

INCLEMENT WEATHER SCHEDULE

Educator connection time prior to synchronous learning to allow for adjustments needed for staff members who are unable to attend, common messages, etc. Messaging about who needs to attend this meeting will be shared by the principal.

TIME	ELEMENTARY	TIME	MIDDLE	TIME	HIGH
SYNCHRONOUS LEARNING					
Contract Time Prior to Synchronous Start Time	Grade Level Connect Time with Assigned Specialists	Contract Time Prior to Synchronous Start Time	Team Connect Time	Contract Time Prior to Synchronous Start Time	Educator Connect Time
9:00 9:30	Morning Meeting	10:00 10:30	Advisory Connect and Attendance	10:00 10:30	Advisory/Academy Connect and Attendance
9:30 10:00	Academic Lesson	Support & connect as needed		10:30 12:30	Educator Office Hours
10:00 10:30	Intervention Connection as needed	10:30-10:40	Period One		
10:00 11:30	Educator Office Hours	10:40-10:50	Period Two		
		10:50-11:00	Period Three		
		11:00-11:10	Period Four		
		11:10-11:20	Period Five		
		11:20-11:30	Period Six		
		11:30-12:30	Educator Office Hours		
EDUCATOR OFFICE HOURS					
10:00 11:30	Educator Office Hours	11:30 12:30	Educator Office Hours	10:30 12:30	Educator Office Hours
Educators will be available through TEAMS, Schoology/Seesaw, and Email to answer questions and provide clarification for learners.					
			Educators at the High School may host a synchronous connection using this schedule.	10:35 10:55	Period One
				11:00 11:20	Period Two
				11:25 11:45	Period Three
				11:50 12:10	Period Four
ASYNCHRONOUS LEARNING					
20 minutes	Intervention/Enrichment	As needed	Assignment completion	As needed	Assignment completion
Personalized	Special Services Goal Work	Personalized	Special Services Goal Work	Personalized	Special Services Goal Work
20 minutes	Choice Reading	20 minutes	Choice Reading		
20 minutes	DreamBox math lesson	20 minutes	DreamBox math lesson		
20 minutes	eReading lesson				
20 minutes	Specialist lesson				

The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.

TIGHT	LOOSE
<ul style="list-style-type: none"> •Educator team online connection time prior to synchronous learning. •Elementary specialists (MTSS and non-MTSS) added to grade-level classroom team meetings to help facilitate synchronous learning. •The team meeting time will be used to problem-solve around needed substitutes, etc. 	<ul style="list-style-type: none"> •Building leader will determine the team members who need to connect. •A full building online meeting for all certified staff is also an option. •Building leader will determine which specialist educators are added to each grade level team and TEAMS groups. •Determining who will meet face-to-face with learners for the allotted time.
<ul style="list-style-type: none"> •Middle and High School learners will connect with their advisory period educator to review their day and create a plan. •Middle School educators will follow a structured schedule for optional student support and connect time. 	<ul style="list-style-type: none"> •High School educators may determine if they'd like to schedule a synchronous time with their learners. If they ARE meeting synchronously, communication needs to be shared with the activity/assignment in Schoology and be shared with advisory period teachers to share the message during the synchronous advisory period.
<ul style="list-style-type: none"> •Elementary specialists will join a grade level classroom for the synchronous session to assist with the online classroom management. This includes: Art, Music, Health/PE, Media, Counselors, Special education teachers, school psychologists, speech language pathologists, VI/DHH, PT's OT's and SEB Interventionists. •Instructional coaches will be added to TEAMS groups to allow them to support when needed. 	<ul style="list-style-type: none"> •Building leader will determine which ONE specialist educator is added to each grade level classroom. •Not every grade level classroom will have a specialist in support, who does not is at the discretion of the building leader. •The educator leading the lesson has the autonomy to provide a recorded lesson for learners in lieu of the synchronous lesson. This option is NOT available for the morning meeting or advisory time. •The educator leading the synchronous session has the autonomy to release the person assigned to support.
<ul style="list-style-type: none"> •Office hours are scheduled for ALL educators when they will be available to answer messages via Schoology/Seesaw/Email or phone calls as needed. •All means ALL. 	
<ul style="list-style-type: none"> •K-5 Educators will complete attendance during the synchronous time frame. •6-12 Educators will take attendance during the advisory/academy connect time ONLY. 	<ul style="list-style-type: none"> •Learners may be counted present by attending the TEAMS meeting OR by completing assignments. •Elementary educators may adjust attendance for learners who complete assignments, without being in attendance during the synchronous time frame. •Students may connect with their advisory teacher if they missed the connect time to have their attendance adjusted if needed, based on work completion in their courses.
<ul style="list-style-type: none"> •The first inclement weather day is made up. If an "A" day or "Day 2" is missed, the designated make-up day will be an "A" day or "Day 2." 	<ul style="list-style-type: none"> •Subsequent inclement weather days are virtual and will follow the rotational schedule.
<ul style="list-style-type: none"> •Educators cannot require an assignment that is counted toward a learner's grade to be completed during the same day or prior to the next day of in-person learning. 	<ul style="list-style-type: none"> •Educators may assign learners to complete assignments for a grade <u>within a timely manner</u>.
<ul style="list-style-type: none"> •All educators will manage their educational platform (Seesaw/Schoology) within a timely manner. Monitor the messages, assignments, and activities that you have assigned. (Specialists will manage their own assignments in Seesaw.) 	

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