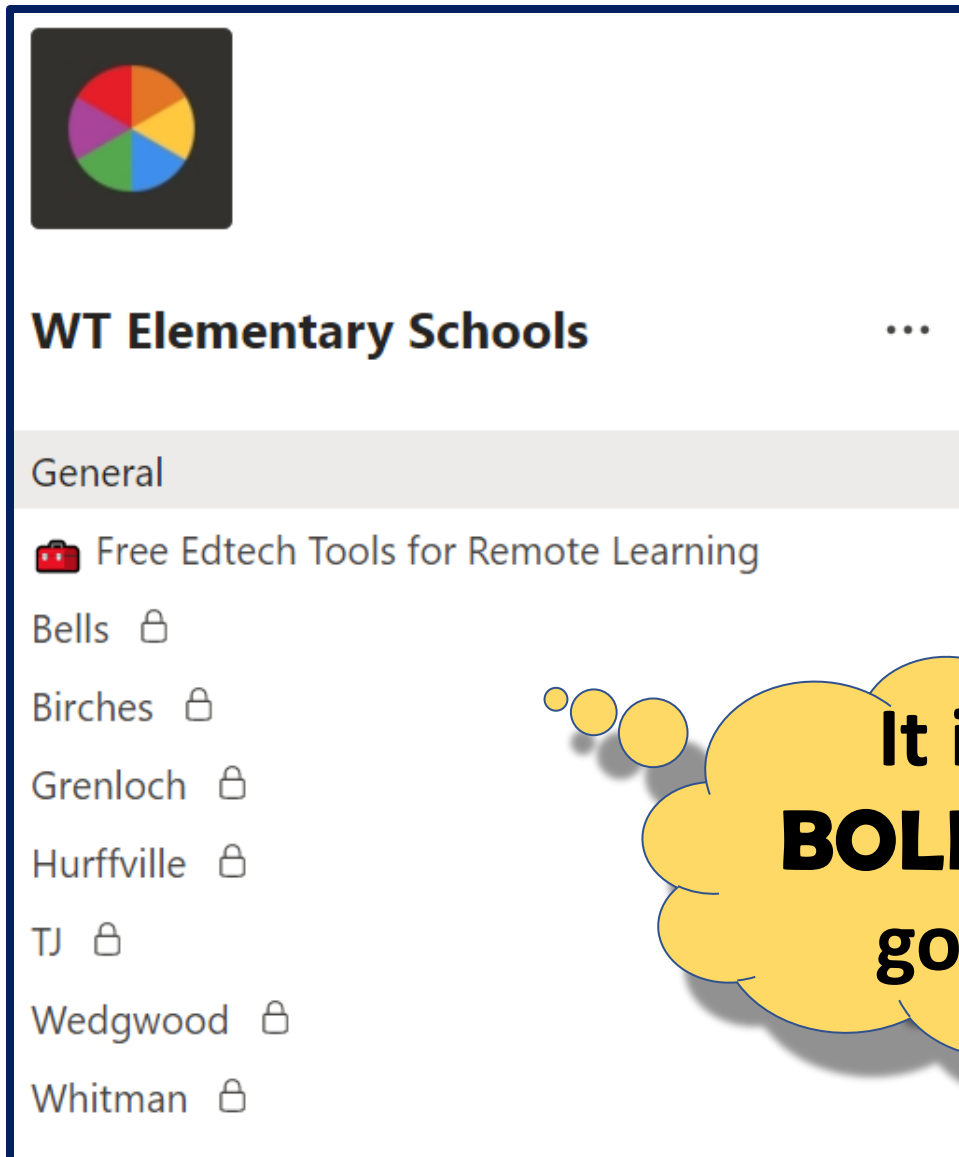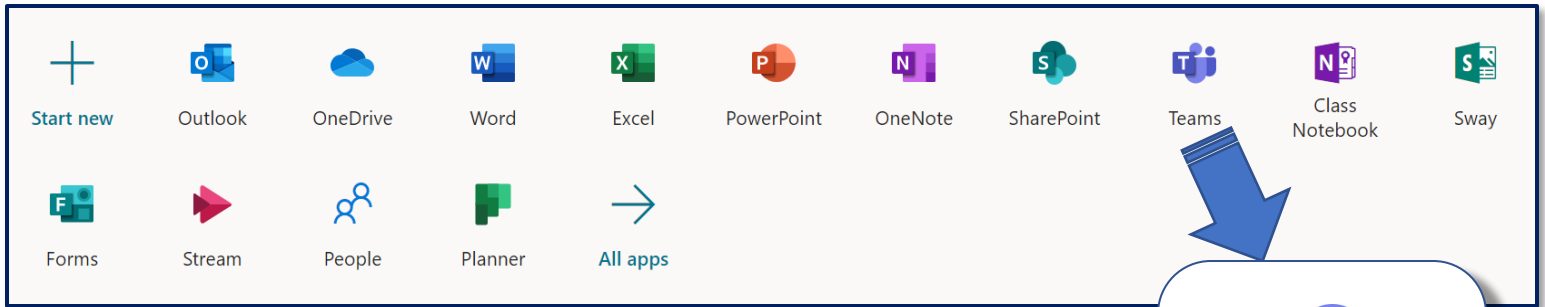
It it's **BOLD**, it's gold!

Microsoft Teams

General

Approximately 400 members. All certified staff from elementary. Posts should be for the collective group. We will post all major announcements, PD invites, and PD recordings here in the Posts (conversations) area. Anyone can add and view documents and files that are pertinent to all in the Files tab.

