# RCSS Inclement Weather Instructional Guide POWERUP ASYNCHRONOUS LEARNING DAY

Resources For Schools

WEATHER ALERT • Alerta meteorológica





This guide will provide resources to assist in communicating instructional expectations with staff, parents, and students during inclement weather conditions. We are aware that potential power outages may impact the inclement weather plan, and schools will adjust as needed.



## Inclement Weather PowerUp Asynchronous Learning Day Principal Guidance

During the inclement weather days, it is expected that teachers review or reinforce existing content. New content should not be delivered. Below are a few suggestions for student work, but not limited to:

- Meaningful assignments that provide "practice" on already delivered content
- Additional explanation or instruction on the current standard
- Ongoing support for existing student work/project
- Use of digital instructional platforms and resources from the school system (ex. iReady and MyPath Lessons)
- Reinforcement and review of previously taught priority standards

#### Before Inclement Weather Days:

- Ensure that laptops have been issued to all students.
- Share with teachers and other staff members the importance of being prepared for inclement weather days if the school system has to quickly transition to online, asynchronous learning.
- Share expectations with teachers about uploading instructional assignments in Canvas. Reference the Inclement Weather Asynchronous Learning Day Resources to access digital tools that are available on Launchpad.
- Monitor and support teachers as they prepare for potential weather days.
- Ensure that teachers have a plan for being available (via telephone, email, text and/or virtually) to support students and parents.

#### **During Inclement Weather Days:**

- Ensure that all teachers have published their online assignments and sent out notifications to students using Canvas Announcements and other communication tools that the individual teacher may use, such as Class Dojo or Remind.
- Check with your staff as needed to support their well-being.

#### After the Inclement Weather Days:

- Greet staff and students.
- Remind teachers to make sure that assignments have been discussed with students, and graded, and parent contact is made related to missing work.
- If there are students with special circumstances, evaluate the situation and provide students with the allotted time to make up the assignments.



## Inclement Weather PowerUp Asynchronous Learning Day Principal Guidance



## Instructional Guidance

- Give your staff guidance about creating and assigning *meaningful* digital learning assignments in Canvas (or SeeSaw for elementary). iReady Personalized MyPath assignments are appropriate supplements. The number of lessons assigned should be appropriate.
- Remind staff that assignments should be open/available during the inclement weather window.

## **Student Attendance**

Students who complete their assignments -OR- log in during the Inclement Weather PowerUp Asynchronous Learning Day window will be marked present for the Inclement Weather PowerUp Asynchronous Learning Days.



## Staff Availability

Be available (via telephone, email, text and/or virtually) from 8:00 AM-4:00 PM to support students, teachers, and parents. Staff members should forward their phones and the directions on how to transfer phones from desktop to another phone are listed below.

- 1. Open Mitel app on your desktop
- 2. Click once on your name and a second window will open on the side
- 3. Click the radio dial for External Assignment Number
  - a. Add a new number if you haven't already
  - b. Edit number if you need to
- 4. Exit out of program





### Inclement Weather Inclement PowerUp Asynchronous Learning Day Expectations for Academic Support Staff

#### Counselors:

- Review records requests through the online records management tool, ScribOrder.
- Prepare classroom guidance lessons (i.e Monique Burr, advisement).
- Be available during your normal school hours (via telephone, email, text and/or virtually) to support students that are in need.
- Complete Master Scheduling Tasks

#### Instructional Specialists:

• Be available during your normal school hours (via telephone, email, text and/or virtually) to support teachers as needed.

#### Librarians:

- Update the school/media website.
- Review web-based application data (i.e. Beanstack, Follett Destiny, Myon) to monitor schools' literacy goals.
- Continue to clean up Destiny catalog.
- Pull circulation data and start a plan to improve circulation numbers.
- Continue to develop a list for future library acquisition.
- Be available during your normal school hours (via telephone, email, text and/or virtually) to support students and teachers as needed.

#### General Education Paraprofessionals:

• Be available during your normal school hours (via telephone, email, text and/or virtually) to support teachers as needed.

#### **Gifted Teachers:**

- Follow outlined responsibilities of all teachers.
- Provide students with asynchronous assignments on Canvas utilizing the gifted curriculum resources.
- Be available during your normal school hours (via telephone, email, text and/or virtually) to support teachers as needed.





#### Inclement Weather PowerUp Asynchronous Learning Day Expectations for Academic Support Staff

#### **ESOL Teachers:**

- Follow outlined responsibilities of all teachers.
- Adjust your ACCESS testing schedule and provide copies of edits to school testing coordinators and ESOL Program Specialists.
- Be available during your normal school hours (via telephone, email, text and/or virtually) to support teachers as needed.

#### **Special Education Teachers:**

- Follow all school level expectations and responsibilities that's outlined by your school level administrator for all teachers.
- Contact (via telephone, email, text and/or virtually) parents of students on your caseload as needed to support your students and document all efforts in GO contact log.
- If you serve as a co-teacher, work closely with other teachers to ensure all students and parents are supported.
- Be available during your normal school hours (via telephone, email, text and/or virtually) to support students and other stakeholders as needed.

#### Special Education Paraprofessionals:

- Follow outlined responsibilities of all teachers.
- Support SPED teacher(s) with all assigned tasks and any additional support that is needed.
- Be available during your normal school hours (via telephone, email, text and/or virtually) to support teachers as needed.

#### **EIP Augmented Teachers:**

- Follow outlined responsibilities of all teachers.
- Review student data and revise intervention plans.
- Be available during your normal school hours (via telephone, email, text and/or virtually) to collaborate with teachers to plan small group instruction.

#### MTSS Facilitators:

- Review and update Panorama documentation.
- Review tiered intervention records and ensure that documentation is up to date.
- Be available during your normal school hours (via telephone, email, text and/or virtually) to support Tier 1 MTSS Leadership Team Members.



