

Kennett Middle School
 Continuity of Education Plan
 Beginning April 13, 2020

Student Expectations

1. **Attendance** - Beginning April 13, 2020, student attendance will be tracked based on work completion and if students are regularly communicating with teachers.
2. **Distance Learning** - KMS students should engage in online learning in a synchronous or asynchronous way or a combination of the two ways:

	Option 1: Synchronous (same time)	Option 2: Asynchronous (not the same time)
<i>What to do</i>	Log onto Schoology and complete your classwork at the times of the scheduled class period.	Log onto Schoology and complete your class work at your own pace and at any time.
<i>How to talk to your teachers</i>	Communicate with your teachers who will be online at the scheduled class period time.	Communicate with your teachers during posted office hours.

Mondays & Thursdays Periods 1-5 8:30am-10:55am	Wednesdays No scheduled classes	Tuesdays & Fridays Periods 6-9 8:30am-10:25am
Period 1 8:30-8:55	- Student Work Day - Office Hours - Grading, Preparation, Collaboration, Professional Development	Period 6 8:30-8:55
Period 2 9:00-9:25		Period 7 9:00-9:25
Period 3 9:30-9:55		Period 8 9:30-9:55
Period 4 10:00-10:25		Period 9 10:00-10:25
Period 5 10:30-10:55		

APRIL 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
13 Day 1 8:30am-10:55am Periods 1-5	14 Day 1 8:30am-10:25am Periods 6-9	15 No scheduled classes	16 Day 2 8:30am-10:55am Periods 1-5	17 Day 2 8:30am-10:25am Periods 6-9
20 Day 3 8:30am-10:55am Periods 1-5	21 Day 3 8:30am-10:25am Periods 6-9	22 No scheduled classes	23 Day 4 8:30am-10:55am Periods 1-5	24 Day 4 8:30am-10:25am Periods 6-9
27 Day 5 8:30am-10:55am Periods 1-5	28 Day 5 8:30am-10:25am Periods 6-9	29 No scheduled classes	30 Day 6 8:30am-10:55am Periods 1-5	May 1 Day 6 8:30am-10:25am Periods 6-9

3. **Grading** - Final Grades will be calculated based on Marking Periods 1, 2, and 3 (33.3% each) and teachers can override the Final Grade based on the completion of work during Distance Learning Period (DLP) from April 13, 2020 until further notice.

*Please note: This is intended to promote learning, motivate students, and help those who would like to increase their Final Grade in each class during this unprecedented time. No student's Final Grade will decrease in the event of not completing assigned work during the DLP.

During this DLP, students will complete two 10 point assignments per class per week for all classes except WIN classes and Yearlong cycles. These assignments will be entered in Skyward and can be exempt if there are extenuating family circumstances.

DLP Scenario #1: If any student receives any grade ranging from A+ to B- in the DLP, their Final Grade will increase $\frac{2}{3}$ of the letter grade for that course.

- Example: If a student has an **A-** as a Final Grade from the first three marking periods and earns an A/B in this DLP, the **A-** will become an **A+**.
- Please note: We understand that there are some students who have earned an A+ for MP 1-3 (Congratulations!). Our hope is that you will continue to engage and complete the assignments created by your hardworking teachers during this DLP.

DLP Scenario #2: If a student receives any grade ranging from C+ to D in the DLP, their Final Grade from the first three marking periods will increase $\frac{1}{3}$ of the letter grade.

- Example 1: If a student has a **C** as a Final Grade from the first three marking periods and earns a C/D in this distance learning period, the **C** will become a **C+**.
- Example 2: If a student has an **F** as a Final Grade from the first three marking periods and earns an C/D in this distance learning period, the **F** will become a **D**.

Final Grade (MP 1-3)	If a student earns a C/D in DLP, the Final Grade will become:	If a student earns a A/B in DLP, the Final Grade will become:
A+	A+	A+
A	A+	A+
A-	A	A+
B+	A-	A
B	B+	A-
B-	B	B+
C+	B-	B
C	C+	B-
C-	C	C+
D+	C-	C
D	D+	C-
F	D	D+

4. Logging into Schoology

All students should log in to Schoology and complete the activities and tasks assigned by the teachers. Students have the option following their grade level schedule or doing it on their own time. Check each course for “updates” from the teacher.

