Essential Agreements for Online Learning

Platforms for Daily Use:
- K-2 will use Seesaw for their daily learning engagements and parent interactions.
- 3-5 will use Google Classroom for their daily learning engagements and enable the guardian access to Google Classroom.
- 6-12 will use Google Classroom for their daily learning engagements and enable the guardian access to Google Classroom.
- All General Ed. teachers will use Zoom to provide one daily video conference opportunity for up to 20mn.
- Email and Google Chat groups will be used for communications between staff.
- Email will be used to communicate formally with parents.
- These platforms should already be familiar to students. Students will continue to use these platforms for all daily lessons. Consider these platforms to be the home base for students.
- **"If the teacher hasn't already used the tool in class, they shouldn't use it now. It may be ok, but it could also be a point of frustration for the child and the parents. Subsequently, this could take away from the actual learning."**

Expectations for Teaching and Learning:

- Teachers will not exceed 3 lessons a day for students. Each lesson may be expected to take up to 15mn. for students in K-1, up to 30mn. for students in 2-3, and up to 45mn. for students in 4-5. Students in 6-8 may begin on research projects that are broken down by steps to simplify the process for students. Students in 9-12 may engage in more detailed research, as long as an initial template and rubric is given. Quality is more important than quantity.
- Specialists, librarians, counselors, and other teachers will work out a schedule for each grade level. They may offer no more than one lesson each day from one teacher from this team. E.g. if P.E. is on Monday, Music is on Tuesday, Library is on Wednesday, etc.
- Grade level teachers of the same subject will offer consistency within reason. Teams may lesson share to assist in workload.
- Post to the main learning platform each day one checklist that contains all lessons that are expected to be completed each day. Include any other teachers' lessons on this checklist.
- Lessons should capitalize on the home environment. Reduce screen time and include physical activity as much as possible.

- Teams will determine a consistent method for collaboration and include admin. Teams will collaborate often to ensure a smooth roll out.
- Teachers will track student progress to ensure participation and check-in with students if students are struggling or non-participatory. Grace and understanding should always govern decisions.
- Feedback to students will be given on every assignment, even if it is just a thumbs up. Voice and video feedback is extremely valuable to your students when possible.
- Teachers will email parents a general update at least once a week.
- Teachers in K-5 will include one video a day that students can look forward to. This may be a "Good morning!" video or an instructional video. Video is encouraged as much as possible! Please do not make video lectures that exceed the length of a mini lesson.
- Monitor the morale of your class and the workload of the students carefully. You have the latitude to make good decisions for the well being of your students.
- General Ed. teachers please create a weekly schedule of when you will offer Zoom sessions for your students. Each session should not be more than 20mn. Only one session a day, unless special circumstances occur. Send your weekly schedule home in your weekly email and publish your schedule with your Zoom link on your platform for grades 3-12. Students will not be penalized for not participating.
- Please report student concerns on your student progress tracker. If needed, discuss these concerns with admin. or the counselor. Remember to lead with understanding and an open mind.
- Please maintain a healthy work/life balance. Keep lines of communication open between all departments and consult your admin. if you are having any difficulty in this new frontier of learning. We are here to support you!