



October 31, 2023

As part of our recent Winter Weather Letter to families, we included a link to the Virtual Learning Day schedule. The schedule in that link did not include the updated schedule that included an added five-minute passing period amendment from last year. The schedule included in this letter will be the schedule used for Virtual Learning days moving forward.

As a reminder, we will have a district-wide virtual learning day on November 7, 2023, as a number of our buildings are used as polling locations throughout the county.

Objective: to institute a virtual learning plan for inclement weather days that meets the following criteria:

1. Is part of a common system for virtual learning throughout the district
2. That meets the requirements established by the IDOE
 - a. Synchronous instruction by a real teacher and in real-time
 - b. At least 50% of the day (2.5 hours for grades 1-6, 3 hours for grades 7-12)
 - c. Instruction will be available for a minimum of 50% of the student body.
3. Consists of topics and content that are a review of previous learning only

Time: Synchronous instruction will be delivered within the times listed below

- Kindergarten 7:55-9:00 virtual instruction with teacher online availability 9:00-10:35 and 11:15-2:35.
- Grades 1-4 will have instruction from 7:55-10:35 with teacher online availability from 11:15-2:35.
 - See Appendix A
- Grades 5-6 will have instruction from 8:30-11:10 with teacher availability from 11:50-3:00
 - See Appendix A
- Grades 7-12 will have instruction from 11:30-3:00 with teacher online availability from 8:00-11:00.
 - All periods of the day will meet for instruction for twenty-five (25) minutes, except for seventh period, which will meet for thirty (30) minutes.
 - Teachers will be online and in real-time for the entirety of the virtual class.

Platform/Format: all teachers and all grade levels will use Google Classroom

- All materials will be curated in the *Classwork* section of GC
- All materials will be curated under the topic *Virtual Learning Day [date]* to be located at the top of the Classwork section
- Teachers will record the instruction/reinstruction segment of class for absent students to watch at a later time, and they will complete independent work for their grade.
- Special education teachers should be added as teachers to the GC of which they are active participants on a typical day.
- Google Meets will be established through the individual GCs with breakout rooms used as needed.
- Attendance will be taken via GC email and input into Skyward by the teacher before the end of the day.
- Attendance is based on the student being present for $\frac{2}{3}$ of the Google Meet time or on the completion of work assigned.
- Students will need to have their cameras on for each class.

Structure of the lesson: all lessons will be structured according to the following:

- Grades 1-6
 - 15 minutes - Morning Meeting
 - 50 minutes - ELA/Math Instruction (submit a maximum of two assignments)
 - 10 minute- Break/Check Up (Need to stay connected)

- 50 minutes – ELA/Math Instruction (submit a maximum of two assignments)
 - 15 minutes – Conference/Wrap Up
 - 20 minutes – Special (submitted at the end of the virtual class for grade)
- Grades 7-12
 - 10 minutes of instruction/reintroduction
 - 5 minutes of engaging guided practice
 - 10 minutes of independent practice (submitted at the end of the virtual class for grade)

Appendix A



Time	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade		5th Grade	6th Grade
7:55-8:10	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting			
8:10-8:20	ELA Instruction #1	Math Instruction #1	ELA Instruction #1	Math Instruction #1	Special			
8:20-8:30								
8:30-8:40	Math Instruction #1	Math Instruction #2	ELA Instruction #2	Special	ELA Instruction #1		Morning Meeting	Morning Meeting
8:40-8:50								
8:50-9:00	Conference/ Wrap-Up	Math Instruction #3	ELA Instruction #3	Math Instruction #2	ELA Instruction #2	Flex Special		
9:00-9:10		Break/Check Up	Break/Check Up					
9:10-9:20		ELA Instruction #1	Special	Math Instruction #3	ELA Instruction #3			
9:20-9:30				Break/Check Up	Break/Check Up			
9:30-9:40		Special	Math Instruction #1	ELA Instruction #1	Math Instruction #1		Break/Check Up	Break/Check Up
9:40-9:50								
9:50-10:00		ELA Instruction #2	Math Instruction #2	ELA Instruction #2	Math Instruction #2	Flex Special		
10:00-10:10								
10:10-10:20		ELA Instruction #3	Math Instruction #3	ELA Instruction #3	Math Instruction #3	Flex Special		
10:20-10:30		Conference/ Wrap-Up (10:20-10:35)	Conference/ Wrap-Up (10:20-10:35)	Conference/ Wrap-Up (10:20-10:35)	Conference/ Wrap-Up (10:20-10:35)			
10:30-10:35								
10:35-10:40								
10:40-10:45								
10:45-10:50								
10:50-10:55							Math Block	
10:55-11:00							Conference/ Wrap-Up 10:55-11:10	
11:00-11:05								
11:05-11:10								

Appendix B

7-12 Virtual Learning Daily Schedule

Online Availability	8:00 - 11:00
Lunch	11:00 - 11:30
Period 1	11:30 - 11:55
Period 2	12:00 - 12:25
Period 3	12:30 - 12:55
Period 4	1:00 - 1:25
Period 5	1:30 - 1:55
Period 6	2:00 - 2:25
Period 7	2:30 - 3:00