🧰 Free EdTech Tools for Remote Learning

Feel free to share resources you find here. This is a collaborative space for all 400 of us. You can drop links right into the conversation area, and you can add Files to the Files tab.

Your School 🔒

Notice that the channel for your school has the lock icon. It is a private channel only for members of your school. Share posts and files that pertain specifically to your school.

Never Fear...Online PD is Here!

DATE	TIME	TOPIC
Monday 3/16	9am	Present the eBook
Tuesday 3/17	9am	Microsoft Teams
	11am	OneNote
	1pm	Flipgrid
	3pm	Seesaw
Wed., 3/18	9am	Microsoft Teams
	11am	Seesaw
	1pm	OneNote
	3pm	Flipgrid
Thurs., 3/19	9am	Flipgrid
	11am	Microsoft Teams
	1pm	Seesaw
	3pm	OneNote
Friday 3/20	9am	Open Q & A Office Hours
	11am	OneNote - advanced
	1pm	Nearpod
	3pm	Open Q & A Office Hours

Other Cool Tech Tools That Have a Teacher Dashboard

Why do we mention a teacher dashboard?   These are websites that will let you assign work to your class, but also to view and get data from the results of that work!

❖ **Nearpod**- Lesson Library has a TON of pre-made resources that you can utilize immediately. Just log in with Office 365 (your @wtps.org email)
  ❖ If you find a presentation you would like to use, hit the Student-Paced button (in the picture below) and the students can run the presentation wherever they are
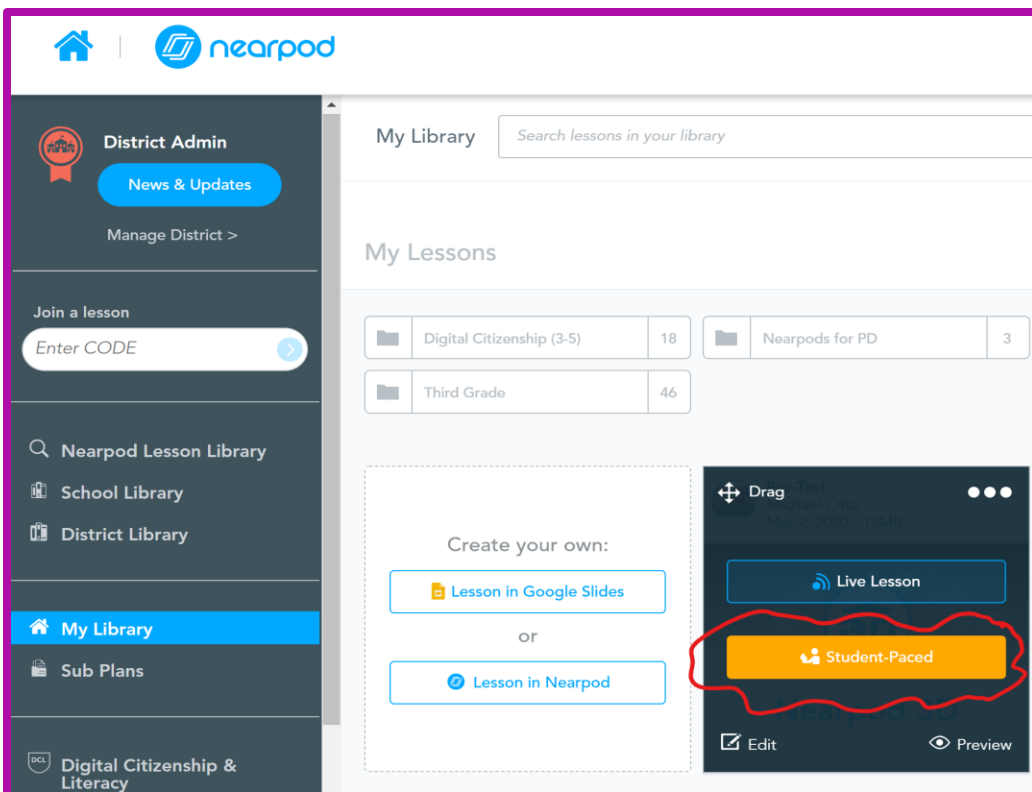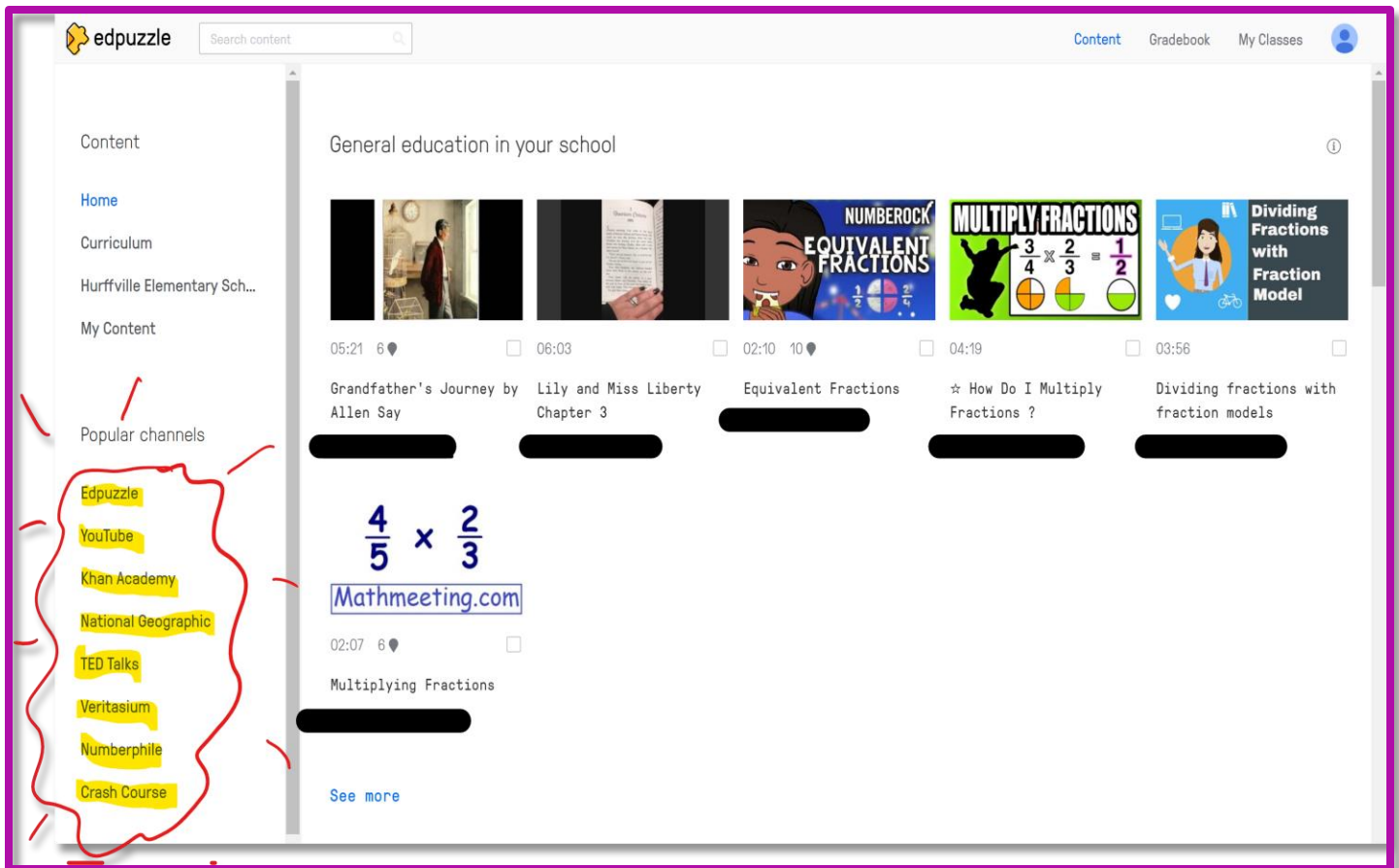
You can give students the hyperlink to nearpod and the student paced code using seesaw or *Onenote!*
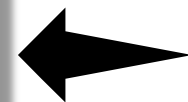
Other Cool Tech Tools That Have a Teacher Dashboard

