

Seattle Academy Extended Closure Procedure

There are times when it is necessary to change school operation schedules which can result in an early dismissal or the closure of school for one or more days. If it is necessary to dismiss students early from school, a communication will go out to families that informs them of the early dismissal time. Teachers will be able to leave thirty minutes after the dismissal time, which mirrors the daily expectation.

If school is closed for the day, all afternoon and evening activities and events will also be cancelled unless communicated otherwise. When a school closure is instituted, students and families will be informed via text message, email message, local radio, and television report. Faculty and staff will be notified via text and email message.

The purpose of an Extended Closure Plan is to provide teachers, students, and families with information about what to expect in the event we can not physically hold classes on our campus.

Expectations for teachers:

First day of closure: No action required

Second day of closure (if consecutive): Engage all your students with some communication (see below).

Third day of closure and beyond: Engage students you would see on that “Block day” (odd or even) with some communication and activity/learning (see below).

The calendar has been set for the year with odd and even days designated. We will honor the calendar and not make adjustments to the impacted week. The odd/even rotation will stay the same regardless of the days that are missed because of school closure.

During an extended closure, some disruption to our curriculum is likely. **As you make adjustments, consider realistic goals and determine priorities.** Also think about what assignments, assessments, and projects should be adjusted or rescheduled if the closure goes beyond three days.

How to engage students with communication (second closure day):

Upon a second consecutive closure day, we ask that you reach out to students by email if at all possible. We understand that a teacher could lose power during a storm, and that some students could also be without power or access to the internet. In this communication, we ask that you remind students of work they can and should complete independently, offer instruction or feedback important to their completion of that work, and/or clarify adapted guidelines or expectations for work interrupted by the snow day.

The goal of this communication is to **reinforce expectations for your class and to give students what they need in order to transition back to your class successfully on the next day it meets.**

Note: This “second day of closure” is **not** considered a day that your class is actually “meeting” (remotely). The expectation is for a communication.

How to engage students with activity for learning (third closure day and beyond):

Upon a third closure day and beyond, we ask that you reach out to students by email if at all possible, and that you engage students in some activity for learning (i.e. some type of class “meeting”). Please communicate instructions by email and on your Schoology page. Again, we understand that a teacher could lose power during a storm, and that some students could also be without power or access to the internet. We need to keep this in mind when assigning work on these days, and we ask that you are flexible with students with regard to submission dates and times. We also recommend that you offer some online “office hours” for kids if possible during which you’re available to answer questions.

With regard to activities, **our objective should be to move forward learning goals and targets for content and skill development.** Below, we outline various suggestions for how you can engage students or move the curriculum forward. These are just some of the many possibilities, and they range from simple and practical to more collaborative and complex:

- Communicate instructions for a reading or writing assignment (providing electronic copies of reading materials if at all possible) to be collected by email or on Schoology.
- Post video lessons, lectures, or screencasts to Schoology with an attached assignment for students to complete.
- Ask students to post to a Schoology discussion forum. You can even recommend students engage within a particular time window if at all possible, at least encouraging this possibility.
- Ask students to study for an upcoming assessment using Quizlet or other study aids you’ve created.
- Create online assessments for students to complete using Schoology quiz/test functions.
- Use online resources, such as Khan Academy, Desmos or an electronic textbook to give students practice and feedback.