

# MSBSD SECONDARY REMOTE CHECKLIST



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

## ROTATING SCHEDULE

*MONDAY	TUESDAY	WEDNESDAY	THURSDAY	*FRIDAY
Periods 1,2,3,Office Hours <b>or</b> 4,5,6,Office Hours	Periods 1,2,5,6	Periods 3,4,5,6	Periods 1,2,3,4	Periods 1,2,3,Office Hours <b>or</b> 4,5,6,Office Hours

## INSTRUCTIONAL DELIVERY OPTIONS

OPTION 1	OPTION 2	OPTION 3
<ul style="list-style-type: none"> <li>✓ <b>SYNCHRONOUS</b> 20 min with 10 min of Q&amp;A and release to content</li> <li>✓ <b>ASYNCHRONOUS</b> LMS</li> <li>✓ <b>MONITORING</b> GoGuardian Teacher</li> <li>✓ <b>OFFICE HOURS</b> 30 min at end of day</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>SYNCHRONOUS</b> 10 min with 10 min of Q&amp;A and release to content</li> <li>✓ <b>ASYNCHRONOUS</b> LMS with “flipped” instructional video</li> <li>✓ <b>MONITORING</b> GoGuardian Teacher</li> <li>✓ <b>OFFICE HOURS</b> 60 min at end of day</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>SYNCHRONOUS</b> 10 min with 10 min of Q&amp;A and release to content</li> <li>✓ <b>ASYNCHRONOUS</b> LMS and small group instruction as needed</li> <li>✓ <b>MONITORING</b> GoGuardian Teacher</li> <li>✓ <b>OFFICE HOURS</b> 60 min at end of day</li> </ul>

## INSTRUCTIONAL BEST PRACTICES

- Communicate how students/parents can contact you for support
- Virtual attendance taken during synchronous or asynchronous delivery and transferred to Synergy
  - **PRESENT:** Students who attend synchronous session OR are engaged online
  - **ABSENT:** Students not in attendance and not engaged online
- Assignments tied to an Essential Standard
- Small group instruction can include chat, screen directions, video chat, etc.

## NUTS & BOLTS

- Remote Learning hours: 9:00 am - 2:00 pm
  - Block 1 :** 9:00 am
  - Block 2:** 10:00 am
  - Block 3:** 12:00 pm
  - Block 4:** 1:00 pm
- Virtual meeting links & assignments posted by 8:00 am
- Teachers unable to deliver remote learning should:
  - Put in for leave
  - Assign meaningful work via LMS in lieu of sub plans
  - Communicate with administrator
- ✳ Monday/Friday class schedules will alternate as remote learning days occur