



April 16, 2020

Elementary Online Learning Plan

CLASSROOM WEEKLY CHECK-INS

Curriculum Update – An Addition to our Guiding Principles

It is official. We will continue with remote learning until no earlier than May 15. With this new announcement, we have made some revisions to our guiding principles for elementary remote learning. The new information is listed below in red.

Guiding Principles for Elementary Remote Learning:

- Remember, **synchronized instruction, face-to-face interactions, should not be utilized at this time**; however, there are exceptions for CST meetings, related services, PSD, Autism, MD, and ESL instruction. Contact your supervisor if you have questions.
- **Synchronized instruction, face-to-face interactions, may be utilized for weekly greeting check-ins. This will be for non-instructional purposes.**
- Students continue to appreciate hearing from their teachers every day and to receiving feedback
- Lessons with new content should include a self-recorded video or voice over presentation as part of your instruction. Unless you are providing a read aloud, these mini-lessons should be no longer than 5 minutes of your overall timeframe.
- Continue to review the email of remote learning Dos and Don'ts for additional guiding principles.

What are Weekly Greeting Check-Ins?

- Through Microsoft Teams or WebEx, PreK-5 teachers may connect with their homeroom class to say hello, read a story, play a game, or engage any other informal and non-instructional activity. Students are not required to attend the live session.

How Often and How Long Should This Occur?

- Although this is not mandatory, we recognize that many teachers would love to interact with their students and see their smiling faces.
- Weekly check-ins may occur once a week for about 15-30 minutes. Interested teachers are encouraged to invite any co-teachers or basic skills teachers to participate in the virtual meeting. For departmentalized staff, consider only contacting your homeroom. You may also wish to vary your times to engage students who may not be able to “check in” at the same time each week.

How Do I Conduct a Microsoft Teams Meeting or a WebEx:

- Interested teachers will need to use parent emails (gr. K-2) and student emails (gr. 3-5) to invite students to the sessions.
- We will be sending out directions for WebEx meetings (attached) and Microsoft Teams meetings soon. Kathi Kersznowski and Michael Otto will be offering trainings next week during their professional development sessions to support interested teachers. Stay tuned!

Tips:

- Interested teachers should attempt using TEAMS or WebEx (Gr. PreK-5) with a colleague first in order to become acclimated to the features of running a session.
- Interested teachers should not share the invitations with parents via social media or through a publicly accessible website.
- Stay tuned for additional directions and etiquette reminders for conducting live, non-instructional sessions.