

# Digital-Day Lesson Plan Guidelines

“Digital-day” lesson plans are used in cases when the Superintendent determines that building site attendance is not feasible, but students are expected to participate remotely in classroom learning. This is typically a result of significant snow accumulation but could be declared for other reasons. The following are guidelines to help ensure that students have access to meaningful learning when digital-days are declared.

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## General Guidelines

- All teachers will maintain at least two digital-day lesson plans.
  - Teachers are responsible to ensure that students and parents are familiar with the procedures to access and participate in digital-day lessons prior to the occurrence of a digital-day.
  - Schools and teachers will be aware of weather events that may prompt declaration of a digital-day and remind students to take their school assigned device home with them.
  - Students are expected to participate in digital-day learning and submit assignments as directed by the teacher.
  - Teachers will be available and monitoring communications during school hours, internet and weather permitting, to support student participation and provide guidance as needed.
  - Attendance Procedures: Attendance is demonstrated through assignment submission. Students will have three school days following the digital-day to submit assignments, at which point teachers will retroactively record attendance.
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## Instructional Guidelines

- Lessons will be primarily academic.
  - Lessons will contain clear instructions for completion and submission.
  - Assignments given will be substantive and meaningful.
  - Lessons will provide students opportunities to practice and reinforce content and skills with which they are already familiar. If new content is included, instruction sufficient to support students in learning the new content will accompany the lesson.
  - Teacher feedback and follow up will accompany student work submission as is typical in the regular classroom environment.
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### Elementary

- Lessons will be accessible in Google Classroom.
- At minimum, lessons will be included for ELA, math and science.
- Using students who are likely to need the most time as the standard, the amount of time for students to complete digital-day lessons will not exceed the length of a regular school day.
- It is not necessary that the amount of time to complete digital-day lessons is equal to the length of a regular school day. Quality and substance are preferred to quantity.

### Secondary

- Lessons will be accessible in Canvas.
- Using students who are likely to need the most time as the standard, the amount of time for students to complete digital-day lessons will not exceed the length of a regular school day class period.
- It is not necessary that the amount of time to complete digital-day lessons is equal to the length of a regular school day class period. Quality and substance are preferred to quantity.