

Schedule

- ☐ Establish virtual office hours (minimum 2 hours) within the regular school day
- ☐ Zoom Sessions for: a full class, 1:1 help, or small group instructions

Expectations/Guidelines

- ☐ Review your curriculum maps and prioritize essential learning (power standards) left to teach
- ☐ Set up a Google Classroom for each of your classes
- ☐ Create a mini syllabus/weekly overview for each class that will be posted on the stream portion of your google classroom
- ☐ Google Classroom
 - ☐ Weekly Overview/Syllabus: Personal message to students, weekly objectives aligned to focus standards, office hours for calls/e-mails/zoom meeting id.
 - ☐ Plan a maximum of 2 assessed assignment for the first week
- ☐ Total homework/learning for each student should not exceed 2 hours per day.
- ☐ Projects and cross-curricular learning is encouraged

Monitoring Progress

- ☐ Weekly parent surveys will be sent to receive feedback, adjustments will be made based on this data

<u>Teacher To-Do List</u>	<u>SPED To-Do List</u>	<u>Counselor To-Do List</u>
<ul style="list-style-type: none"> <input type="checkbox"/> Get a list of items needed for each of your classes to Donna or Lacey by noon. (Paras will be packing up locker items. Your job is to provide the additional classroom items needed to be sent home.) <input type="checkbox"/> Set up Google classroom for each of your classes <input type="checkbox"/> Establish daily physical/virtual office Hours (A time in which you WILL answer e-mails, phone calls, or virtually communicate) <input type="checkbox"/> Be accessible to Zoom communicate to students as they need assistance <input type="checkbox"/> Content MUST BE ALIGNED TO STATE STANDARDS <input type="checkbox"/> Participate in weekly Zoom Staff meetings <input type="checkbox"/> Contact students or parents as needed to assist in learning/completion of activities (Be proactive and build relationships) 	<ul style="list-style-type: none"> <input type="checkbox"/> Contact all families on your caseload to establish plans to deliver services <input type="checkbox"/> Elementary SPED will be located in the transition room/ HS SPED will remain in Mr. Haak's room <input type="checkbox"/> Plan for potential homebound delivery of services <input type="checkbox"/> Establish office hours (A time in which you WILL answer e-mails, phone calls, or virtually communicate) <input type="checkbox"/> Be accessible with Zoom to communicate to students as they need assistance <input type="checkbox"/> Participate in weekly Zoom Staff meetings <input type="checkbox"/> Contact students or parents as needed to assist in learning/completion of activities (Be proactive and build relationships) 	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to update the counselor website with activities/coping skills/behavior information <input type="checkbox"/> E-mail all scholarships and reminders out to students <input type="checkbox"/> Reach out personally to any high-risk students set up times to visit in person or via Skype/Zoom (Legal mandate to continue to provide services) <input type="checkbox"/> Set up Google Classroom for each of your classes <input type="checkbox"/> Establish office hours (A time in which you WILL answer e-mails, phone calls, or virtually communicate) <input type="checkbox"/> Be accessible to Zoom communicate to students as they need assistance <input type="checkbox"/> Content MUST BE ALIGNED TO STATE STANDARDS <input type="checkbox"/> Participate in weekly Zoom Staff meetings <input type="checkbox"/> Contact students or parents as needed to assist in learning/completion of activities (Be proactive and build relationships)