❖ **[Edpuzzle](#)**-Make any video your lesson! A killer website that lets you take videos from the internet and input questions, stops, voice narrations and more! You can easily share videos that your students can watch at their own pace and it has a huge library of pre-made videos you can choose from!

Other Cool Tech Tools That Have a Teacher Dashboard

❖ **Quizziz and Kahoot**-Both of these awesomely fun websites allow students to play gamified quizzes and answer questions! They both offer versions in which students can play at their own pace anywhere at anytime!

❖ **Quizziz** calls this Assign Homework

❖ **Kahoot** calls it Create Challenge
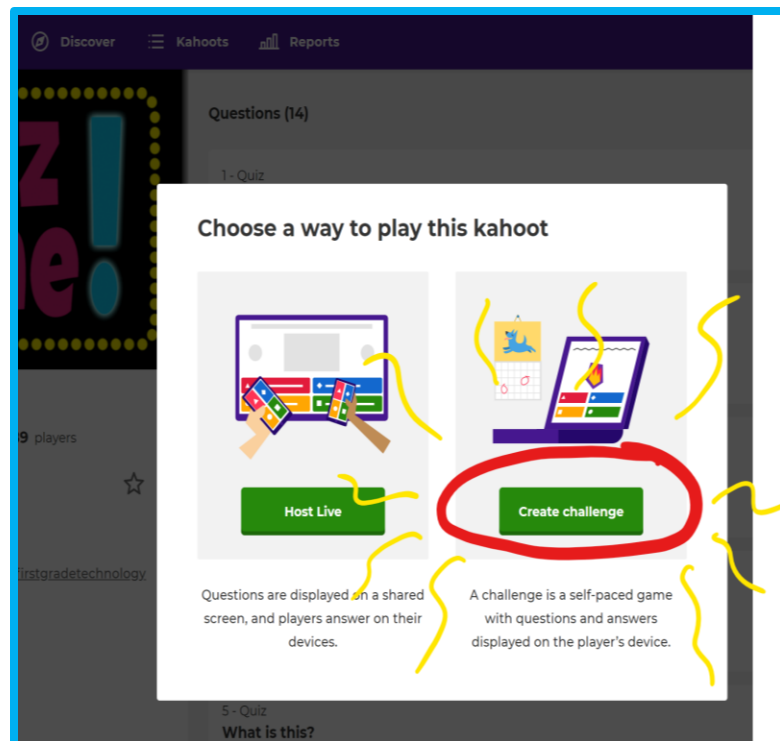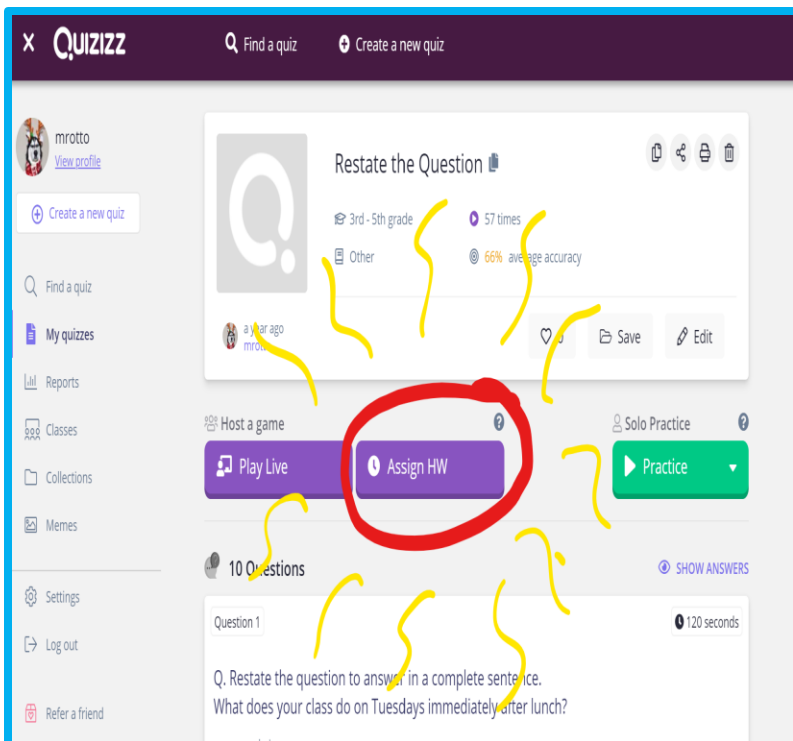
Adding an Office 365 account to a mobile device (or changing an existing account).

Below are written instructions, taken from Microsoft's website, for adding Office 365 email to your choice of mobile device.
If you'd prefer to watch a video, links will be provide to the main Microsoft support article where the videos are embedded at the bottom of each page.

iPhone & iPad (iOS)
If you are already receiving district email on your iOS device, simply make the following changes by going to:
the Settings app> Mail, Contacts, Calendars> select your existing WTPS account

Change the mail server name to: outlook.office365.com
Change the username to your full email address
Leave the domain field blank
Save the changes and email should work as expected

For complete directions:

Use the built-in iOS mail app

Directions for adding Office 365 e-mail using the built-in iOS mail app can be viewed here.

Use Outlook for iOS

Directions for adding Office 365 e-mail using the Microsoft Outlook mail app can be viewed here.

Video directions can be found at the bottom of this site.

Android

Please note that if you already have your district email coming to your Android device, you will need to REMOVE it first and then add it back in. Simply changing settings in most cases will not work.

Use the built-in Android mail app

Directions for adding Office 365 e-mail using the built-in Android mail app can be viewed here.

Use Outlook for Android

Directions for adding Office 365 email using the Microsoft Outlook app can be viewed here.

Video directions can be found at the bottom of this site.

A Parent's Guide To...

ONENOTE CLASS NOTEBOOK

What is it? OneNote is like a digital binder, an organized online notebook. Because the binder is digital, you can hyperlink text, embed video and audio, add drawings, insert images, and so much more. Class Notebook is a digital notebook that teachers can use to share, collect, and communicate with their students using all those digital tools!

Signing in is really easy

1. Go to the wtps.org
2. Go to Students and click office 365 login
3. Students sign in using their @students.wtps.org and password and click on Onenote
4. Then a list of their notebooks show up and they just click the right one!

ALL YOU'LL NEED TO KNOW

1. The **content library (teacher's sections)** is where important course documents can be stored for student use. This is view only and is a teacher's section to build and organize work for students.

2. Your student's personal private **student notebook**. This shows up directly under the teacher's content library. Each student maintains his or her own notebook that is viewable only by the student and the teacher. This creates a private space for students to do their work. Teachers can see work being done in live time and leave feedback for students!

Content Library is for the teacher's copies. These are view only. Teachers distribute their work from these sections.

This is where your child's work will show up. Teachers will distribute information into the appropriate section!

Because Class Notebook is an Office365 tool, it saves everything you do **in live time. THIS MEANS** you don't have to hit any submit button(s)!!! If the student is on the internet OneNote is saving her/his work as it is being completed!

A Parent's Guide To... Seesaw

What is it? Seesaw is both an app and a website. You can access it either way from home, but your child is most familiar with the iPad app. It will even work on a phone. Seesaw is a simple educational technology platform where teachers can post work digitally and students can "show what they know" in a variety of ways – usually by typing, drawing, speaking. Their work goes into their own "digital portfolio" in Seesaw.

I already have the parent app. That's great, but the students need to access Seesaw in a different way. They have their own code to get in – it's actually a QR code.

How does my child get to Seesaw? Your child has been given two ways to log into Seesaw from home – a "Home Learning" QR code that can be scanned with most tablets and phones, or even with a laptop's webcam. The other way your child has been given is a text code. The image on the right shows the "computer" view for logging in. Your child will use either one of those two bottom options (shown by arrows.)

