



Remote Learning and Work Plan 2020

March 2020

Below is our district's plan to continue offering high-quality education to our students should there be a need to close our school buildings. Remote learning is a way to maintain the integrity of teaching and learning during times of crisis or uncertainty. By offering remote learning to our students, Jeffco continues to elevate the importance of instruction for our students; our primary role in the community.

During activation of our Remote Learning and Work Plan, school is "open" and fully operational. Teachers and other educational staff will engage remotely with students in a web-based learning environment. In partnership, our Ed Tech and IT teams have worked to ensure tools, systems, and supports are in place for blended and online learning.

To support a remote learning environment, we have organized expectations and support into three areas which are outlined in this document; 1) anticipation of a school closing, 2) on the first day school is closed, and 3) the following day(s).

Remote Learning Implementation Plan

In anticipation of school closing:

District Communications:

- A message will go out to the impacted school(s) or district-wide depending on the situation related to the decision to close facilities. Principals will be informed in advance regardless if the closure is a specific school(s) or district-wide.
- Maintain external and internal websites, field media calls, update FAQs.
- Stand-up and monitor general COVID email for gathering and responding to questions from school administrators and staff.

Principals:

- Develop online schedule of expectations for instructional time for your students.
 - For example, teachers will be online hosting learning on Google Classroom from 9:00-12:00. From 1:00-3:00, teachers will be available via Google Hangout, Schoology, or email to support individual students.
 - Schedules do not have to be synchronous, or occurring at the same time. This would only be necessary if a teacher would like all students to engage. Planning for asynchronicity (not happening at the same time) will allow students to engage with assignments at their own pace to meet the deadlines determined by the teacher.
- Communication of the school-specific learning plan (schedule) to families and students. Schools will be the first line for fielding questions from their families.
- Classified staff should understand expectations for how their work will change in the event of a remote workplace implementation.
- Counseling staff should set up office hours for kids to engage with them online.
- Set-up school main phone line with a voicemail indicating who families should call with questions or issues (forward calls or refer to designated school staff).
- Principals should ensure they have the VPN client installed on their Windows or Mac.
 - Principals should also test access via VPN from home prior to an event.
- Articulate a process to take attendance online and turn in assignments. This should be part of family communication.
 - Attendance can be taken in either Infinite Campus, Schoology, or Google Classroom.
- Provide time at an upcoming staff meeting or during grade level, department meetings for staff to complete their tasks on the list.
- Set a deadline for this prep to occur and then follow up to be sure tasks are complete.
- Assist front office staff with a script to ensure consistent message.
- Communicate to external child care providers.
- Ensure all staff have an updated contact list and classroom rosters.
- Keep in mind that we have a wealth of self help available in Tech Tips. Once you login, much of what you may need will be under Jeffco Systems, Google Tools, and Teaching Tools. You can also search. While Tech Tips requires you to login, almost all of the documents are able to be shared with students and parents as needed.

Staff:

- Get in the habit of bringing Chromebook, iPad, laptop, charger home each night.
 - If you need to borrow a device, work with your school for available devices to be checked out.
 - A limited number of Chromebooks are available for checkout from IT. If your school needs additional devices, please contact the Technology Support Center.
- Ensure there is an internet connection at home. For those who do not have internet, a hot spot may be made available for checkout from IT.
- Know your logins and passwords. Have you registered for the Password Reset Tool?
- Understand how to reset student passwords in Campus or how to help students reset passwords to ensure access to Jeffco systems.
- Be sure you are a part of the Schoology Group for your grade level and/or content. This will be our primary means of connecting to share resources, ideas, and ask questions.
- Know how to contact your principal, or school leadership team, outside of school.
- Ed Tech is partnering with C&I to create model classrooms that show what a day of remote learning looks like at each grade level. Familiarize yourself with Jeffco's supported digital tools.
- Ensure Google Hangouts works for students in your class(es); this feature will be enabled.
- Google Meets will also be available for staff member to staff member video conferencing. Meets codes should not be shared with students at this time because Meets rooms will stay open after the organizer leaves so they could be easily abused.
- Keep in mind that we have a wealth of self help available in Tech Tips. Once you login, much of what you may need will be under Jeffco Systems, Google Tools, and Teaching Tools. You can also search. While Tech Tips requires you to login, almost all of the documents are able to be shared with students and parents as needed.
- DTLs will check out devices to students or teachers that are currently available at the schools. Use this Student Device Checkout Form to track which student has which device.
- In the next few days, start discussing with your students some of the expectations identified in this document to ensure they are prepared in the event that a school is closed.

Students:

- Get in the habit of bringing Chromebook, iPad, laptop, charger, headphones home each night.
 - If a student needs to borrow a device, determine if extra devices are available for checkout.
- Students will need to ensure they have an internet connection at home. For students who do not have internet, a hot spot may be available for checkout.
- Know your logins and passwords. Register in the Password Reset Tool.
- Know how to contact your school from home, and through your Chromebook, laptop, or iPad.
- Set up a place to focus on learning at home. Have a few independent reading books.
- Use the available technology self-help resources here to answer many common questions around applications and technology.

Work-Based Learning

Students participating in an internship or apprenticeship as part of receiving school credit will be allowed to report to their employer as long as 1. the employer remains open and does not have any concerns regarding the virus, and 2. parent/guardian has approved continuing with the internship.

For Preschools:

Preschool students will not be expected to engage in online learning environments. However, preschool classroom staff will connect families with resources and recommended activities to support remote learning.

On the first day that school is closed:

Students will **not** be expected to engage online. This day will be devoted to helping teachers set up the online learning space for their class(es). Webinars and supports will be made available through our Ed Tech team. Linked below are some self-paced supports and a schedule for online training for this day.

Self-paced supports

Schedule for online teacher training

Blog post with additional ideas to consider

Shared principal resource folder (Elementary)

Shared principal resource folder (Secondary)

In the event of school building closures, Jeffco Public Schools would enable Google Chat in grades K-12. For support in getting started with Google Chat, please see the linked Jeffco Ed Tech web pages listed above.

On the second day that school is closed:

School will be organized online to support student learning. Schools will be expected to message their families at the end of the day reflecting on the process and supporting the ongoing adjustment to remote learning.

Technology Support Center Contact Procedures

- Student technology questions:
 - Commonly requested resources: [Student, Family & Community Technical Resources page](#).
 - If you have further questions, students will contact the teacher via email or Google Chat. If a teacher cannot answer the question, the teacher has access to all Tech Tips through the Tech Tips internal site. Most can be freely shared with students and parents.
 - Last option, teachers contact Technology Support Center on behalf of the student.
- Teachers with technology questions will continue to contact the Technology Support Center as normal.
- The district will provide teacher learning for Google Classroom, however teachers can continue to use Seesaw and/or Schoology as their remote learning environment.

Student Success Division

The Student Success Division will provide additional support to students and their families in the event of school closure. The Health Services Department will staff nurses who will be available to answer questions and provide resources related to COVID-19 and general health. Student Services will provide social emotional support for students and their families. Special education professionals will coordinate with classroom teachers to provide support to students with disabilities. Likewise, the Gifted & Talented Department will coordinate to provide additional support to students with Advanced Learning Plans. Students receiving case management or navigation services from staff in the Student Engagement Office will continue to receive these supports through phone, text, and other mediums dependent on family preference and resources.

While we recognize that not all students will be adequately served via this format, the department is coordinating efforts to ensure student educational needs are met to the greatest extent possible during these unique circumstances.

Additional Resources:

[District COVID-19 Website](#)
[Tech Resources for Families](#)