

Klamath-Trinity Joint Unified School District

Continuous Learning Plan

Monday, April 20, 2020

Mindset-

1. This learning plan is not intended to replace traditional school. It's purpose is to ask our students to show their learning of essential focused standards, which you as the educators determine.
2. Continue to practice self-care and present a calm and consistent presence to your students.
3. Please support your students with continuous learning experiences without the undue effect of adding increased stress to a difficult time in all of our lives.
4. When planning, less is more.
5. Teachers please pick 2-3 standards or relevant topics from your discipline and focus on those.
6. Please exercise patience and flexibility with our plan as we go forward together.

Safety Protocols-

1. In order to limit personal contact with others, we are focusing on learning outside of our school site. School site access will only be granted by the permission of your administrator.
2. **All school site offices will be open between 10 a.m. - 1 p.m. on Fridays of each week; Doors will be locked and you will need to knock or ring the bell to announce. You will not be allowed into the office areas.**
3. All staff are required to wear masks entering and exiting your classroom and in any common spaces.
4. Staff and public who are ill: cough, fever, any "flu" symptoms are not allowed on any campus.
5. Staff and children are not allowed on campus with you.
6. Social distancing protocols should continuously be followed by (a) remaining 6 feet apart from others, (b) using hand sanitizer and continuously, vigorously washing hands, and (c) not congregating in groups.
7. Only essential personnel should be on campus. If a situation arises and approval is granted to non-essential personnel by site administrator, such individuals should disinfect rooms that have been entered after each use. Expectations for disinfecting rooms will be posted.
8. Overall the school site is closed to the public and non essential personnel. Staff members should only come to campus when absolutely necessary. Each site will provide a procedure for campus access.
9. **Principals will develop plans for students to pick up personal items from the schools. These schedules will be communicated with students/families via emails, social media, and by phone.**

Communication-

1. For continuity throughout the District, KT certificated staff are asked to be available to students/families daily on Wednesdays-Friday 10 a.m. to 1 p.m. (remote office hours) via email, school phone messages, virtual classrooms, or other outreach communication available. Certificated staff will be expected to check their school voicemail box remotely during office hours. Once communication efforts have been made, office hours should be used for curriculum planning, development of SEL/support materials, research of materials to purchase that support student learning, professional development, grading, and collaborating with colleagues.
2. Certificated staff must attend weekly grade-level, departmental, or assigned meetings (Mondays at 1pm), weekly staff online meetings (Thursdays at 1pm), and as requested by the site administrator. Meetings will be online through Zoom or Google Meets.
3. Certificated staff will communicate regularly (at least once a week) with families and students. The purpose of this communication will be to check on student learning, assist students/families on instructional matters, maintain relationships, and check on the well-being of students/families. **Staff will keep a communication log** which will be submitted as defined by each site principal.

Communication

Order

Input

Culture

4. Students/families need to communicate their academic, social-emotional, and technological needs to their teachers who will contact the appropriate departments to help.
5. Principals will send letters to families about the Continuous Learning Plan and work to regularly keep families informed via social media, phone calls and mass emails.

Elementary Academic Support-

1. Certificated staff will meet weekly to collaborate in grade-level groups or departmental meetings on Mondays at 1 p.m. Grade-level/departmental collaborations will focus on sharing resources, lesson planning, discussing grading practices for third and fourth quarter, and other student needs.
2. Staff will prepare twenty (20) minute daily lessons for students in each area (Math, ELA, Social Studies, Science, and PE).
3. Additional support for SEL, Art, and cultural lessons as well as materials that may need to be purchased to support distance learning can be requested from the Site Administrator.
4. Certificated Staff who do not have a student roster, will be assigned specific tasks by the site administrator.
5. Technology platforms teachers may utilize and will be supported by the District Technology Department include: Google Classroom and Google Hangouts/Meets. Other platforms such as Facebook, Classroom Dojo, Zoom, may be used by staff/students but will not be afforded District Technology department support. The Technology Department will disseminate guides for families and staff as needs arise or as requested. The District recognizes the inability for students and families to access online resources due to unmet technology needs and teachers are to provide these supports as enhancements, not as instructional replacements or mandated for use. Online work submissions, or hard copies of student work can be graded for student credit. Teachers will provide rubrics for students/families and **all work submitted to a teacher will be graded.**
6. **Work will be provided in packets every two weeks on Fridays between 10-1 pm. Packet pick-up and return dates will be April 24th, May 8th, May 22nd, and June 5th.**
7. Completed packets can be dropped off, mailed to the school, or scanned and emailed to the teacher by student guardians. Teachers can expect to receive completed packets 14 days after the Friday they are received. Final grades should begin to be calculated after the June 5th deadline for work submission. Teachers may request that administration mail the work for grading to the teacher's personal mailing address. All work submitted to teachers will be graded.
8. Sites with Outreach and Support providers will work with school staff on providing Social-Emotional Learning activities, as well as, assist and/or facilitate family communication.
9. Those students who have current counseling services will be contacted individually by the provider or agency.
10. Special Education teachers will continue with their instruction and/or providing assistance toward general education classes.

