Teacher Plan for Continuity of Learning
https://tinyurl.com/STEMvirtualplan

Mondays - Information Release Day

On Schoology:
1. Post all Assignments and Resources (presentations, videos, etc) for the entire week for all of your courses. Utilize item and folder completion rules to ensure students proceed in the order you want them to.
2. Post your office hours time (see **Thursday** for additional information), norms, link and phone number from Google Meet (any link/phone number you generate can be accessed later).
3. Set deadlines! Remind students that assignments for A day classes [Periods 1-3] are due Thursday and for B day classes [Periods 4-7] are due Friday; by 3pm each day.

Tuesdays - Advisory Day

Set up a Google Virtual Meeting with your Advisory Class:
1. Share these norms with the students (post to Schoology before meeting)
2. Import the Advisory assignment from Resources [how to found here] and post it for any student who was unable to join the virtual meeting and as a back up for roll in case there are technical difficulties.
3. Send Remind message [a Schoology message, remind 101, etc] to students reminding them that Virtual Meeting will start 10 minutes before Advisory time
   Tuesday - 11:05 am - 11:55 am
   Thursday - 11:40 am - 12:25 pm
4. Set up Virtual Meeting with students by following this guide:

5. During Virtual Meeting:
   a. Welcome students and remind students to mute their mics.
   b. Take roll in alphabetical order and ask how each student is feeling one by one.
   c. Include a fun check-in question to keep it light.
   d. Ask "what help do you need in any capacity?" (Classwork, food, supplies, connectivity, mental health, etc)
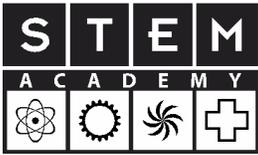
e. Announce the Advisory assignment you posted and remind students of the next Advisory virtual meeting!

Wednesday - Independent Student Learning Day

Thursday - Student Support Day & PD

Office Hours [Periods 1-3]

1. Hold office hours/tutoring time using Google Meet with all your classes for 45 minutes within the [typical time](#) the class would meet on Thursday. You could do this the first 45 minutes or last of each period - up to you.
2. Follow the schedule you posted on Monday
3. Be available to answer questions about the work and resources you posted on Monday and encourage students to turn in their assignments TODAY.
4. If a student doesn't show up for today's Google Meet, but is turning in work, it's ok.

Advisory Check-in

1. Follow Tuesday's Advisory Virtual Meeting Plan
2. Fill in [THIS Spreadsheet](#) for students who need help, aren't showing up or checking in, have sick family members, etc,

PD Agenda - 2pm

1. Link to Google Meet will be sent out by 1pm via STEM Google Group Email
2. Discuss/Identify remote learning challenges
3. Discuss/identify students who are having challenges
4. Discuss Next Steps
5. Q&A and Announcements
6. Call Parents for students above and add notes to [the spreadsheet](#) [after meeting ends]

Friday - Student Support Day

Office Hours [Periods 4-7]

1. Hold office hours/tutoring time using Google Meet with all your classes for 45 minutes within the [typical time](#) the class would meet on Friday. You could do this the first 45 minutes or last of each period - up to you.
2. Follow the schedule you posted on Monday
3. Be available to answer questions about the work and resources you posted on Monday and encourage students to turn in their assignments TODAY.
4. If a student doesn't show up for the Google Meet, but is turning in work, it's ok.

Classwork Expectations:

● 2 assignments per week
● Keep the assignments to the point, short and doable
● All assignments should be graded **by the following Monday**, this is what keeps students engaged.