Okay, we're in...now what? Luckily, your child is already familiar with how to use Seesaw because it's used frequently in class.

The picture below shows you an overview of everything you and your Child will see. Again, your child is familiar with this screen. Basically, there Are 3 main areas: the large work area on the left is where your child will See the actual assignments and work on them. The lightbulb 💡is the where You will go each day to find new assignments. The inbox 💬 is where the teacher will push out notes and announcements. They can be sent to individuals or the whole class, and you can also reply and use this space to communicate with the teacher.
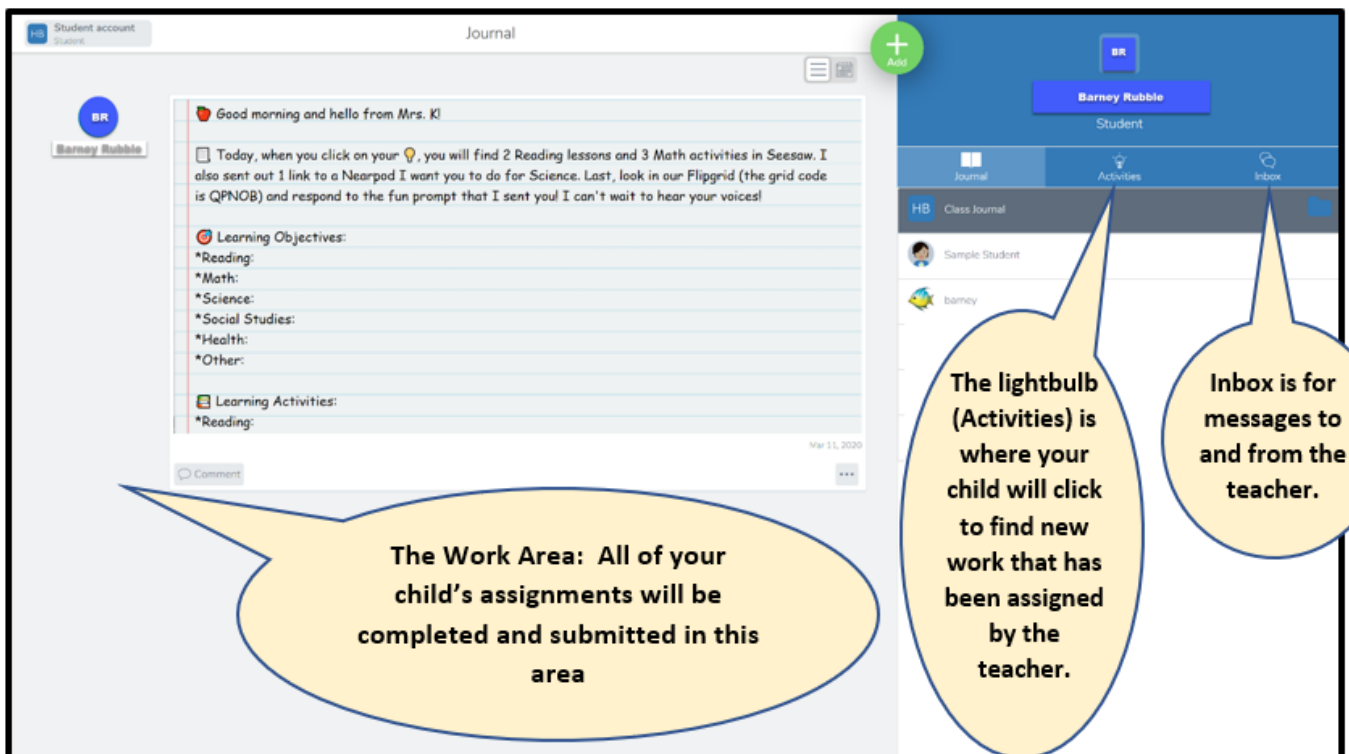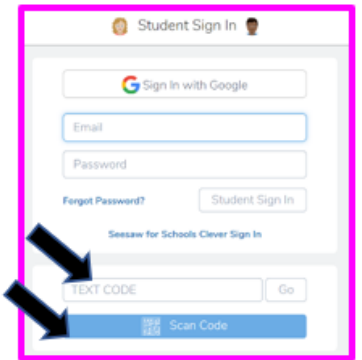
A Parent's Guide To... Flipgrid

What is it? Flipgrid is an online (web-based) simple educational technology platform where teachers can post prompts and students can respond via video right within the platform.

Is it safe? Absolutely! Only students in the class (and in some cases only the teacher) can see the videos. It is an important way to build community, share knowledge, and learn from each other. It also allows the teacher to see what the students know and understand, and to give them feedback via video response.

How do we get to the Flipgrid? It works on any device, so you can either go to the website at Flipgrid.com or you can download the free app. On the home screen of either, it will ask for a FLIP CODE. The teacher has sent you a grid code and you may want to write it down here _____.

Enter a Flip Code

Once the grid code has been entered, your child still needs to log in.

