



January 25, 2023

Due to inclement weather Madison Consolidated Schools will be closed today, Wednesday, January 25, and will utilize a synchronous virtual learning day.

This means teachers and students will be required to follow the schedule listed below to attend classes virtually in order to meet the state requirements and count this as a school day.

As a reminder, here is the [information we shared in December](#):

Platform & Logistics

- All teachers and all grade levels will use Google Classroom (GC).
- All materials will be posted in the *Classwork* section of Google Classroom.
- All materials will be posted 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 or students who are not able to connect their devices to watch at a later time and they will complete independent work for their grades.
- 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.
 - Clerks will change all absences to Excused - Weather Related the next in-house school day
 - Students will need to be on the Meet $\frac{2}{3}$ of the instructional time per subject/class period to count as present
- Students will need to have their cameras on for each class.
- Teachers who use personal/sick days will need to post on their Google Classrooms that the class will not be meeting.

Instructional Time Schedule & Lesson Structure

Elementary Students (Grades K-4)

- Kindergarten will have instruction from 7:55 - 9:00 a.m.
- Grades 1 - 4 will have instruction from 7:55 - 10:35 a.m. with teacher online availability from 11:15 a.m. - 2:35 p.m.
 - See Appendix A at the end of this document
- 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)

Intermediate Students (Grades 5 & 6)

- Will have instruction from 8:30 - 11:10 a.m. with teacher availability from 11:50 a.m - 3:00 p.m.
 - See Appendix A at the end of this document
- 15 minutes - Morning Meeting
- 50 minutes - ELA/Math Instruction (submit a maximum of two assignments)
- 10 minutes- 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)

Secondary Students (Grades 7 - 12)

- Grades 7-12 will have instruction from 11:30-3:00 with teacher online availability from 8:05-10:50.
 - All periods of the day will meet for instruction for twenty-five (25) minutes, except for the seventh period, which will meet for thirty (30) minutes.
 - 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)
 - Teachers will be online and in real-time for the entirety of the virtual class.

Please see the schedules listed below. Any specific questions should be directed to your classroom teacher. Building administrators and clerks should report to the buildings when it is safe to do so. If teachers are unable to teach virtually from home, they will also need to report to the building.

Thank you and be safe,
Dr. Teresa Brown, Superintendent

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