

NRHEG Public Schools Flexible Learning Days Plan

	Elementary PreK - K - 1 - 2 - 3	Elementary 4 - 5	MIDDLE / HIGH SCHOOL 6 - 7 - 8 / 9 - 10 - 11 - 12
VISION	We envision that on days when school is cancelled due to inclement weather, students and teachers will utilize developmentally appropriate resources to communicate and engage in flexible learning experiences that are related to current classroom curriculum goals and skills.		
TEACHERS PreK-6 Grade Levels 7-12 Subject Areas PreK-12 Specialists PreK-12 Special Education	<p>On a flexible learning day, teachers will:</p> <ul style="list-style-type: none"> post learning activities, directions and reminders via email by 10 AM, or 11 AM if a 2-hour late start is pushed to a full day out of school monitor email and other digital communications to answer questions and provide feedback to students and parents between 10 AM and 3 PM <p>In advance, teachers will:</p> <ul style="list-style-type: none"> design flexible learning day activities that include options for students who have Internet access and those without Internet access away from school design flexible activities that provide multiple options and choices for students to complete while utilizing the resources available to them at home design activities that address current standards and enhance appropriate grade level curriculum collaborate to develop options that incorporate specialist related activities 	<p>On a flexible learning day, teachers will:</p> <ul style="list-style-type: none"> post learning goals, activities and assignments to Schoology by 10 AM, or 11 AM if a 2-hour late start is pushed to a full day out of school monitor email and Schoology to answer questions and provide feedback to students and parents between 10 AM and 3 PM <p>In advance, teachers will:</p> <ul style="list-style-type: none"> design flexible learning day activities that include options for students who have Internet access and those without Internet access away from school design flexible activities that provide multiple options and choices for students to complete while utilizing the resources available to them at home design activities that address current standards and enhance appropriate grade level curriculum 	<p>On a flexible learning day, teachers will:</p> <ul style="list-style-type: none"> post learning goals, activities and assignments on their Schoology page by 10 AM, or 11 AM if a 2-hour late start is pushed to a full day out of school submit flexible learning day work plans to administrators by 10 AM monitor email and other digital communications to answer questions and provide feedback to students between 10 AM and 3 PM <p>In advance, teachers will:</p> <ul style="list-style-type: none"> communicate pertinent and timely information regarding learning goals, activities and assignments to students prior to anticipated flexible learning days, when appropriate design flexible learning day assignments with realistic expectations, timelines and consideration regarding students' accessibility and workload design flexible learning day

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	<ul style="list-style-type: none"> collaborate to develop options that incorporate appropriate accommodations for students communicate activity guidelines and expectations for flexible learning day activities to parents and students 	<ul style="list-style-type: none"> collaborate to develop options that incorporate specialist related activities collaborate to develop options that incorporate appropriate accommodations for students communicate activity guidelines and expectations for flexible learning day activities to parents and students 	<p>assignments that address and enhance the course standards and benchmarks that are currently being covered in class</p> <ul style="list-style-type: none"> design flexible learning day assignments that encourage collaboration and communication and may involve formative assessments, as appropriate
<p>NON-CLASSROOM TEACHERS</p> <p>SOCIAL WORKERS GUIDANCE COUNSELORS SPEECH MEDIA SPECIALIST TECHNOLOGY COORDINATOR TOSAs NURSES</p>	<p>On a flexible learning day, teachers will:</p> <ul style="list-style-type: none"> develop an action plan for the day communicate their action plan to their respective principal or supervisor by 10 AM, or 11 AM if a 2-hour late start is pushed to a full day out of school reflect on their accomplishments for the day and communicate via email to their respective principal or supervisor by 3 PM utilize digital communication tools to conduct virtual meetings, as appropriate 		
<p>STUDENTS</p> <p>PreK K-1-2-3</p> <p>4-5</p> <p>6-7-8 9-10-11-12</p>	<p>On a flexible learning day, students will:</p> <ul style="list-style-type: none"> complete at least 5 activities from activity options sign and return activity sheet to their teacher on the next school day <p>In advance, students will:</p> <ul style="list-style-type: none"> know where to access and be prepared to complete flexible learning day activities 	<p>On a flexible learning day, students will:</p> <ul style="list-style-type: none"> access their Schoology course complete flexible learning day assignments communicate questions for teachers via email or other appropriate digital medium <p>In advance, students will:</p> <ul style="list-style-type: none"> know where to access and be able to log in to their Schoology course 	<p>On a flexible learning day, students will:</p> <ul style="list-style-type: none"> access their Schoology pages complete flexible learning day assignments participate in flexible learning day activities communicate questions for teachers via email or other appropriate digital medium <p>In advance, students will:</p> <ul style="list-style-type: none"> know where to access and be able to log in to their appropriate Schoology pages

