



# Digital Learning Days 2019-20

## School Administrator Guidelines

(updates from 2018-19 noted in **bold type**)



# Logistical Considerations

- 3rd and subsequent school closures for inclement weather. **Note that this may occur on the first school closure if conditions are right.**
- Teachers post assignments on inclement weather day in eCLASS C&I course page **no later than:**
  - HS – 8:00 a.m.
  - ES – 9:00 a.m.
  - MS - 10:00 a.m.
- School (or cluster – best practice) establishes processes around:
  - Due dates for assignments
  - Assignment structure – where to post, standard titles, etc.
  - Grading/student accountability
  - Alternative assignments and/or open lab time for students without access (due to lack of Internet and/or power outages)
- Attendance will not be taken; student completion of assignments provides the accountability.

# Instructional Expectations

- Teachers post assignments in eCLASS C&I course page by level-specific time on inclement weather day.
  - For each course/class they teach
  - Activities should take on average one-half class period to complete (e.g., elementary classwork should take no more than three to four hours for the full day's activity).
  - Strongly encouraged: Activities are a continuation of the AKS content on instructional calendar for that day/week (not “emergency lesson plans”).
    - Most teachers should be comfortable enough posting assignments that they should be able to make plans and post shortly before or on a Digital Learning Day.
  - Acceptable for extenuating circumstances: Activities focus on an ongoing AKS that is repeated throughout the year, and therefore can be planned in advance
    - This should be mainly for teachers who are still not adequately comfortable posting assignments.
  - Teachers must be regularly posting and using assignments in eCLASS C&I well in advance of Digital Learning Day for students to be comfortable accessing on the day.

# Instructional Expectations

- Use Sample Course page and Communication Center activities as a starting point.
- **Use Self-Directed Training Page to find training materials for must-know features.**
- Use My eCLASS student portal resources as supporting activities and materials (e-texts, Classworks, leveled readers, Online Research Library, SAFARI Montage, etc.).
- eCLASS C&I course page “Digital Learning Days Information” available to all teachers, and includes:
  - **An overview of Digital Learning Days**
  - **Frequently Asked Questions for teachers**
  - **What to do before, during, and after a Digital Learning Day for administrators, LSTCs, and teachers to ensure a successful day of learning**

# Instructional Expectations

- Teachers should be readily available throughout the day for direct student support during the school day hours (via phone, discussion boards, online conference tools, etc.).
- Assure special education, ESOL, and other support teachers have appropriate access to provide student support (e.g., Partner Teacher access in course page)

# Best Practices for Schools

- Allow at least two days for each day missed after returning to school to complete and turn in assignments.
- Establish a protocol in the event of teachers' loss of access, e.g., "Partner Teacher" access to course pages for teachers who may lose Internet access due to power outage.
  - i.e., calling tree with teachers or administrators or LSTCs who have shared access to the course pages
- Give instructional support staff assignments for providing online support to teachers and students (e.g., LSTC available by phone and online for teachers).
- Hold parent information sessions and/or provide parent instructions for supporting students in their assignments prior to potential inclement weather (especially for primary grades and low incidence special education students).
- Use standard school outlets (websites, notification systems, Twitter, Facebook, etc.) for notifying parents prior to and the day of the Digital Learning Day.
- Elementary should prepare and communicate a schedule in advance to assign students to Specials on a Digital Learning Day.

# Best Practices for Teachers

- Do not require students to print at home.
  - Much more likely that students do not have printing capability at home, even if they have device access.
- Be sensitive in planning assignments to the fact that siblings will often share a computer/device or not have access until later in the day (when parents are home).
  - Assignments do not need to be fully online – may include online instructions for offline work.
- Include a discussion board or “**activity feed**” in the course page for each class where students may post questions – teacher expected to check each class at least 3-4 times during the day to respond.
  - Students can also assist by responding to one another’s questions.