MSBSD K-5 Teacher Remote Learning Checklist

The Elementary Remote Learning Checklist is intended to support elementary staff when transitioning to remote learning. The following school processes are necessary for remote learning success and should be regularly reviewed by building administrators.

Remote Learning Delivery Expectations:
- Pre-K: Teacher contacts parent/guardian/zoom as appropriate
- Kindergarten: Three hours (Synchronous and asynchronous learning)
- 1st-3rd Grades: Four hours (Synchronous and asynchronous learning)
- 4th-5th Grades Five hours (Synchronous and asynchronous learning)
- Attendance taken during synchronous or asynchronous delivery and transferred to Synergy
    - Present: Students attending synchronously OR are engaged with assignments
    - Absent: Students not present or engaged
- Prepare offline learning material, in advance, for students without internet

Teaching with an LMS (ie.Google Classroom)
- Focus on the fundamentals:
    - Who, what, when, and how
- LMS norms
    - Update assignments
    - Provide feedback to students
- Update Synergy regularly
- Asynchronous content via [GoGuardian Teacher](#)/Google Classroom

K-5 Specialists Remote Learning Expectations (Suggested)
- Schedule and provide access to learning opportunities
- Follow all other teacher expectations for remote learning

Nuts and Bolts
- Communicate
    - RL hours are between 9:30 - 2:30 (instructional and office hours)
    - Instructional contact method (email, LMS)
    - Support at [Call Center](#): (907) 761-HELP
    - Daily updates to students and families
    - Teachers unable to deliver remote learning (no device/no internet) should:
        - Assign meaningful work via LMS in lieu of sub plans
        - Communicate with administrators
        - Communicate with families about learning expectations
    - Teachers unable to deliver remote learning due to previously scheduled leave or personal reasons should:
        - Put in for leave
        - Assign meaningful work via LMS in lieu of sub plans
        - Communicate with administrators