
We're all in this
together

Teacher Expectations



A helpful guide for instructors to teach remotely.

Teacher Preparedness

Teachers will prepare for remote learning by:

- Determining which remote learning option is best for them in collaboration with their leader.
 - Providing instructional resources and materials through remote means such as Google Classroom and Google Meet.
 - Reviewing district-supplied remote learning materials.
 - Setting office hours to connect with students and support their learning remotely.
 - Participating in group professional learning and attending virtual learning sessions intended to support remote learning.
 - Ensuring that they are monitoring district communication for up-to-date information regarding school closures and remote learning.
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Seamless Learning

Teachers are responsible for continuing the concepts and standards they are teaching. Staff will pick up where they left off when the emergency break begins. They should expect a transition period, but they need to try to keep the instruction comparable to what they are doing in the classroom face-to-face. Staff needs to be open-minded to change, considering their students and subject matter. All stakeholders are accountable.

Lesson Plan Examples

https://docs.google.com/presentation/d/1I0j2-2RxzNBp-jN8S50OzB7HIF4VcuuLv7mYt-etKXE/edit#slide=id.g8161eca665_0_5

Mental Health Wellness

Student Mental Health

Beyond academics, the staff must monitor students' mental health.

Staff should:

- Use Google Meet once weekly to focus on mental health (a.k.a. "Academic Vacay Day").
 - Create a Google Classroom Assignment specifically for Mental Health (a.k.a. "Question").
 - Implement a traditional Mental Wellness Check.
 - Report "Code Red."
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Google Meet Wellness Check

When conducting a Google Meet Wellness Check, staff may start the regular planned meet with simple, open-ended questions that may spark discussion of the students' mental health. Staff are present to facilitate discussions. Opinions and advice should be shared in a more private setting (i.e. email).

Examples of starter questions:

- How are you doing this week?
 - What are some ups and downs from your week?
 - What emotion describes you best right now?
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Google Classroom Wellness Assignment

On the day that has been devoted to mental wellness, staff will need to create a bellringer, question of the day, or assignment that revolves around the students' mental well being. Staff should encourage each student to complete the assignment just as they would with an academic assignment. They may send a personal email rather than respond to the post if information is private.

Traditional Mental Wellness Check

In place of virtually meeting with students, staff may use a more traditional approach, including

- Phone call (required if no contact in 3 days)
 - Letter
 - Paper copy mental health assignment
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“Code Red”

After exhausting typical forms of communication, staff should consider “Code Red.” If a student exhibits emotional and/or physical signs of distress, staff will:

1. Contact the student’s other teachers for additional information. (middle & high school only)
 2. Make building administration aware.
 3. Make a hotline call after 10 days of no contact.
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Teacher Mental Health

It is important to take care of yourself and your mental health throughout the school year but especially when your routine abruptly changes. There are several resources available that can help you through this difficult situation.

Teacher Mental Health Tip 1

Be reasonable. Understand teaching online is different and can be more difficult. Don't put too much pressure on yourself.

Teacher Mental Health Tip 2

Get moving. Physical activity helps with anxiety, depression, and increasing overall mood.

Go for a walk. Find a yoga video online to try. Do some gardening. Find something that gets your blood pumping and endorphins flowing.

Teacher Mental Health Tip 3

Laugh.

If something happens which causes us to switch to virtual learning, it will be very serious; however, your mental health is just as important. Sometimes you have to laugh in the midst of a crisis. Find something that makes you laugh and enjoy it.

Teacher Mental Health Tip 4

Stay Connected.

It's easy to begin to feel sad, overwhelmed, or depressed when you are alone. Make sure to connect with friends, coworkers, and family on a daily basis.

Weekly Expectations

Teacher Expectations

- ❑ At least 1-3 instructional videos should be recorded every week. Each video must be no more than 10 minutes. A weekly packet for option 3 students also needs to be created.
 - ❑ **Middle and High School teachers:** Teachers will grade students' work. A minimum of two grades must be recorded. Teachers should remain fair when grading and flexible with due dates as circumstances arise. A pretest and a post-test must be included. It will be important to monitor progress and show growth while students are at home learning virtually. It is also important for teachers to review students' assessments for strengths and weaknesses.
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Teacher Expectations

- ❑ **Elementary teachers:** Students' assignments must be graded. A pretest and a post-test must be included. Teachers must remain fair when grading and flexible with due dates as circumstances arise.
 - ❑ Staff members will attend a weekly Google Meet with assigned teachers' group(DCI) , principal, and/or grade level depending on what is established in each building.
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Teacher Expectations

- An assigned schedule for creating weekly packets for Option 3 students-see building administrator for schedule.
 - Mental Health protocol must be followed.
 - Packets need to be picked up and graded promptly each week.
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Student Sick Days or Emergencies

All work must be completed, but extensions will be made for extenuating circumstances.

