



INTRODUCTION

This document is intended to educate our stakeholders about the “Continuity of Learning” plan for the Ridgefield School District while our schools closed by order of Governor Jay Inslee. This packet details the program and expectations for everyone involved in educating our children.

Initially, the Ridgefield School District posted and shared Practice Packets to keep our students engaged and ready to learn. These packets were voluntary. New guidance from Chris Reykdal, Superintendent of Public Instruction, now asks school districts in the state of Washington to create a “Continuity of Learning”.

We want to thank all of our students and families for their patience and understanding as we navigate together through these unprecedented times.

Please understand, given the constraints we are facing, our “Continuity of Learning” plan cannot replicate the traditional classroom learning experience. The District greatly values the teacher/student relationship, and to this end we have collaborated with our talented and dedicated staff to make this learning plan a reality. This plan allows for flexibility and is intended to give ALL students access to a quality educational experience during an emergency school closure.

Guiding Principles & Goals (K-12)

Guiding Principles	<p>The Continuity of Learning Plan is based on the following principles:</p> <ul style="list-style-type: none">● Keep students at the center● Structure● Collaborate and communicate● Flexible and adaptable● Engage Families
Goals	<ul style="list-style-type: none">● Provide ALL students a meaningful learning experience● Deliver content through flexible instruction● Draw on the professional expertise of our teachers to provide students and families with a consistent and quality learning experience● To follow the guidance of OSPI

What can I expect each week?

Classroom teachers will provide a weekly set of assignments in core instructional areas: which can be completed with family support.

- In kindergarten through 5th grade, core classes consist of ELA and math.
- In 6th through 12th grade, core classes are those students attend daily.

Teachers will also be posting supporting lessons exploring key concepts from the assignments online through their Google Classroom.

How much work should my child be doing?

Learning at home is different from learning at school, and we should not expect students to spend the same amount of time on their learning. Based off the guidelines provided by the State Superintendent, RSD recommends the following amounts of learning time per day:

K - 1: 45 minutes

2 - 3: 60 minutes

4 - 6: 90 minutes

7 - 12: No more than 3 hrs per day

Every family is different. If your child is struggling to meet these basic guidelines, or you want additional enrichment activities, talk with their teacher for suggestions.

What technology do we need to participate?

Access to a chromebook or computer and internet access are needed to access our core instructional materials. If you do not have the necessary technology please contact the district (chromebooks@ridgefieldsd.org) to secure a chromebook for your child and to discuss internet access. If this is not an option it may also be possible to provide printed packets for your child.

What if my child has special needs?

If your student has an IEP, their Special Education case manager will be in contact to discuss how their IEP can be supported during the closure.

What if I need materials translated for my child?

Let your classroom teacher know so they can work with our district's ELL services to support your students needs.

What if my family faces hardships that prevent us from educating our child?

If you are facing challenges at home like food or housing insecurity, please talk with your school counselor. They can help provide referrals to agencies that may be able to help. Lessons will be maintained online so that when you are ready to begin your child's education, the appropriate materials will be available.

If there are crises or hardships that we cannot assist you with, the safety and well-being of your family should, of course, come first.

What if I have already begun homeschooling my child using other materials?

We encourage you to discuss your current plans with your classroom teacher to ensure they meet Washington State Learning Standards and will adequately prepare your child to move to the next grade. They can also help you transition to using district provided materials.

ELEMENTARY OVERVIEW (Grades K-6)

Levels of Interaction	<p>Our elementary schools will use three levels of interaction to engage students.</p> <ul style="list-style-type: none">- Level 1 - Posted weekly lessons/activities/tasks- Level 2 - Telephone and email communication- Level 3 - Live Chat via Google Classroom, Zoom, etc. during specifically outlined office hours <p><i>*Please note there is no requirement of live video communication. However, staff may use this option if they wish.</i></p>
Models of Instruction	<p>Depending on the level of interaction the learning activity calls for, students and teachers will move between the two models of instruction below.</p> <ul style="list-style-type: none">● Interactive (online at the same time): Students and teachers are online and working at the same time in a digital community. It is important to note that during these learning times, teachers and students are not required to engage in any live video interactions.● Independent (not online at the same time): Teacher posts assignments and materials online and students interact with those materials at their own convenient time.

