


COVID-19 Distance Learning

Goals

1. Develop and understanding of the G-Suite platform.
2. Develop the skills to execute distance learning.
3. Incorporate the skills learned in developing a 30 day unit plan.



Prepare a 30-day Unit Plan (Use current unit/lesson plans, but adapt them for online use):

- Plans should be a review and extension of learning.
 - Understand if new learning takes place, teachers will need to be flexible and review the material with students and/or assess understanding upon return to school.
 - Consider how you will administer quizzes/tests. (Surveys, forms, and apps like Quizlet, Gimkit, Kahoot, etc.)
 - Consider how students will submit work.
 - Your lessons may include video lessons pulled from online platforms or self videos to support instruction.
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Hybrid Schedule (Standard Rotating Drop Schedule)

While school will officially be in session between 8:00am-2:33pm each day, teachers and students have the flexibility to arrange times for meeting, submission of work, and collaboration - whether full class or in groups - on their own schedules utilizing the tools available with GSuite.)

- Live classes are to be hosted **only** during your class time and students must be given at least 24 hours advanced notice.

Attendance

We are awaiting guidance for the county and the state. You will be notified of any changes.





Student Expectations

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- Students will be required to check their gmail (MPSDNJ) accounts daily.
 - All communication from teachers and administration will be provided through this means.
- Students are expected to check in as per the direction of their teacher for each class, everyday through Google Classroom.
- While remotely learning, live lessons will be hosted via the MHS rotating schedule. It will be left to each individual teacher as to the frequency of the lessons.
- Assessments and assignment deadlines will be left to each individual teacher.
- Staff is aware that there may be multiple siblings in the household and there may be a limitation of time and availability of devices. Please communicate this with members of your household and with your teacher. It is important to plan ahead.

Online Student Etiquette

- Be on time for live classes.
- Do not leave live classes early.
- Understand that attendance is expected for live classes.
 - If for any reason a student misses a class, it is the student's responsibility to reach out to the teacher to determine what was missed.
- During live lessons, be mindful of your surroundings and sit in an area devoid of distractions.
- Notify the teacher of any technical issues immediately through email.
- Follow the live class schedule specified by the teacher.
- Engage in each live class, following the instructions given by the teacher.
- Be respectful to all in live classes and any discussion forums.
- Understand that all classes are live and microphones may be “live” at all times.
- Please note that all information that is typed and or communicated through the provided technological platforms will be monitored, recorded and addressed.
- Please note that Montclair Public Schools Technology, HIB and Code of Conduct policies will apply during the time of Distance Learning.

Teacher Tools For Online Learning

<https://docs.google.com/document/d/1ki8aWFhuwjh0UWU54iMChvCNQT-Xlpj-C9rKmZgv4Q8/edit>