5. Communicate with Teachers

Students must communicate with their teachers as necessary. Students may do this during assigned class periods or established office hours. Students should capitalize on these opportunities to ask questions and to seek help.

6. Create a Personal Learning Schedule

Write out a daily routine for you to follow that includes class meetings and times you will complete assignments. You should also factor in time for breaks throughout your day. Adjust your schedule based on the work assigned to you and follow it to ensure a successful learning experience. This is a great opportunity for you to demonstrate Kennett PRIDE. Remember, integrity means doing the right thing when no one is there to tell you what to do. If you can follow your own schedule consistently, you will be demonstrating exemplary integrity!

7. Identify a Workspace

Identify a space that is available to you where you can work quietly and comfortably.

Family Expectations

1. Communicate with Your Children

Assist your child in creating a schedule that accommodates assigned classes, work time, and coordination of availability of devices in your home. This is a great opportunity to teach your child about time management and utilizing available resources to work effectively on their own. It is also highly encouraged to check-in with your child at the beginning of the day to learn about their scheduled learning tasks, and also at the end of the day, to learn about their experience from the day. This will help to keep your child engaged in their learning.

2. Encourage Your Child to Communicate with Teachers

It is important during this school closure for students to communicate with their teachers. Have your child contact their teachers through email or some other type of communication to ensure an optimal learning experience. Parents are

also strongly encouraged to reach out to teachers as well. Parents and students should check Skyward grade progress often.

Teacher Expectations

1. Type of Instruction

Teachers will deliver instruction through a variety of means, ranging from synchronous (all students together) and asynchronous (self-paced). These lessons will be direct instruction consisting of some type of visual whether a video feed, recording, PowerPoint with narration, YouTube video, etc. Using their expertise and knowledge of the curriculum, teachers will determine which type of educational material is most appropriate for teaching specific concepts. The direct instruction will last between 15-25 minutes. The remaining time in the class period will be utilized for student-to-teacher questions via some form of online communication. During the class periods, resources teachers will be able to push-in to classes to provide learning support.

2. Lesson Elements

All lessons must include outcomes/objectives, activities, and assessment.

3. Posting to Schoology

All course activities for the scheduled periods that day will be made available to students no later than 8:00 AM. Remember to access the Schoology resources folder for support.

4. Office Hours

Teachers will host specific office hours in addition to being available to students during their specific class periods.

5. Review and Compress 4th Marking Period Curricula

Teachers will identify the most essential concepts required to be taught for the 4th marking period that are reasonable considering the extenuating circumstances. Lessons should focus on essential topics only.

6. Provide a Visual Element

For the direct instruction component of lessons, which presents the information to students for the first time, a visual element will be provided. This can be accomplished through a variety of mediums as determined by the teacher. This could include:

- a. Live Zoom session
- b. Teacher recorded lesson (not a recording of a Zoom meeting with students)
- c. Khan Academy video
- d. PowerPoint with narration
- e. Power Point
- f. Any other visual tool you determined to be useful for students (ie. TedTalks, online resource from textbooks, author read-aloud, CNN report)

7. Assessment

Teachers should give two 10 point assignments per week per class (ELA, Math, Science, SS, MP Cycle). Year long cycles can give assignments as they see fit.

8. Time Length for Daily Activities for Students

The district recommendation for middle school students is 1-3 hours. The lessons should provide for 15-20 minutes of new instruction. This is flexible. Time should also be taken into account for the work students will have to do beyond this time frame, such as homework, long-term assignments. A baseline for this type of work should be 15-20 minutes. Students may go beyond this time frame, but this is the standard to keep in mind.

9. Keep Up with Professional Responsibilities

Daily check of email, adhering to IEPs and 504s, attending online meetings, responding promptly to student/parent/colleague requests, etc. continue to be part of teachers' daily professional responsibilities. IEP meetings can be scheduled either during prep/team time or at a time that is equally decided by the IEP team.

10. Not Required But Strongly Encouraged

- a. Collaborate with your colleagues! This is a lot of work, and working together can help to make it a more efficient and meaningful process.
- b. Share your Schoology courses with each other! This will give each other ideas to best support students.
- c. Participate in self-selected PD regarding online learning. Take advantage of this time to seek out PD that can help you provide quality instruction online to students. There are a wealth of resources out there right now, so take advantage!