Google Suite Applications: The District will utilize many of the Google applications that we already have in place during the regular school day. Most importantly, we will draw on the collaborative and interactive strengths of ‘Google Classroom’ to post assignments, resources, and materials. Google Classroom also provides teachers the chance to provide timely feedback as students move through their lesson modules.

“Specials”	Students will continue to have special courses such as Music, Art, Physical Education, and Library/Media lessons shared with them.
Completion of Assigned Work	Students have the flexibility to complete the posted lessons throughout the week and when it is convenient for the child and family. Please communicate with your classroom teacher about assignment results in order to inform next steps.
Grading	Teachers will continue to assess students in a variety of ways so that they can plan for future instruction. At the current time, formal grading practices are suspended until further notice.

Questions	<p>It is likely that there will be questions as we all move through this new process. Parents and students can contact their teacher via any of the following ways:</p> <ol style="list-style-type: none"> 1. Call their classroom teacher’s district phone number/extension and leave a message; 2. Email the classroom teacher; 3. Check-in (electronically) with the classroom teacher during their posted “office hours”.
Tech Support	<p>At any given point in time, students and families can get Tech Support by first contacting the classroom teacher, then by emailing helpdesk@ridgefieldsd.org</p>

Sample Daily Schedule for an Elementary Student:

Structure helps children feel safe and supported. Your teacher can suggest a schedule to go along with the weekly lessons that are provided; however it is just that, a suggestion.

As long as work is completed in a timely fashion families should set a schedule that works for them. Talk with your classroom teacher if you need suggestions for how to set an appropriate schedule for your child.

Times for Interactive Instruction and Office Hours

(Check with your child’s classroom teacher to confirm)

Classroom Teachers	K	1	2	3	4	Specials
Office Hours	Weekly phone calls	Weekly phone calls	Weekly phone calls	12:30-1:30	1:30-2:30	2:30-3:30
Interactive Instruction	9:15-10:00	9:45-10:30	10:30-11:30	11:30-12:30	12:30-1:30	1:30-2:30
Independent Learning/ Enrichment	30-45 minutes	30-45 minutes	30-45 minutes	45-60 minutes	45-60 minutes	

Specialists	Monday	Tuesday	Wednesday	Thursday	Friday
Art	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade
Music	4th Grade	Kindergarten	1st Grade	2nd Grade	3rd Grade
PE	3rd Grade	4th Grade	Kindergarten	1st Grade	2nd Grade
Library	2nd Grade	3rd Grade	4th Grade	Kindergarten	1st Grade

Classroom Teachers	5	6	Specials
Office Hours	10:30-11:30	11:30-12:30	12:30-1:30
Interactive Instruction	9:30-10:30	10:30-11:30	11:30-12:30
Independent Learning	30-45 minutes	30-45 minutes	

Specialists	Monday	Tuesday	Wednesday	Thursday	Friday
Art	5th Grade	6th Grade			
Music		5th Grade	6th Grade		
PE			5th Grade	6th Grade	
Library				5th Grade	6th Grade

Expectations for a Successful Learning Experience (Grades K-6) Teacher Responsibilities:

- Teachers will be available during school hours and are expected to support students by providing timely feedback, basic technical support, and any other reasonable help students may need during the virtual school day. (9:00 a.m. to 3:30 p.m. for all schools)
- Grade level/department teachers will determine a weekly Interactive instructional schedule. In addition, teachers will determine how they will monitor student progress and provide feedback to students.
- During “Office Hours”, teachers are encouraged to respond to Google Classroom ‘private comments’ when students submit them. This should be in real-time.
- Teachers will work collaboratively with grade level/content peers to design robust and meaningful learning experiences.
- Teachers will ensure that all assignments/lessons are posted weekly, in advance of the week.

