Exhibit A- Remote Learning Plan

Teachers play a critical role in the success of remote learning. Remote learning is not ideal and will present challenges, but we will work together to inspire and guide our students. This situation should be treated with an open mind, flexibility, and patience.

1. PreK-12 will use Schoology for their daily student learning and student/parent communications. Consider this platform to be the home base for remote learning. See below for Schoology Help.
2. Email and/or Schoology messaging will be used for communication between students, parents, and staff. Communication is expected to be returned within 24 hours during regular work days and remote learning days.
3. Teachers are expected to post one instructional update via Schoology per week. More regular updates that are not related to instruction but are intended to connect with students are encouraged.
4. Teachers are encouraged to include one short video daily on all remote learning days that students can look forward to. Your voice and presence is important for your students. It is easiest to create and post using the microphone feature in a Schoology Update.
5. Work quality is more important than quantity.
   a. PreK-4: Teachers should plan for no more than 60 minutes of learning activities PER DAY, including Reading/Writing, Math, and Content.
   b. 5-12: Teachers should plan for no more than 75-90 minutes PER WEEK for each class.
   c. Related Arts & Electives:
      i. PreK-4: Teachers should plan and post remote learning OPTIONS for students to engage in throughout the week.
      ii. 5-12: Teachers should plan for no more than 75-90 minutes PER WEEK for each elective class.
6. Lessons should capitalize on the home environment. Reduce screen time and include physical activity as much as possible.
7. Lessons should give students choice when possible. Not only will offering choice engage students more, but it will also give options to students/parents who may not understand an assigned activity.
8. New technology tools should not be introduced at this time. If the students haven't already used the technology tool in class, they shouldn't use it now. It may be a point of frustration for the child and the parents.
9. Students should not be given hard deadlines for assignments. Everyone's home situation is unique and different during remote learning.
10. Teachers should be mindful of students with special needs and the importance of personalization. See Special Education Requirements and Information.
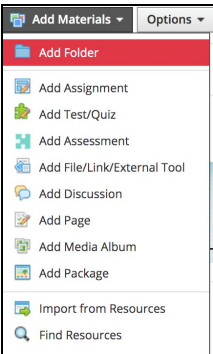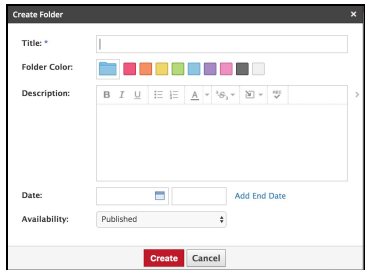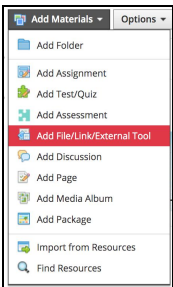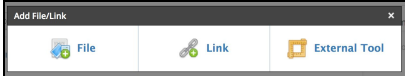11. Teachers will monitor student progress and provide feedback as appropriate.

Schoology Help
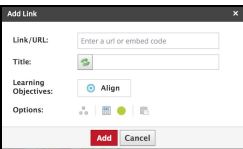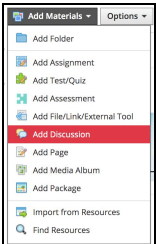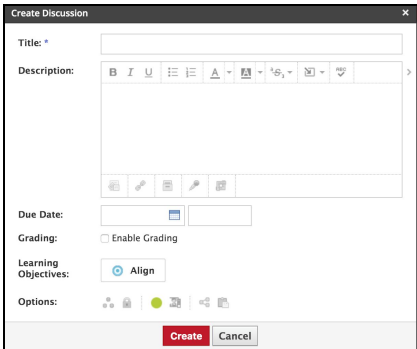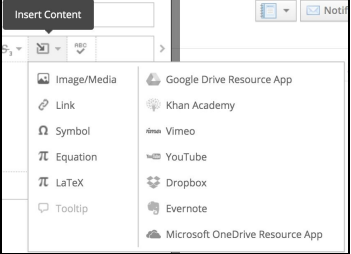
Schoology Tidbits:
Pages, Discussions, Assignments
Updates, Calendar, Messages

How To: Post an Update

Post an update *This will pop up in students' newsfeed when they open Schoology*	In your course: 1. Click *Updates* (left side of the page) 2. Type your directions in the box 3. Click microphone button underneath to add audio/video recording 4. *Optional: Add links, documents, a poll question 5. Click *Post*	1. 2. 3-4.

How To: Post Content
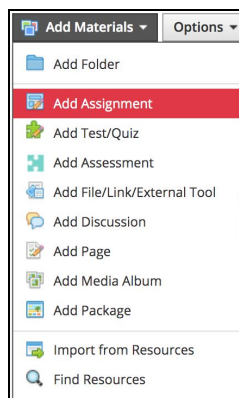
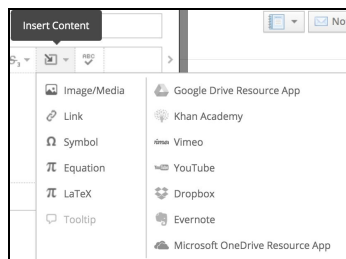|		
Add a folder for each day's work	In your course, 1. Click *Add Materials* 2. Click *Add Folder* 3. Add a Title 4. Click *Create*	1-2. 3-4.
Add an online article, reading or video	In your course, 1. Click *Add Materials* 2. Click *Add File/Link/External Tool* 3. Click *File* **OR** *Link* 4. Copy, then paste the URL 5. Click the page icon (should switch from "*Open in Schoology*" to "*Open in New Window*" 6. Click *Add*	1-2. 3. 4. 5.
Add a discussion post	In your course, 1. Click *Add Materials* 2. Click *Add Discussion* 3. Add a *Title* 4. Type your directions in the *Description* box 5. *Optional: Add content (video, article, Google Doc, etc.) via the *Insert Content* box (square with arrow icon) 6. Click *Create*	 1-2. 3-4. 5.

Add an assignment	In your course, 1. Click *Add Materials* 2. Click *Add Assignment* 3. Add a title of the document 4. Type your directions in the *Description* box 5. *Optional: Add content (video, article, Google Doc, etc.) via the *Insert Content* box (square with arrow icon) 6. COPY OF GOOGLE DOC FOR EACH STUDENT: Click on Google Drive Assignments and attach the Google Doc you want copied for each student 7. Select the *Category* 8. Click *Create*	1-2. 3-4. 5. 6. 7.