Secondary Academic Support-

1. HVHS and Captain John teachers will focus on 2-3 standards or relevant topics in the subject area when planning for instruction based on anticipated every two week due dates. Teachers will plan 20 minute daily lessons for students in each subject area (Math, ELA, Social Studies, Science, Electives, and PE).
2. Certificated staff will collaborate as departments and/or small groups via zoom meetings to prepare lessons and identify students' needs on Tuesdays at 10 a.m.
3. Whole staff meetings will be every Thursday from 1-3 pm via zoom, breakout groups with a list of topics can be decided at this time as necessary.
4. **Work will be provided in packets every two weeks on Fridays between 10-1 pm. Packet pick-up and return dates will be April 24th, May 8th, May 22nd, and June 5th.**
5. Completed packets can be dropped off, mailed to the school, or scanned and emailed to the teacher by student guardians. Teachers can expect to receive completed packets 14 days after the Friday they are received. Final grades should begin to be calculated after the June 5th deadline for work submission. Teachers may request that

Communication

Order

Input

Culture

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- Technology platforms that teachers may utilize and will be supported by the District Technology Department include: Google Classroom and Google Hangouts/Meets. Other platforms such as Facebook, Classroom Dojo, Zoom, may be used by staff/students but will not be afforded District Technology department support. The Technology Department will disseminate guides for families and staff as needs arise or as requested. The District recognizes the inability for students and families to access online resources due to unmet technology needs and teachers are to provide these supports as enhancements, not as instructional replacements or mandated for use. Online work submissions, or hard copies of student work can be graded for student credit. Teachers will provide rubrics for students/families and **all work submitted to a teacher will be graded.**
- Sites with Outreach and Support providers will continue to work with site administration in planning and providing social/emotional support and instruction.
- At HVHS, all teachers are responsible for calling their 1st period student class rosters. Captain John teachers should continue with regular contact with their students. If you do not have a 1st period class, your site administrator will provide you with a contact list.

Special Services-

- Special Education providers will communicate weekly with their caseload families, as well as provide materials and/or instruction for their Special Education class subjects taught and/or provide support toward any General Education courses their students have as identified in the SpEd Distance Learning Plan (DLP). IEPs will continue based on SELPA office and District SpEd Director guidance.
- Each student and his/her needs will be considered individually and there will be a SpEd Distance Learning Plan (DLP) in place to help the student work toward meeting her/her goals on their IEP.
- Special education staff should continue to communicate and collaborate with regular education staff to assist with modifications and accommodations as agreed upon in the IEP or DLP.

Weekly Online District Meeting Schedule

(Be sure to check your email including the clutter and junk folders for invitations to the meetings; Conflicting HCOE and SELPA opportunities can be attended with permission from your site administrator); **MOST VIA ZOOM**

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|--|---|
| Hoopa El. SPED meeting @ 8 a.m. | River Schools SPED meeting 8 a.m. | TVES SPED meeting @ 8 a.m. KTJUSD Special Ed meeting @ 9 a.m. | Leadership meeting @ 9 am (via zoom) | HVHS SPED meeting @ 8 a.m. |
| SELPA @ 11 a.m. | HVHS Dept/small group meetings @ 10 am for curriculum planning (alternate times can be scheduled within groups) | School Sites offices open 10 am-1 pm; Teacher packet materials due to Office by 1 p.m. KTJUSD Teacher Remote Office Hours 10 am-1 pm | KTJUSD Teacher Remote Office Hours 10 am.-1 pm | KTJUSD Teacher Remote Office Hours 10 am-1 pm |
| Grade-level groups @1 pm TK - 2, P. Wyant; 3 - 5, J. McCullough; 6 - 8, K. Cole | | Site Principal meetings @1 pm | Site Staff meetings @ 1 pm -3pm | |

Technology-

1. Arrangements will be made for students to check out Chromebooks. Families will be required to complete a borrower's agreement form.
2. Technology department support for staff under the Continuous Learning Plan will include technology platforms of Google Suite, Edgenuity, and Aeries. Principals will collaborate with the PDC to provide PD, as needed.
3. Technology support for students/families will be available by teachers, site administrators, and the KTJUSD technology staff.
4. KTJUSD staff should report technological needs to their site administrator and the site administrator will contact the District Technology Coordinator.

Miscellaneous Information-

1. All promotion and graduation ceremonies will be determined by Klamath-Trinity Joint Unified at a later date. Currently, all ceremonies have been postponed and alternative platforms are being considered.
2. Certificated staff must submit material and resource needs to their administrator for OSR purchase, via email, no later than May 6th. Information that must be included: Vendor, Address, Phone Numbers, Item Description, amount per item, Total number of Items, Sub-Total, Tax, and Shipping. Administrators are to submit OSRs to the business office by noon, May 8th.