Student Responsibilities:

- Take part in your exciting new learning journey!
- Have a “Growth Mindset”. *You can do this!*
- Participate and complete assigned work by sticking to timelines and responding to feedback.
- Follow a regular schedule as best as you can.
- Ask for help if you have questions or concerns. If you don’t send us a message, we won’t know.
- Be appropriate. Always consider how to be kind and thoughtful when communicating online. Remember, tone (of the message) can’t be heard through typed words!

Parent Responsibilities:

- Create a dedicated space (as best as possible) for your child to work.
- Regularly check in with your child during the learning (if possible).
- Regularly check in with the teacher as well. Feel free to join the “Office Hours” but be mindful of the audience.
- Assist with technical issues as best you can; then contact the teacher; then IT.
- Please let your child know that this work is not optional and must be completed as best they can.
- Complete the work on a schedule that works for you and your family.
- **Please do not post email or live chat on Facebook (or other social media). Respect student and family privacy.**

Principal/Administrator Responsibilities:

- Principals will have access to all Google Classrooms and live “chats”.
- Principals will monitor the instructional plans.

SECONDARY OVERVIEW (Grades 7-12)

Student Engagement	<ul style="list-style-type: none">● Teachers can use the existing Learning Packets to start virtual learning.● All communications must be responded to within 24 hours, Monday through Friday.● Email and Google Classroom are the preferred methods of communication.● <u>Instructional lessons</u> - Focus on teaching a specific topic with assigned activities with the option of embedding instructional videos/audio within the Google Classroom (YouTube, Khan Academy, teacher-created, etc.)● <u>Assigned student work</u> - Work posted to Google Classroom for students to work on at home and submit for teacher feedback.● <u>Phone/email consultation</u> - Staff to provide ongoing consultation and feedback to students and/or parents regarding their learning activities each week through designated “Office Hours”. Google Meet (audio only) can be used for these phone calls to maintain the privacy of staff phone numbers.
Models of Instruction	<p>Depending on the level of interaction the learning activity calls for, students and teachers will:</p> <ul style="list-style-type: none">● Use Google Classroom as the primary platform for communicating student work.● Follow the Curriculum by providing content that includes both <i>new learning</i> and <i>review work</i>:<ul style="list-style-type: none">○ Only “essential work” should be assigned to students.○ Essential work will be determined for each course in consultation with department colleagues.○ Essential work includes both <i>new learning</i> and <i>review work</i>.○ Work should be posted by 4:00 p.m. for the following day.

Google Suite Applications: The District will utilize many of the Google applications that we already have in place during the regular school day. Most importantly, we will draw on the collaborative and interactive strengths of Google Classroom to post all assignments, resources, and materials. Google Classroom also provides teachers the opportunity for timely feedback as students move through their lesson modules.

Schedule	Students at the Secondary Level (grades 7-12) are able to choose when to work on their different classes. They do not need to follow their current individual schedule.
Daily Attendance	<ul style="list-style-type: none"> ● Daily attendance is required and can be met by either: <ul style="list-style-type: none"> ○ Participation in the interactive times scheduled for each class or ○ Complete and submit required work for each class
Completion of Assigned Work	<p>Students have the flexibility to complete daily posted lessons throughout the day and/or when it is convenient for them and their families. However, completed assignments must be posted by the due date.</p> <p>Assessment: It is expected that assessments and feedback will be given during this time period. These assessments can take many different forms including written work, projects, or online quizzes, tests, etc.</p>
Student Responsibilities	<ul style="list-style-type: none"> ● All grades 7-12 students are expected to participate. ● It is the student’s responsibility to complete tasks and submit them to their teachers in order to receive credit and feedback. ● Students unable to complete an assignment should contact the teacher.
Grading	<ul style="list-style-type: none"> ● <u>Middle School:</u> Current grading practices are suspended. View Ridge Middle School will use a “Pass”/”No Pass” grading system until further notice. ● <u>High School:</u> Students at Ridgefield High School will have two options: <ul style="list-style-type: none"> ○ Continue to use the standard grading practices ○ Move to a “Pass”/”No Pass” grading system.
“Office Hours”	Teachers will have fixed “Office Hours” at least 3 times a week.
Tech Support	Students and families can get technology support by first contacting the classroom teacher, then by emailing IT - helpdesk@ridgefieldsd.org or calling (360)619-1363. Teachers are expected to troubleshoot first, then direct the student to contact IT.