- In grades 3-5, he/she will enter the school email (FirstIntialLastName@students.wtps.org).
- In grades K-2, he/she will enter username: First Name, Last Initial and password: Lunch pin number (Jonny B and 3099842)
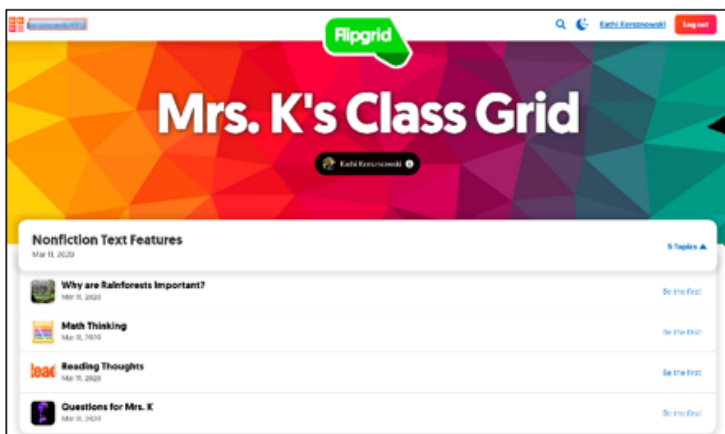
A Grid is the entire webpage. This one is called Mrs. K's Class Grid.

There can be unlimited topics. Click the ▼ on the right to view all topics.
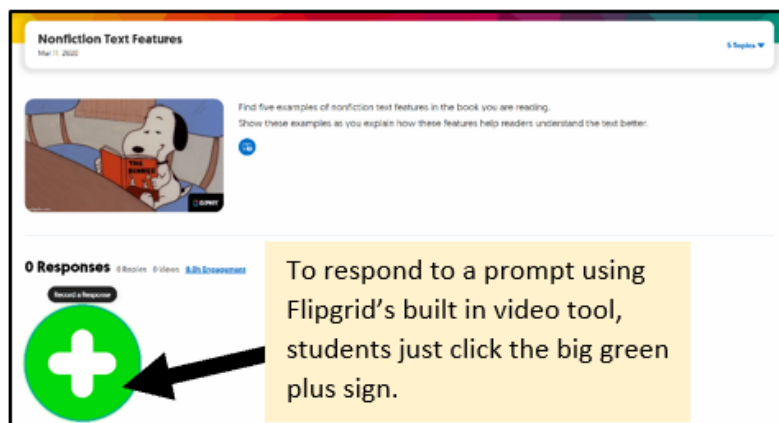
To respond to a prompt using Flipgrid's built in video tool, students just click the big green plus sign.
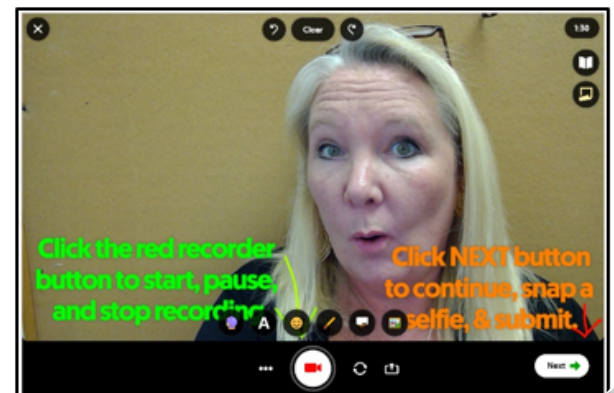
Click the red recorder button to start, pause, and stop recording.

Click NEXT button to continue, snap a selfie, & submit.

**In the event of a school closure,
please review the following procedures below:**

🔴 **Preparedness**

Effective immediately, teachers need to make arrangements for access to instructional materials at home, including bringing home their district issued laptop and charger daily. **If you have not logged into your laptop to date, you MUST complete this task at school immediately.** District issued laptops will not work at home unless the sign in process has been completed in the district first. Also, effective immediately, students should bring home library books, IDR books, math journals, and the Spelling Connections (Grades 3-5) books daily. By the end of the day on Friday, you will be receiving an email from Kathi Kersznowski to join a TEAM. Please join immediately. However, there is no further action required until a school closure has been determined.

🔴 **Instructional Communication***

If we are in a remote learning environment, we ask each teacher to communicate DAILY with his/her class with instructional content for that day. A daily email with instructional plans must be sent between 8:00 a.m. and 9:00 a.m. Keep in mind, some students may need to complete the work after an adult has provided them with the directions in the evening. Please do not require students to print materials from home. However, students may respond using electronic tools such as those available in Seesaw or OneNote. It is IMPERATIVE that teachers **do not** live stream or video chat with students or families. Do not expect any assignments to be returned in paper form. Unless notified, no grades should be entered. More information will be provided about grades, if applicable. Please be available to check email throughout the day and make the necessary plans for the next day should the school closure status continue.

In grades K-5, teachers should send communication to all parent emails. **All email addresses should be placed in the blind copy field (BCC) for privacy.** In grades 3-5, teachers should also send communication to student emails (FirstInitialLastName@students.wtps.org). Teachers may also use Seesaw or Remind with families – whichever one with which your students and families are already familiar to alert them about the email. Please refer to the WT Elementary Schools Remote Learning Guide for guidance and direction on emailing families and students. There is a template in the WT Elementary Schools Remote Learning Guide for your use. (The remote learning guide will be presented on the in-service scheduled for Monday. A copy will also be sent to you via email along with directions to view the recording of the presentation.)

Primary Delivery Apps for Elementary
- Please reference the Online Learning Plan – Teacher Responsibilities document to guide your planning for remote learning. Please note this document will be finalized by for Monday's presentation. However, the draft should provide you with some direction.
- Grades Pre K-2 will use Seesaw (and Flipgrid); Grades 3-5 will use OneNote (and Flipgrid) as a main resource.
- Some staff, such as special area teachers, will post their plans/activities on their Teacher Page.
- This online learning plan- teacher responsibilities document lists minutes for each content area, special area, and supplemental program. These minutes indicate the approximate time it would take a child to complete the work. Therefore, the minutes **do not** indicate the time a child is on a device.