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<p style="text-align: center;">PARENTS</p>	<p>On a flexible learning day, parents will:</p> <ul style="list-style-type: none"> • monitor student progress on flexible learning day activities • communicate questions for teachers via email or other digital medium • sign and return activity sheet with student to school on the next day 	<p>On a flexible learning day, parents will:</p> <ul style="list-style-type: none"> • monitor student progress on flexible learning day activities, as appropriate • communicate questions for teachers via email or other appropriate digital medium 	<p>On a flexible learning day, parents will:</p> <ul style="list-style-type: none"> • monitor student progress on flexible learning day activities, as appropriate
<p style="text-align: center;">CONDITIONS</p> <p style="text-align: center;">TIMELINES FLEXIBILITY PLATFORMS MATERIALS</p>	<p>Flexible learning days activities will:</p> <ul style="list-style-type: none"> • utilize a subject strand activity guide sheet that provides multiple options for students and parents • consist of activities that are best suited to the resources that are available for students when at home • be sent home with students in advance of the dates of flexible learning days • be posted on the website 	<p>Flexible learning days activities will:</p> <ul style="list-style-type: none"> • utilize Schoology for students • consist of activities that are best suited to the resources that are available for students when at home • include flexible time for students to complete during the next school day 	<p>Flexible learning days activities will:</p> <ul style="list-style-type: none"> • provide flexible options and due dates to accommodate for students who do not have Internet access outside of school • utilize teachers' predetermined course Schoology site • utilize multiple types of material formats, that may include online videos, online articles, Google Docs, and other collaborative media and communication platforms

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COMMUNICATION	<p>Communication regarding flexible learning days will:</p> <ul style="list-style-type: none"> • be initiated via a letter to parents • consist of an information and activity packet that will be sent home with students • be sent via the district emergency closure School Connects message on the day of flexible learning days 	<p>Communication regarding flexible learning days will:</p> <ul style="list-style-type: none"> • be initiated via a letter to parents • consist of an information and activity packet that will be sent home with students • be sent via the district emergency closure School Connects message on the day of flexible learning days 	<p>Communication regarding flexible learning days will:</p> <ul style="list-style-type: none"> • include a letter to parents from the principal and information shared with students by teachers • utilize communication tools built into class Schoology pages • be sent via the district emergency closure School Connects message on the day of flexible learning days
OTHER	<ul style="list-style-type: none"> • No trial run 	<ul style="list-style-type: none"> • No trial run 	<ul style="list-style-type: none"> • No trial run

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COMMUNICATION PLAN	<p>CLASSROOM:</p> <ul style="list-style-type: none"> Send home student instruction letter and parent instruction letter <p>BUILDING:</p> <ul style="list-style-type: none"> Develop a “How to” plan for flexible learning days <p>DISTRICT:</p> <ul style="list-style-type: none"> Link to flexible learning day plan on district website School Connects call to notify of closure and flexible learning day 	<p>CLASSROOM:</p> <ul style="list-style-type: none"> Send home student instruction letter and parent instruction letter Invite & re-invite parents to Schoology Classroom teachers’ letters should communicate expectations and identify students’ usernames and password for their Schoology account Teachers share assignment/activity to principal via Schoology <p>BUILDING:</p> <ul style="list-style-type: none"> Present FLD plan on Day 1 Letter will be sent home to inform parents about flexible learning days <p>DISTRICT:</p> <ul style="list-style-type: none"> Link to flexible learning day plan on district website School Connects call to notify of closure and flexible learning day 	<p>CLASSROOM:</p> <ul style="list-style-type: none"> Schoology up and running Teachers inform and remind students about their Schoology pages and how to access Teachers share virtual office hours with students (recommended office hours are 10 AM - 3 PM) Teachers share assignment/activity to principal via Schoology <p>BUILDING:</p> <ul style="list-style-type: none"> Letter will be sent home to inform parents about FLD <p>DISTRICT:</p> <ul style="list-style-type: none"> FLD information will be posted on school website School Connects call to notify of closure and flexible learning day
TRAINING PLAN	<p>CLASSROOM:</p> <ul style="list-style-type: none"> Teach expectations for FLD to students 	<p>CLASSROOM:</p> <ul style="list-style-type: none"> Teach expectations for FLD to students Students and teachers will practice using Schoology, prior to FLD Provide reminder information that 	<p>CLASSROOM:</p> <ul style="list-style-type: none"> Provide one-on-one assistance to set up Schoology Students and teachers will practice using Schoology, prior to FLD Provide reminder information that

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		details step-by-step instruction for accessing Schoology and email	details step-by-step instruction for accessing Schoology and email
	BUILDING: DISTRICT:	BUILDING: DISTRICT:	BUILDING: DISTRICT:
LOGISTICS PLAN	CLASSROOM: <ul style="list-style-type: none"> • Complete FLD grid sheet • Create the packets that will be sent home • Determine the materials list for packets • Gather and send materials home BUILDING: <ul style="list-style-type: none"> • Create a K-2 “How to Complete” the grid sheet • Create a PreK “How to Complete” grid sheet • Create standardized packets for all students with 5 copies of grid • Create common labels for packets • In the event of a two-hour late start that then becomes closed, teachers should post by 11 AM (or asap) DISTRICT:	CLASSROOM: <ul style="list-style-type: none"> • Complete FLD grid sheet • Create the packets that will be sent home • Determine the materials list for packets • Gather and send materials home • Teachers should identify students who potentially will not be able to access SVS away from school (no Internet, device, etc.) BUILDING: <ul style="list-style-type: none"> • Students who are not able to complete the FLD work during the flexible day will need time to complete the work in their classroom during the next school day • In the event of a two-hour late start that then becomes closed, teachers should post by 11 AM (or asap) DISTRICT:	CLASSROOM: <ul style="list-style-type: none"> • Teachers should identify students who potentially will not be able to access Schoology away from school (no Internet, device, etc.) In case of anticipated FLD, some work can be run off and sent home with those students. BUILDING: <ul style="list-style-type: none"> • In the event of a two-hour late start that then becomes closed, teachers should post by 11 AM (or asap) DISTRICT: