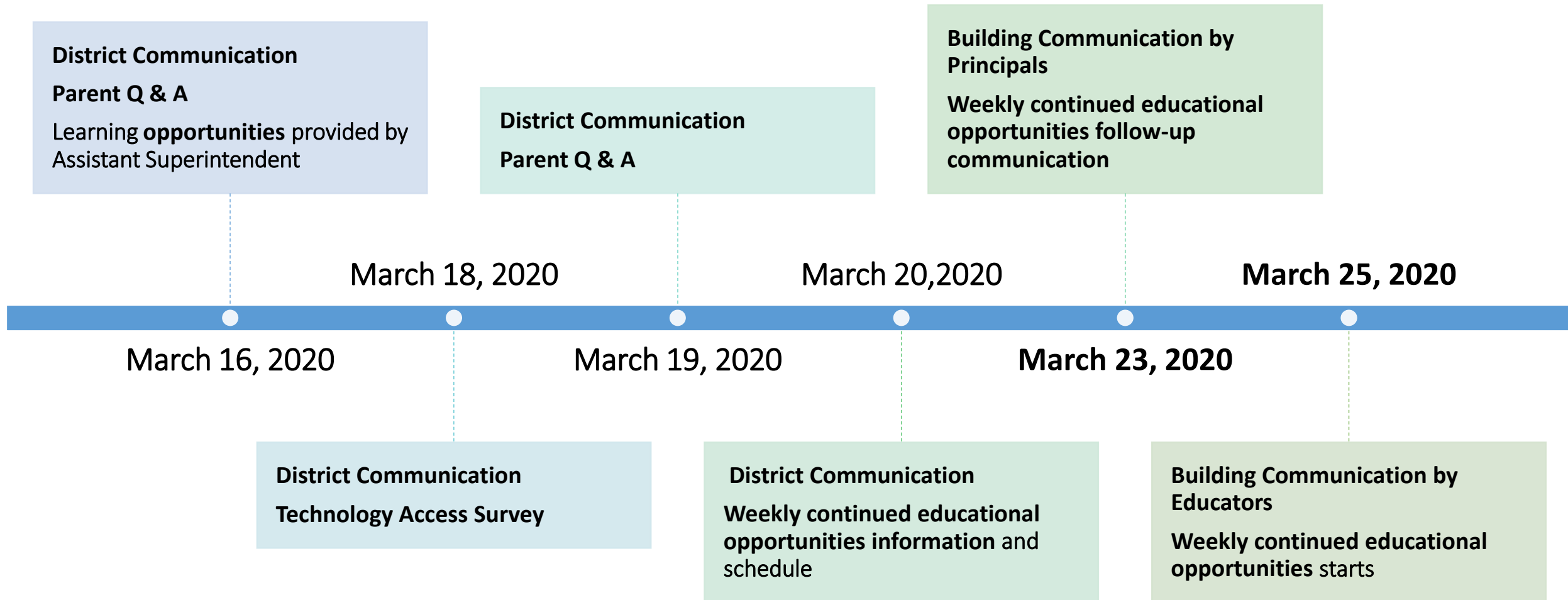


## East Lyme Timeline of Continued Educational Opportunities Implementation (COVID-19)



***Educators will be planning weekly continued educational opportunities March 23-24.***

***Students start continued educational opportunities on March 25, 2020.***

## Continued Educational Opportunities

School closure does not have to mean a total loss of instructional/learning time. Therefore, the CSDE recommends that districts plan now to have some high quality, remote-learning opportunities that could be employed in the event of a school closure due to COVID-19.

**East Lyme will consider educational policy issues, legal input, student service considerations, and use an equity lens when making continued educational opportunities. Safety and respect for students, families, staff and the community at large will be at the forefront when designing these opportunities.**

### **REMOTE LEARNING APPROACH (as stated by CSDE)**

- Continued educational opportunities may be digitally-based (e.g., online learning) and/or print-based (e.g., structured printed learning materials sent home in advance). These two approaches do not have to be mutually exclusive.
- The nature of the learning opportunity may also differ based on the grade range. For example, online learning may be more feasible in the upper grades, while print-based learning materials may be more suitable in the elementary grades.

### **ELPS Continued Educational Opportunities**

- Aligned to grade level state and national standards/course outcomes.
- Time flexible: Can be engaged anytime and anywhere over the course of five (5) school days.
- Low tech-minimal tech-demand to complete opportunities. Elementary and middle school teachers will only be using software listed on the district Student Dashboard. High school teachers are strongly recommended to use software that students were currently using in classrooms and NOT something new if possible.
- Differentiated for students (opportunities should provide various pathways and options to learning)
- No live video-conferencing between teacher and student as part of continued educational opportunity. *\*Note: Related Service providers may be asked to use a live video conferencing secure platform to meet individual student needs during this time.*

## East Lyme Chain of Support and Communication-Continued Educational Opportunities Tasks

### Instructional Planning

- Elementary Educators will plan continued educational opportunities aligned to their grade level curriculum.
- Secondary Educators will plan continued educational opportunities aligned to their current grade level/course curriculum.
- Case Managers will plan to support individual learning needs.

### Ongoing Communication

- Educators will message students every Friday 8:00-9:00 a.m. with weekly continued educational opportunities via Infinite Campus portal (PK-8) and Google Classroom (9-12). All educational opportunities should be completed by Thursday 3:00 p.m. the following week (5 school days). Elementary and Middle School Teachers may determine evidence of work submission (PK-8) and high school teachers may receive submitted work via Google Classroom (9-12).
- Educators are expected to communicate with students every Monday, Wednesday and Friday 8:00 – 9:00 a.m. via Infinite Campus messenger/Google Classroom.
- Educators will be checking their email three times per day (AM/MID/PM) every day with a 24 hour response.
- Educators will offer two sets of office hours every Tuesday and Thursday for 90 minutes each at a time determined by the teacher and communicated to parents in continued educational opportunities syllabus on first day.
- Principals will communicate with parents via Infinite Campus Messenger every Friday between 9:00 – 12:00 to support all students and parents in successful continued educational opportunities implementation.

Building Based  
Chain of  
Communication-  
Continued  
Educational  
Opportunities  
*Effective  
March 23, 2020*

# Student

During the week, questions can be sent to teachers via email (PK-8)/Google Classroom (9-12). Responses within 24 hours.

Technology questions sent to [helpdesk@elpsk12.org](mailto:helpdesk@elpsk12.org)

Infinite Campus questions sent to [ichelpdesk@elpsk12.org](mailto:ichelpdesk@elpsk12.org).

# Parent

During the week, questions can be sent to teachers via email. Responses within 24 hours.

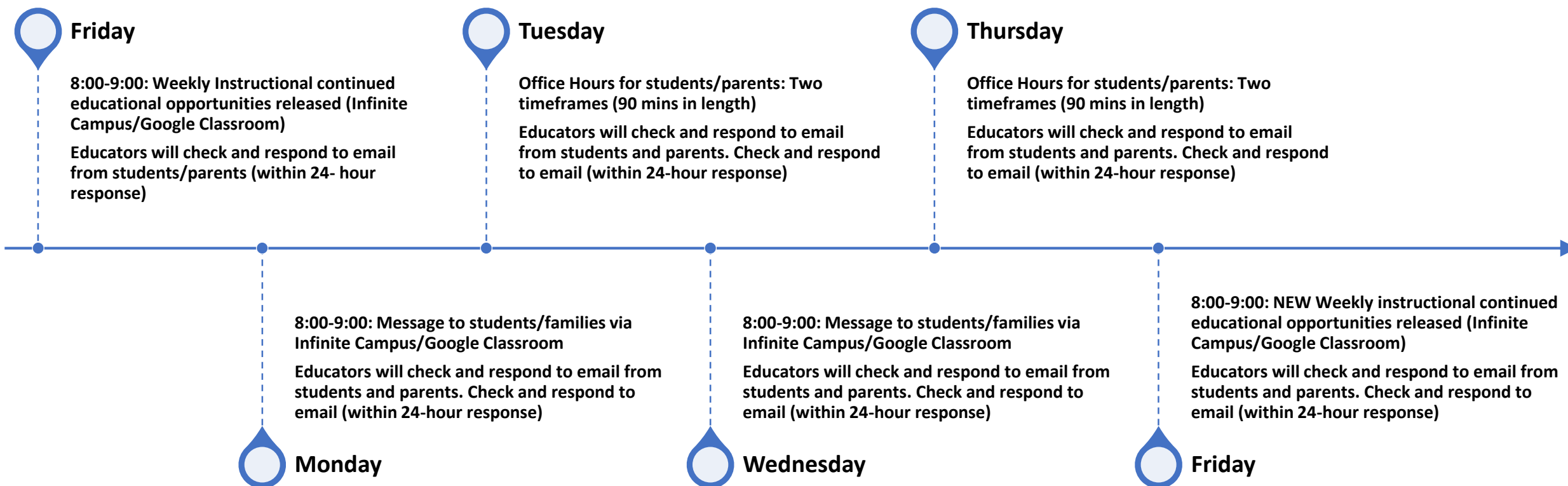
Principals will email parents every Friday between 9:00-12:00 via Infinite Campus messenger/portal. *Parents are welcome to email building principals with questions or concerns they may have.*

Technology questions sent to [helpdesk@elpsk12.org](mailto:helpdesk@elpsk12.org).

Infinite Campus questions sent to [ichelpdesk@elpsk12.org](mailto:ichelpdesk@elpsk12.org).

# Continued Educational Opportunities: Week At-A-Glance

**Office Hours (Tuesday and Thursday):** An email/Google Classroom correspondence during a particular time that offers **individual** assistance with the continued educational opportunity (I.e. personalized feedback, individual clarity around directions, etc.)



**Messaging (Monday and Wednesday):** A communication to stakeholders that offers **whole group** assistance with the continued educational opportunity. (I.e. Instructional strategy to help them with completion, tip for time management as they work through weeklong task, etc.)

***NO NEW ACTIVITIES OR LINKS-messaging only references education opportunity materials sent on Friday***

# Continued Educational Opportunities- March 25-April 3

## Wednesday

8:00-9:00: Message to students/families via Infinite Campus/Google Classroom teacher syllabus for continued educational opportunities. Assign a small task to familiarize students and families with expectations.

Educators will check and respond to email from students and parents. Check and respond to email (within 24-hour response)

## Friday

8:00-9:00: Weekly Instructional continued educational opportunities released (Infinite Campus/Google Classroom)

Educators will check and respond to email from students/parents (within 24- hour response)

## Tuesday

Office Hours for students/parents: Two timeframes (90 mins in length)

Educators will check and respond to email from students and parents. Check and respond to email (within 24-hour response)

## Thursday

Office Hours for students/parents: Two timeframes (90 mins in length)

Educators will check and respond to email from students and parents. Check and respond to email (within 24-hour response)

## Thursday

Educators will check and respond to email from students/parents (within 24- hour response)

## Monday

8:00-9:00: Message to students/families via Infinite Campus/Google Classroom

Educators will check and respond to email from students and parents. Check and respond to email (within 24-hour response)

## Wednesday

8:00-9:00: Message to students/families via Infinite Campus/Google Classroom

Educators will check and respond to email from students and parents. Check and respond to email (within 24-hour response)

## Friday

8:00-9:00: NEW Weekly instructional continued educational opportunities released (Infinite Campus/Google Classroom)

Educators will check and respond to email from students and parents. Check and respond to email (within 24-hour response)

# Additional Questions and Answers

## **1. Who can I contact for questions about the shared learning activities?**

Please email your student's grade level/content-area teacher for questions about continued educational opportunities. Teachers will contact all students directly as a first means of contact to start connecting on Wednesday, March 25, 2020. Once first contact has been made, please use the communication means identified for ongoing communication.

## **2. Who can I contact if I need technology support?**

For technology support such as hardware or home connectivity issues, please contact [helpdesk@elpsk12.org](mailto:helpdesk@elpsk12.org). Technical support will be available from 8:00 – 4:00 Monday-Friday.

## **3. How should I prepare the home environment for school?**

- Please determine a space in your home that will be dedicated to completing each day's learning activities.
- Be prepared to use a home device that can access the same programs and resources your child uses at school.
- Remember to incorporate time to move! It is common for students to get up and move around, wiggle, or even chat with friends multiple times throughout the day.

## **4. Will my student participate in live-stream learning?**

Given the variability of internet access, bandwidth and student/staff privacy, teachers will not provide live-stream learning.

## **5. How much “screen time” should I expect for my student?**

Screen time can vary based on continued educational opportunity. This is something we will be monitoring weekly to ensure that our focus is on engaging students with multiple pathways beyond a screen.