



Westport Public Schools

March 16, 2020

This correspondence is being sent to share guidelines and expectations for the district distance learning plan, while schools are closed due to COVID-19. Although this document provides a significant amount of information, the district recognizes that we are in the midst of a fluid situation that will likely require modifications and adjustments - particularly if school is closed for a lengthy period of time. We understand that it is not possible to replicate what would be occurring if classes were in session. However, distance learning activities and lessons can be effective in providing learning continuity while schools are closed.

The protocols below are designed to provide teachers, students, and families with clarity about the expectations and responsibilities for distance learning. Distance Learning assignments are intended to:

- keep students academically active;
- reinforce and sustain current learning; and
- introduce new curricular content and concepts.

Grading/Criteria:

- Work that is completed by students will count. Teachers will report their grades in a manner consistent with the district's current grading practice. It is recommended that teachers avoid large, extended assignments or assessments, unless they are chunked into smaller assignments or tasks.

Technical Assistance:

If students are having technical issues-with accessing district resources or district supplied Chromebooks, please email parenthelpdesk@westportps.org. Please include in your email the student's full name, school, grade and a phone number we may contact you in case the issue cannot be resolved by email. If students are having technical issues with their district supplied Chromebook, please power down the device and restart it.

Please note, we cannot help diagnose issues with your home wireless networks or personal devices.

The parent helpdesk email system will be monitored by multiple staff members between 8:00 am - 4:00 pm Monday-Friday. Emails will be routed to the best qualified person to respond, be that a technician or a library media specialist, technology teacher, or classroom teacher. A response should be received within 24 hours based on volume. If one of the district's technicians needs to speak to you, they will arrange a specific time to call, and they will contact you via a blocked phone number.

Distance Learning Guidelines

Preschool

- Information for this level will be forthcoming

Grades K-2

Learning Modules

- Goal of the work is to reinforce, extend, and introduce new concepts/content when appropriate
- Students in grades K-2 have been provided hard copies of most assignments (with electronic back-up).

Student Responsibilities

- All K-2 students are expected to participate
- Spend at least 3-4 hours per day engaging with learning module activities
- Sample schedules have been provided to families

Classroom & Special Area Teachers

- Four one-week learning modules have been developed and posted on the [WPS K-5 At Home Learning Site](#) for students and families. Teachers will communicate the details and nuances of the assignments within the modules via email.
- Teachers will send a morning message to parents (for students) via email. The purpose of the email is to greet students and provide additional directions or clarification of assignments based on the needs of the teacher's class.
- Teachers will be available from 8 a.m. - 3 p.m. to respond and communicate with students and parents for the purpose of clarifying assignments, providing student feedback, and instructional support.
- The primary means of communication with parents and caregivers will be through school email. When appropriate and necessary, teachers will also provide phone calls to parents or caregivers.

- Teachers will assess student work upon return to school.

Special Education Teachers & Related Service Providers

- Special Education teachers will work in conjunction with classroom teachers throughout the duration of the closure to determine additional modifications and adjustments to instruction, resources, and assessments.
- Special Education teachers will provide alternative or additional online assignments, when appropriate, and monitor student progress.
- Related Services - will provide weekly assignments, provide email support to parents and students, and when appropriate and possible, provide direct instruction via video conferencing.

Reading and Math Interventionists

- Reading and Math interventionists will review plans and, when appropriate, make supplemental work available that aligns with individual student goals.

Coaches

- Coaches will provide additional enrichment and supplemental resources throughout the duration of the closure by collaborating with classroom teachers and administrators.
- Coaches will periodically check in with teachers and administrators to determine how they can best support ongoing distance learning plans.

Grades 3-5

Learning Modules

- Goal of the work is to reinforce, extend, and introduce new concepts and content when appropriate.
- Students in grades 3-5 have been provided hard copies of assignments best completed with paper and pencil (with electronic back-up).

Student Responsibilities

- All 3- 5 students are expected to participate.
- Spend at least 3-4 hours per day engaging with learning module activities.
- It is the student's responsibility to complete tasks and return them to teachers so students can receive credit and feedback. Teachers will specify directions for submitting work.
- Sample schedules have been provided to families

Classroom & Special Area Teachers

- Four one-week learning modules have been developed and posted on the [WPS K-5 At Home Learning Site](#) for students and families. Teachers will communicate the details and nuances of the assignments within the modules via google classroom or email.