Interactive Instruction and Office Hours

(Check with your child's classroom teacher to confirm)

	Monday	Tuesday	Wednesday	Thursday	Friday
Office Hours	Student Feedback	9:00-10:00	9:00-10:00	9:00-10:00	Student Feedback
Interactive Instruction	Conference Time	1st Period	3rd Period	5th Period	Conference Time
Interactive Instruction	Student Work Submission	10:00-11:30	10:00-11:30	10:00-11:30	Student Work Submission
Office Hours		2nd Period	4th Period	6th Period	
		11:45-1:15	11:45-1:15	11:45-1:15	
		1:15-2:15	1:15-2:15	1:15-2:15	
Independent Learning	No more than 3 total hours per day				

Expectations for a Successful Learning Experience (Grades 7-12) Teacher Responsibilities:

- Teachers will be available during school hours and are expected to support students by providing timely feedback, basic technical support, and any other reasonable help students may need during the virtual school day. (9:00 a.m. to 3:30 p.m. for all schools)
- Teachers will work collaboratively with grade level/content peers to design robust and meaningful learning experiences.
- Department teachers will determine a weekly Interactive instructional schedule. In addition, teachers will determine how they will monitor student progress and provide feedback to students.
- During "Office Hours", teachers are encouraged to respond to Google Classroom 'private comments' when students submit them. This should be in real-time.
- Teachers will ensure that all assignments/lessons are posted weekly, prior to the week.
- Teachers will give their primary evaluator access to Google Classroom.

Student Responsibilities:

- *Take an active part in your exciting new learning journey with a GROWTH MINDSET!*
- Participate and complete assigned work by adhering to timelines and responding to feedback.
- Follow a regular schedule as best as you can.
- Ask for help if you have questions or concerns. Remember, if you don't ask, we won't know!
- Be appropriate. Always consider how to be kind and thoughtful when communicating online. Remember, tone (of the message) can't be heard through typed words!
- Zoom (video and/or audio only) can be used for these phone calls to maintain the privacy of staff phone numbers. Teachers may also conduct student or parent "chats" via Zoom or an individual Google Doc, etc.

- Please do not post email or live chat on Facebook. Respect student, teacher, and family privacy.

Parent Responsibilities:

- Please contact teachers first with any concerns.
- Create a dedicated space (as best as possible) for your child to work.
- Regularly check in with your child during the learning (if possible).
- Assist with technical issues as best you can then contact the teacher, then IT.
- Please let your child know that this work is not optional and must be completed as best they can.
- Complete the work on a schedule that works for you and your family.
- Please do not post email or live chat on Facebook - Respect student, teacher, and family privacy.

Principal/Administrator Responsibilities:

- Principals/Admins/Department Leaders will be monitoring the instructional plans.
- Principals/Admins will have access to all Google Classroom and live “chats”.

FINAL THOUGHTS:

- We will begin this virtual learning with a “soft start” on Monday, April 6th, 2020.
 - The first week will focus on social/emotional learning activities for students. We would like all students to login and test their technology and access.
 - Expect an email from the principal to get you started.
 - ***Virtual School will begin on Tuesday, April 14, 2020, with all teachers available from 9:00 a.m. to 3:30 p.m.***
- Teachers and staff are genuinely excited to be reconnecting with your children.
- Be patient with yourselves, your children, and our staff as we navigate the unknown over the next few weeks. It will be a learning experience for everyone.
- Rest assured that we are committed to supporting both the academic and social-emotional needs of our children and families. Despite these best efforts and intentions, mistakes are inevitable.
- Email is the preferred method of communication at all levels. Start with the teacher, then the principal, then the Ridgefield Administrative & Civic Center.
- Please be flexible. We fully intend to improve this plan and our communication as we move forward together!