#### Inclement Weather PowerUp Asynchronous Learning Day Expectations for Academic Support Staff

#### Specials/Connections Teachers:

- Update your gradebook.
- Review student data.
- Update Canvas Courses and other content resources.
- Continue to work on school programs (i.e concerts, plays, and competitions).
- Be available during your normal school hours (via telephone, email, text and/or virtually) to support teachers as needed.



## Inclement Weather PowerUp Asynchronous Learning Day - Teacher Expectations School is out, but learning continues! Elementary Resources

During the inclement weather days, it is expected that you review or reinforce existing content. New content should not be delivered. Below are a few suggestions for student work, but not limited to:

- A meaningful assignment that provides "practice" on already delivered content.
- Additional explanation or instruction on current standard.
- Ongoing support for existing student work/project.
- Use of digital instructional platforms and resources from school system.
- Reinforcement and review of previously taught priority standards.
- Be available during your normal school hours (via telephone, email, text and/or virtually) to provide support to students, teachers, and parents as needed.

## **Elementary Ideas & Digital Resources**

As you plan your asynchronous assignments, consider the following ideas:

- Utilize Storyline Online, which encourages parents to work alongside their students. <u>Grades K-2</u> and <u>Grades 3-5</u>
- View GADOE's Inspire to assign related Velocity assignments.
- Utilize readings and content within assigned course textbook, which can be accessed through the hard copy or through online access.
- Students can complete a lesson through Varsity Tutor and share a reflection on how the session supported or enriched their learning.



# Inclement Weather PowerUp Asynchronous Learning Day -Teacher Expectations School is out, but learning continues!

Middle School Resources

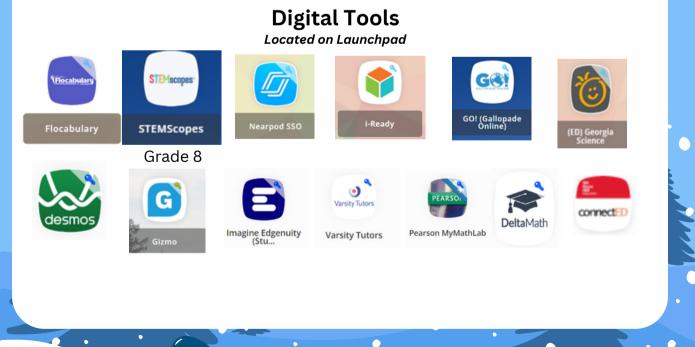
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- A meaningful assignment that provides "practice" on already delivered content.
- Additional explanation or instruction on current standard.
- Ongoing support for existing student work/project.
- Use of digital instructional platforms and resources from school system.
- Reinforcement and review of previously taught priority standards.
- Be available during your normal school hours (via telephone, email, text and/or virtually) to provide support to students, teachers, and parents as needed.

## Middle School Ideas & Digital Resources

As you plan your asynchronous assignments, consider the following ideas: <sup>6</sup>

- Create a Canvas discussion using the models provided within your curriculum course. Based on your standard, use CoPilot to assist with the prompt creation or use one already prepared within your current unit of study.
- View GADOE's Inspire to assign related Velocity assignments.
- Utilize readings and content within assigned course textbook, which can be accessed through the hard copy or through online access.
- Students can complete a lesson through Varsity Tutor and share a reflection on how the session supported or enriched their learning.



# **Inclement Weather PowerUp Asynchronous** Learning Day - Teacher Expectations School is out, but learning continues!

#### **High School Resources**

During the inclement weather days, it is expected that you review or reinforce existing content. New content should not be delivered. Below are a few suggestions for student work, but not limited to:

- A meaningful assignment that provides "practice" on already delivered content.
- Additional explanation or instruction on current standard.
- Ongoing support for existing student work/project.
- Use of digital instructional platforms and resources from school system. •
- Reinforcement and review of previously taught priority standards.
- Be available during your normal school hours (via telephone, email, text and/or • virtually) to provide support to students, teachers, and parents as needed.

## **High School Ideas & Digital Resources**

As you plan your asynchronous assignments, consider the following ideas:

- Create a Canvas discussion using the models provided within your curriculum course. Based on your standard, use CoPilot to assist with the prompt creation or use one already prepared within your current unit of study.
- View GADOE's Inspire to assign related Velocity assignments.
- Utilize readings and content within assigned course textbook, which can be accessed through the hard copy or through online access.
- Students can complete a lesson through Varsity Tutor and share a reflection on how the session supported or enriched their learning.

#### **Digital Tools** Located on Launchpad DeltaMath Flocabulary learpod SSO • Varsity Tutors Imagine Edgenuity (Stu... Varsity Tutors Access through Savvas Pearson MyMathLab **Infinite Campus** Easybridge

# **Staff Support Lines**



Support will be available during Inclement Weather days from 8:00 AM - 4:00 PM. If you are in need of support, please join one of the links provided below.

Support	Description	Links
Canvas Support	Dedicated support for using Canvas, including tutorials, troubleshooting, and best practices for integrating digital resources.	<u>Microsoft Teams Link</u>
Content Instructional Support	Our content specialists are available to assist with lesson planning, instructional strategies, and adapting content for virtual learning.	<u>Microsoft Teams Link</u>
Induction Teacher Support	Special support for new teachers, including mentorship, resources and guidance to help you navigate your first year of teaching.	<u>Microsoft Teams Link</u>
Student Support Services	Staff is available to support students with their socio-emotional needs.	Microsoft Teams Link
Technical Assistance	Our IT Team is on standby to help with any technical issues you may encounter.	ithelpdesk@boe.richmond.k12.ga.us or 706-826-1103