A Few Other Options for Online Content Delivery:

* Any of these options should be delivered and/or communicated initially through Seesaw or OneNote

- **Nearpod** - Deliver a student-paced Nearpod with activities; data collected to your dashboard
- **Buncee** – You can get a free educator premium account with a teacher dashboard in the event of a closure
- **EdPuzzle** – In a teacher account, get a YouTube video and insert stopping points for questions throughout the video. Student responses are recorded in your teacher dashboard.
- **Kahoot** – You can make quizzes that students can take asynchronously, and results will appear in your dashboard
- **Screencastify** – You can create screencasts (videos of what is on your screen) if you want to give students demonstrative directions
- **Screencast-o-matic –** Does the same thing as Screencastify
- **Padlet** – You create a digital bulletin board; students can post responses that are visible to all

Lesson Plans

- The remote learning plan in-service will provide information on lesson planning. Teachers will be using a template to email parents. This template can easily be used to copy and paste daily lessons into OnCourse. Since student plans are communicated daily, you can add plans to OnCourse on a day-by-day basis instead of at the beginning of the week. Plans must be posted each day in OnCourse by 10:00 a.m.

Support For You

*Teachers – if you and/or your students are not familiar with how to use these platforms, you should get in touch with your Technology Integration Specialist as soon as possible.

Kathi Kersznowski and Mike Otto will be available for remote support regarding delivering educational content. You can always reach either of them by email (KKersznowski@wtps.org, Motto@wtps.org)

Elementary Online Learning Plan – Teacher Responsibilities

All plans must be submitted to families/students between 8:00-9:00 AM daily.
When developing daily activities, consider the importance of continuing established learning routines, when possible. Begin with review materials and after one week you are encouraged to blend review materials with introducing new content/standards. Please do not require students to print materials from home. Do not expect any assignments to be returned in paper form.

Pre K - 2	
Pre-K Teachers	• Activities should reflect your daily routine and centers as much as you are able. For example, links to videos (songs, stories, etc.) that are familiar to the students from morning circle or centers. Consider guiding thoughts or talking points for families related to content or a video message for learners and families. • All materials should reflect the accommodations and modifications in compliance with each student's IEP if they are receiving Special Education Services. Differentiated materials and/or direction should be included as appropriate.
K-2 Teachers All subjects	**Create daily standards-aligned activities:** • **ELA (30 minutes):** Include phonics, grammar, reading, and writing activities. Resources for planning might include Fundations materials, Epic, Seesaw lessons, Nearpod lessons, Schoolwide materials, and/or Units of Study resources. • **Math (20 minutes):** Include a variety of practice activities, math games, and fact fluency work. Math journal pages could be modeled using Seesaw. Additional resources for planning might include EM4, ConnectEd, NearPod, and/or FIM. Limit First in Math to an average of 5 minutes daily. • **Science/Social Studies (10 minutes):** Consider integrating science and social studies topics with ELA. • **Health (5 minutes or 1 activity for the week):** Positivity Project resources, Nearpod health lessons, Go Noodle videos, or mindfulness practice. • **IDR (15 minutes):** Encourage students to read or be read to each day. Resources might include choice of trade books, Epic books, and school librarian's teacher page links. • In your daily plan, identify your special area schedule with teacher's name and/or Spanish teacher's name. Special area teachers will keep plans and activities current on their Teacher Pages. Please also include one line in your daily plans that states, "Visit your *World Language/Spanish Teacher's Page for activities*". **Please note: If a digital platform is being used, please use Seesaw or Flipgrid.*
Grades 3-5 and ELA Supports	
3-5 ELA Teachers	**Create daily standards-aligned activities:** • **Reading/Writing activities (30 minutes):** Resources for planning might include Wit and Wisdom materials, Spelling Connections/Spelling City activities, American Reading Company materials, grammar activities, Epic books, Nearpod lessons, Newsela, and/or state assessment practice. • **IDR (30 minutes):** Resources might include choice of trade books, Epic, and school librarian's teacher page links. **Please note: If a digital platform is being used, please use OneNote or Flipgrid.*
Grade 5 Read 180 Teachers	**Create daily standards-aligned activities:** • **Read 180 Next Gen and System 44 software** will be accessible for home use. Please assign **15-20 minutes** of activities. Monitor student learning and provide feedback regularly. • **IDR (30 minutes):** Resources might include choice of trade books, EPIC and school librarian's page.
Reading Specialists/ BSI Reading Team/ Interventionists	• Plan daily activities **(10 minutes)** matched to your students' targeted goals and communicate plans to students/families. Consider using and/or referencing RAZ-Kids, EPIC books, and trade books, Fundations materials, and sight word resources.