If a student is sick or they have a family emergency, the parent or guardian needs to email teachers or call the school and let them know that their child will not be able to complete their daily assignment(s) until they are better.

As soon as they are able to resume, they need to complete their missing work and communicate with their teacher.

School Day Expectations

Teachers Expectations

- ❑ Teachers must set up daily Google Meet conference time availability.
 - ❑ A daily check-in (bell-ringer) must be posted for digitally based students in Google Classroom to ensure that students are participating. The daily check-in will be used to take attendance on SIS. If a teacher notices the next day that a student checked in late, they need to email their building secretary to update attendance. Option 3 students will have their attendance recorded by building secretaries.
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Teachers Expectations

- Daily assignments, due dates, points possible, and standards for students must be posted daily.
 - Email needs to be checked and responded to daily.
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**Students
with
Individualized
Education
Plans (IEPs)**

Keeping the Communication Lines Open

Teachers need to continue to follow each student's IEP plan.

Special Education and General Education teachers need to communicate with each other at least once a week. Connections can be made through email, phone call, video chat, etc.

How to....

Helpful links for Google Classroom

- ❑ Student View: https://www.youtube.com/watch?v=-yo7_LLjar0&disable_polymer=true
 - ❑ Help: <https://www.educatorstechnology.com/2019/02/google-classroom-basics-for-teachers.html>
 - ❑ Scheduling assignments: <https://www.youtube.com/watch?v=EbqVF3Zto7A>
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Posting video on Google Classroom

1. Click the start button in the left bottom corner to open apps.
 2. Find the camera app, and open it to record a video.
 3. The video will automatically save.
 4. Go into Google Classroom. Create the assignment description and title. Then select Add and then select File. Next, click Select Files From Your Device. Under My Files, select Downloads. Select the video and click open. Click upload. Lastly, schedule the assignment or click assign.
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Creating Bitmoji in Classroom

To add some pizzazz to the Google Classroom virtual learning experience, teachers can use Bitmoji.

Creating Bitmoji help:

<https://www.youtube.com/watch?v=ZvzgaER9BIY>

**Remember to check that all sources used are compliant with student safety guidelines.

Helpful links for Google Meet

<https://www.techrepublic.com/article/7-ways-to-access-google-meet/>

https://www.youtube.com/watch?v=44sGlczM_po

How to add some pizzazz to Google Meet:

https://www.youtube.com/watch?v=sC_5mguEG6E&feature=youtu.be

Recording Google Meet (to post in Classroom)

Youtube tutorial:

<https://www.youtube.com/watch?v=DKcMbULvi-s>

iBoss Classroom Management

Here is a link for enhanced learning with iBoss Classroom Management for G-Suite:

<https://www.iboss.com/blog/enhance-learning-with-iboss-classroom-management-for-g-suite/>

Assessments

(formative and summative)

Option 1: Google Meet

Teachers may choose to meet virtually with their students through Google Meet. While in Google Meet, the teacher will show or read the questions and the students will write their responses while on video. After the assessment, the students will immediately send an image of their assessment for their teacher to grade.

Another way to utilize Google Meet is to set up individual 10-15 minute Meets throughout the day.

Option 2: Google assessments

Teachers may create an assessment from Google Forms. Assessments can be locked to prevent students from being able to open other tabs when using managed Chromebooks.

- Go to Google Forms
 - Click on assessment
 - Go to settings
 - Select quizzes
 - Turn on locked mode
 - Save
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Option 3: Paper copy Assessment

Students may need to take home a paper copy of an assessment. They will complete it and return it the following Monday. Our district suggests the students sign their name to a Statement of Integrity at the bottom of the test. This does not prevent cheating; however, it may deter them from choosing dishonesty.

Option 4: Oral Assessments

In certain instances, oral assessments may be required, for example: Spanish, Speech, Pre-K, Kindergarten, etc.

Teachers can use video, phone calls, and/or voice recordings if needed.
