

Prepared by District Teacher Task Force:

In following the local health department guidelines, all teachers should maintain social distancing.

5 Day PD Plan

Monday, March 23rd

8:30-11:00:

- All meetings will be conducted via e-mailed Zoom links. Teachers may work in their classrooms or from home. Please let your building administrator know where you will be located. High-risk categories according to the County Health Department Recommendations need to work from home.
 - Age 64 and up
 - Staff with at-risk diagnosis or family members that are at risk
 - Traveled to a hot spot area

8:30-9:00: Superintendent Address K-12:

- CDC expectations & guidelines for gatherings throughout the week.

9:00-10:00: MGS - Mrs. Anderson Address and 7-12 - Mr. Moeckel Address

- Administrative Expectations for PD and content.
- Suggested amounts of learning time daily for students.

10:15-12:00: Grade level and/or Department Break-out sessions via Zoom.

- Develop Critical Standards and Grade Level Vision: What are the essential outcomes to be addressed for the remainder of the school year?
- Elective teachers meet via Zoom with Admin Staff (Pat or Terry and Val)
- Establish clear communication on your team
 - Team agreements/norms/wellness checks:
 - What will your team do to stay connected moving forward?
 - What time each week will you meet, and how? Zoom?

12:00-1:00: Lunch

1:00-3:30: Continue Department/Grade Level Meetings

- Use Zoom meeting (Use Zoom meeting within grade level groups -adhering to 10 person guidelines from KDHE)
- Make a plan: How are we distributing materials to families? How will we communicate that?

- Share daily expectations
How much time do we expect students to spend each day and how is that broken up?

3:30-4:00: Staff check in (Use Zoom meeting within grade level groups - adhering to 10 person guidelines from KDHE)

Tuesday, March 24th

8:30-11:00: Meet in Grade Level or Department Teams

- Add Critical Standards to the district document (**Must be done by 3:00 pm today**)
- Zoom training via self-paced tutorials
 - Zoom on-demand training:
 - <https://zoom.us/docs/doc/Tips%20and%20Tricks%20for%20Teachers%20Educating%20on%20Zoom.pdf>
 - More specific training: <https://zoom.us/docs/en-us/covid19.html>
Practice using Zoom tools with your team.

11:00-11:30: Staff check in (Use Zoom meeting within grade level groups - adhering to 10 person guidelines from KDHE)

11:30-12:30: Lunch

12:30-3:30: Meet in building teams OR grade level teams

- Depending on where everyone is in the curriculum, etc...
- Reflect together on personal teaching schedules, teaching environment, etc...
- Start making materials (Videos, worksheets, schedules...etc)
- **Start Resource List for each grade level/building.**
- Group reflection and problem solving
- Personal work time
- Seek help from technology leaders as needed

3:30-4:00: Staff check in (Use Zoom meeting within grade level groups - adhering to 10 person guidelines from KDHE)

Wednesday, March 25th

8:30-9:00: District Update Zoom call (With chat for questions)

9:00-10:00: Google Classroom training

- <https://teachercenter.withgoogle.com/>
- <https://googleteacherpodcast.com/>

9:30-11:30: Personal work time

- Continue making videos and materials
- Begin gathering supplies for students as needed
- Practice Zoom and Google Classroom--seek help from tech leaders as needed.
- Technology Tutorials as needed--seek help from tech leaders as needed.

11:30-12:30: Lunch

12:30-3:30: Collaborate and continue prep work

- Check in with content area and grade level teams (On Zoom if needed)
- Continue preparing lessons, videos, and materials
- Practice Zoom and Google Classroom--seek help from tech leaders as needed.

3:30-4:00: Staff check in (Use Zoom meeting within grade level groups - adhering to 10 person guidelines from KDHE)

Thursday, March 26th

8:30-9:00: District Update Zoom call (With chat for questions)

9:00-11:00: Collaborate and continue prep work

- Continue making videos and materials
- Practice Zoom and Google Classroom--seek help from tech leaders as needed.

11:30-12:30: Lunch

12:30-3:30: Collaborate and continue prep work

- Check in with content area and grade level teams (On Zoom if needed)
- Continue preparing lessons, videos, and materials
- Practice Zoom and Google Classroom--seek help from tech leaders as needed.

3:30-4:00: Staff check in (Use Zoom meeting within grade level groups - adhering to 10 person guidelines from KDHE)

Friday, March 27th

8:30-10:00: Superintendent/Admin Addresses K-12:

- Going over the Continuous Learning Plan

10:00-11:30: Collaborate and continue prep work

- Make edits to Continuous Learning Plan
- Practice Zoom and Google Classroom--seek help from tech leaders as needed.

11:30-12:30: Lunch

12:30-2:30: Collaborate and finalize prep work

- Be prepared to start “classes” on Monday, March 30.
- Practice Zoom and Google Classroom--seek help from tech leaders as needed.

2:30-3:30: Grade Level/Content teams have a final Continuous Learning Plan ready to submit to the board for approval.

3:30-4:00: Staff check in (Use Zoom meeting within grade level groups - adhering to 10 person guidelines from KDHE)

To do/will need to be done/shared

- Gather supplies for students
 - Media Specialists help make sure iPads/Chromebooks and chargers are available.
 - Student passwords logins shared w/ parents
- Admin develop plans for distribution of materials
 - Communicate and problem solve a coherent plan for pickup of student technology and property
- Graphics/handouts for staff and parents for continuity across schools
 - Attached to the end of this document
- State Library Cards issued from district librarian
- Open up AR to take tests at home
- Open Istation (at home passwords)
- Ensure each student has a google account with the school district

During Worktime, these Learning Opportunities Exist:

Must Do

- TBD next week
- Determine and communicate office hours

May Use

- TBD next week

Initial Communication:

All call letting parents know to check email...further instructions will be in email
K, 1st, 2nd parents check email
Everyone else check student email.