Grades 3-5 and Math Supports	
3-5 Math Teachers	**Create standards-aligned activities (20 minutes):** • Include EM journal pages, math games, fact fluency and state test practice. Resources might include ConnectEd, Nearpod, Khan Academy, and/or FIM. • Plans should include a variety of activities in addition to FIM. • Limit First in Math to an average of 8-10 minutes daily and encourage students to use resources beyond the Very Important Facts (VIFs). ***Please note: If a digital platform is being used, please use OneNote or Flipgrid.***
BSI Math Teachers	• Plan First in Math activities by grade level that support current curriculum or student goals (maximum of **10 minutes** per day). Communicate activities to families/ students daily. An emphasis on the Practice Gyms, Just the Facts, and Very Important Facts should be targeted to reinforce standards and current units.
Grades 3-5 (Science, Social Studies, and Health)	
3-5 Science or Social Studies Teachers	**Create standards-aligned practice activities (15 minutes):** • Resources for planning might include Online Textbook access, Nearpod activities, and Flipgrid activities related to the current unit. Consider linking videos from National Geographic or using our IMC resources (e.g., PebbleGo Next, Britannica, etc.). ***Please note: If a digital platform is being used, please use OneNote or Flipgrid.***
3-5 Health/ Homeroom Teachers	• Positivity Project resources **(5 minutes each day, or one longer activity for the week)**, Nearpod health lessons, mindfulness activities • In your daily plan, identify your special area schedule with teacher names and/or Spanish teacher's name. Special area teachers will keep plans and activities current on their Teacher Pages. Please also include one line in your daily plans that states, "Visit your *World Language/Spanish Teacher's Page for activities"*. ***Please note: If a digital platform is being used, please use OneNote or Flipgrid.***
Special Areas and Pre K-5 Supports / Programming	
Special Area Teachers	• **(15 minutes per class/ grade level)** Classroom teachers will direct families to visit your Teacher Page. Please keep it current with resources and plans for each week by grade-level.
World Language/ Spanish Teachers K-5	• **WL Teachers**: Please keep Teacher Page current with a variety of weekly activities/resources for each grade level you teach.
ESL Teachers	• Consider using SeeSaw or Flipgrid to send a video message to communicate and share short **(5-10 minutes)** activities with your students on a daily basis. You may also update your teacher pages with daily resources and plans for the week. Please be sure to see your building principal for additional information.
ELEMEnTS Teachers	• Email grade 3-5 students and families directly with a **25-30-minute** activity for the week.
ICR Teachers	• Please share the responsibility of planning and resource collection by coordinating a set-time to plan daily with the classroom teacher. All materials should reflect the accommodations and modifications in compliance with each student's IEP. Differentiated materials or directions should be emailed to students and their families. Include the following statement on General Education Teacher plans: *Students receiving special education services will receive an email from (Special Education Teacher's Name) with additional information.*
SCLD/POR Teachers	• Communicate with the General Education teacher if any student is in a blended program (Gen Ed/ICR and/or POR/SC). Include the following statement on General Education Teacher plans: *Students receiving special education services will receive an email from (Special Education Teacher's Name) with additional information.* • Follow the grade level expectations/activity guidelines listed in either K-2 or 3-5 for each subject area using appropriate content/materials based upon current academic levels.

	• All materials should reflect the accommodations and modifications in compliance with each student's IEP. Differentiated materials and/or direction should be emailed to students and their families. • Consider guiding thoughts or talking points and/or a video message with materials for families and learners to provide additional guidance/support.
MD/AUTISM Teachers	• All materials should reflect the accommodations and modifications in compliance with each student's IEP. Differentiated materials and/or direction should be included. • Activities should reflect your daily routine (circle time/calendar) and centers as much as you are able. For example, links to videos (songs, stories, etc.) that are familiar to the students from previous activities (morning circle or centers). Binders/packets of known skills, procedures, and routines should be sent home with the learners to be used and/or referenced if needed. • Consider guiding thoughts or talking points and/or a video message with materials for families and learners to provide additional guidance/support • Due to the uniqueness of the needs within your program, any folders, manipulatives, consumables, or paper-based materials should be sent home as appropriate.
Speech Teachers	• Share expectations and suggested activities via email weekly to reflect students' speech goals. Consider using Flipgrid or One Note to model targeted skill and capture students' approximations (if appropriate). • Finish any upcoming or outstanding reports. • Work on IEPS
OT/PT	• Call/email families to provide communication on how to support the child's goals at home. • Make sure voice mail is set up to email so you are able to play messasges • Finish any upcoming or outstanding reports. • Work on IEPS • Share any information related to any exercises
Behavior Services/ABA	• Create a quick reference sheet that is for all students and add more specific parent friendly recommendations for students that may have more behavioral challenges. • Students prioritized based on level of need: Provide families with services virtually / recorded communication provided by in-district BCBA and DiNovi Associates.
Child Study Teams	• All Child Study Team members will use the Realtime internet-based program to complete evaluation reports, work on upcoming annual review documents, and finish IEP related documents. • Social Workers: May conduct social evaluations with parents and students via phone conference. • Psychologists may conduct counseling sessions via telephone; to be documented in the notes section of the Realtime program. • Case Management: Send out Realtime surveys for upcoming meetings • Provide Realtime program improvement suggests to the Director • Case logs and service providers logs will need to filled out in Realtime. • Check Powerschool for student progress and communicate with special education teachers to inquire as to progress of students on case management lists.
Elementary School Counselors	• Use email and available online platforms and resources to provide consultation and collaboration with families, administration, teachers, and other staff. • Update website to reflect resources related to mental health services and social/emotional well-being • Under the direction of the Director of School Counseling, provide individual check-ins for students with counseling needs in the IEP and reflect in Realtime case notes section.
Out of District Students	• Students receiving services in out of district locations (special education): Out-of-district schools have shared action plans with the special education administration, and the district is carefully monitoring any interruptions that may occur to instruction if an out-of-district school closure while the district remains open.