- Teachers will send a morning message to students via google classroom, schoology or email. The purpose of the email is to greet students and provide additional direction or clarification of assignments based on the needs of the class.
- Teachers will make themselves available from 8 a.m. to 3 p.m. to respond and communicate with students and parents for the purpose of clarifying assignments, providing student feedback, and offering instructional support.
- The primary means of communication with students will be via google classroom. The primary means of communication with parents and caregivers will be via email. When appropriate and necessary, teachers will also phone parents or caregivers.
- Teachers will assess student work on an ongoing basis and upon return to school.

Special Education Teachers & Related Service Providers

- Special Education teachers work in conjunction with classroom teachers throughout the duration of the closure to determine additional modifications and adjustments to instruction, resources, and assessments.
- Special Education teachers will provide alternative or additional online assignments, when appropriate, and monitor student progress.
- Related Services - will provide weekly assignments, provide email support to parents and students, and direct instruction by video conferencing, when appropriate, and possible.

Reading and Math Interventionists

- Reading and Math interventionists will review plans and make available additional, supplemental work (when appropriate) that aligns with individual student goals.

Coaches and Workshop Teachers

- Workshop teachers will provide additional enrichment and supplemental resources throughout the duration of the closure.
- Coaches will periodically check in with teachers and administrators to determine how they can best support the ongoing distance learning plans.

Grades 6-8

Lessons and Assignments

- Goal of the work is to reinforce, extend, and introduce new concepts and content.
- Students in grades 6-8 will be provided daily assignments via Schoology.

Student Responsibilities

- All 6-8 students are expected to participate.
- Spend at least 3-4 hours per day engaging with the assignments.

- It is the student's responsibility to complete tasks and turn them in to teachers so students can receive credit and feedback. Teachers will specify directions for submitting work.

Classroom & Special Area Teachers

- Assignments will be posted on Schoology each day. Teachers will communicate the details and nuances of the assignments and expectations for the submission of student work.
- Assignments may include mini-lessons, videos, readings, discussion board activities, classroom meetings using Google Hangouts etc. Although Schoology will remain the primary tool for posting assignments, teachers may also communicate with students through google classroom or email.
- Teachers will make themselves available from 8 a.m. to 3 p.m. to respond and communicate with students and parents for the purpose of clarifying assignments, providing student feedback, and offering instructional support.
- The primary means of communication with parents and caregivers will be email. When appropriate and necessary, teachers will also place phone calls to parents or caregivers.
- Teachers will assess student work on an ongoing basis and provide regular feedback to students.

Special Education Teachers

- Special Education teachers will work in conjunction with classroom teachers throughout the duration of the closure to determine additional modifications and adjustments to both instruction, resources, and assessments.
- Special Education teachers will provide alternative or additional online assignments, when appropriate, and monitor student progress.
- Related Services - will provide weekly assignments, provide email support to parents and students, and direct instruction by video conferencing, when appropriate and possible.

Interventionists

- Interventionists will review plans and make available supplemental work (when appropriate) that aligns with individual student goals.
- Interventionists will regularly correspond with their students, providing ongoing support when needed and as appropriate.

Coaches and Workshop Teachers

- Workshop teachers will provide students with additional enrichment and supplemental resources throughout the duration of the closure.
- Coaches will periodically check in with teachers and administrators to determine how they can best support the ongoing distance learning plans.

Grades 9-12

Lessons and Assignments

- Goal is to reinforce, extend, and introduce new concepts/content.
- Students in grades 9-12 will be provided daily assignments.

Student Responsibilities

- All 9-12 students are expected to participate
- Spend at least 4 hours per day engaging with the assignments
- It is the student's responsibility to complete tasks and return them to teachers so students can receive credit and feedback. Teachers will specify directions for submitting work.

Classroom & Special Area Teachers

- Assignments will be posted on Schoology each day. Teachers will communicate the details and nuances of the assignments and expectations for the submission of student work.
- Assignments may include mini-lessons, videos, readings, discussion board activities, classroom meetings using Google Hangouts etc. Although Schoology will remain the primary tool for posting assignments, teachers may also communicate with students through google classroom or email.
- Teachers must make themselves available from 8 a.m. to 3 p.m. to respond and communicate with students and parents for the purpose of clarifying assignments, providing student feedback, and instructional support.
- The primary means of communication with parents and caregivers will be email. When appropriate and necessary, teachers will place phone calls to parents or caregivers.
- Teachers will assess students on an ongoing basis, providing regular feedback to students.

Special Education Teachers

- Special Education teachers work in conjunction with classroom teachers throughout the duration of the closure to determine additional modifications and adjustments to both instruction, resources, and assessments.
- Special Education teachers will provide alternative or additional online assignments, when appropriate, and monitor student progress.
- Related Services - will provide weekly assignments, provide email support to parents and students, and direct instruction by video conferencing, when appropriate and possible.