

WFC HS Flexible Learning Plan for Instructional Continuity Information for Students & Parents

Goals

- To maintain learning in a digital environment
- To maintain as many of the existing systems, supports, and processes for staff and students in a digital learning environment
- To maintain relationships with students and staff in the WFC so that the learning and community connections can continue.

Terms and Definitions

There are two models of online teaching and learning. **Synchronous**, where students and teachers are working together and interacting in a digital space in real time. And **asynchronous**, where teachers post instruction and learning materials online and students engage in class materials and complete work at their own pace within a given timeframe.

Fairfield Public Schools will use a hybrid of these models.

Your Teachers Will...

- Be available online for each class during the scheduled time (as below) to the best of their ability. If unable to do so, teachers will provide an alternate opportunity for an equal duration of time.
- Design and provide access to meaningful instruction based on the course curriculum.
- Post all materials and instructions to Google Classroom.
- Monitor student progress and provide feedback to students.
- Grade student work and post grades to Infinite Campus.
- Take attendance for each class and record in IC. See attendance details below.
- Support all student learning needs including 504 plans and IEPs.
- Collaborate with special education staff (Karen or Ingrid) as per student IEPs
- Reach out to parents, Brian, Casey or Jennifer when they are concerned about:
 - Attendance (3 or more consecutive absences as defined below)
 - Work completion
 - Any other concerns or challenges with learning

Instruction: What To Expect:

- Regular check-ins for all students
- Assignments and other tasks presented through Google Classroom (similar to what already exists for most classes)
- Assessments assigned, graded, and entered into IC (see note below)

Communicating

- If you have a question about an assignment or need to communicate with a teacher regarding any aspect of distance learning, use Google Classroom or the teacher's district (@fairfieldschools.org) email.
- We are truly looking to support each of our students during these days and to do so we have scheduled a few creative ways. Firstly, from 7:30 to 9:00 AM, staff are available for consult and Casey, Brian and Jennifer will be scheduling counseling services and then later in the day, from 1:20-2 PM daily for students to discuss their academic challenges with Karen or Ingrid along with the subject teacher of the class that is challenging. All contacts should be made through email or Google Classroom.

In addition..

- ★ Reach out: If you have PLATO questions, or a PLATO assignment that needs grading, please email James.
- ★ 7:30- 2PM WFC Cell Phone (203) 650-0077: Gayle can be reached for any concerns, needs or supports to

Attendance

- Attendance will be entered into Infinite Campus on the day your class is scheduled to "meet" (see schedule below, following a day one/day two alternating schedule)
 - We will track attendance in a variety of ways; including, but not limited to:
 - Google check in form
 - Assignment that is due that day
 - Question to answer on Google Classroom
 - Participation/contribution to an online discussion forum
 - **Important notes:**
 - **These check ins do not necessarily need to be done DURING the "class" time.** (Ex. If a teacher posts a question on Google Classroom on Monday that is due by Wednesday, and a student submits it on Tuesday, that would be their "attendance" for Wednesday's "class".)
 - All check-ins designed for attendance purposes **MUST be completed by 2 p.m. the day that it is due** to allow for the teacher to both check Google Classroom and enter attendance into IC.

- o **Attendance is about COMPLETION, not accuracy or quality.** If a student responds to the prompt, form, etc., they are “present.” The task may receive a separate grade in the gradebook.
- o If a student is unable to engage in distance learning for some reason (i.e. sick), the parent/guardian should contact Gayle or Amy as we will be checking the school cell phone and email.

Schedule

Distance learning school hours will look similar to in-school hours. All Day One /Day Two classes will be scheduled including Special Education services.

WFC Distance Learning Schedule	
7:30 - 9:00 -STUDENTS DAY BEGINS.. 9:00 - 9:40	<u>STAFF PROFESSIONAL FLEX TIME</u>
9:40 - 10:40	BLOCK A
10:40 - 11:40	BLOCK 1
11:40 - 12:40	BLOCK 2
12: 40- 1:20	BLOCK 3
1:20- 2:00	BLOCK B
	Specialized/Academic Consultation & Supports

Assessment

Assessments practices will need to be adjusted so that they are appropriate in a distance learning environment. Students will be asked to demonstrate what they have learned in a variety of ways, as determined by their teacher’s assignments. Project Based Learning Student Guides are in each student’s Google Classroom for English, Science and Social Studies. Mathematics assignments, though not project based are individualized and provided as well for each student. As our assignments are usually asking students to practice their executive function skills and demonstrate higher order thinking skills and high levels of rigor and they now have more time to consider and be creative, we are looking forward to some great projects.

PPT meetings: We will be conducting PPT meetings by conference call. If you would prefer to have an additional PPT in person, we will discuss this as the phone PPT concludes as we would be most willing to see you and will schedule another meeting should that be your preference. The PPT conference number will be provided to you with a reminder call as well prior to your meeting from the Case Manager &/or Amy.

Student and Teacher Support

Administrator: Gayle will be problem solving and supporting all staff, students, and families.

Brian, Casey and Jennifer: Will be available to help ensure students are accessing their learning and provide support to students. Please reach out to them if you have concerns or need support that counselors normally address. They will continue to meet with parents and students for previously scheduled meetings; these meetings will occur by phone. They will also be supporting students, conducting counseling sessions, and addressing any areas of concern. They will use phones and other e-communication methods.

They will be monitoring attendance. They will follow up with students who are not engaging with the distance learning materials.

James and WFC Teachers:

- Provide continuous support for students and teachers in the use of technology and online resources for teaching and learning
- Respond to emerging technical needs by referring to the high school division IT coordinators
- Maintain an active web presence that is updated regularly to support teachers and students

For questions related to technical difficulties:

- Email reghelp@fairfieldschools.org