

MStM On Site Learning Plan

<p>Superintendent</p>	<ul style="list-style-type: none"> ○ Communicate the plan with the Board and make appropriate decisions together ○ Communicate the plan with parents ○ Return to Learn Plan modifications ○ Ensure all staff understand their roles and responsibilities ○ Provide necessary resources and supports to execute the plan ○ Collect data on the effectiveness of the plan ○ Monitor and revise the plan, as necessary ○ Determine building and facility use following Governor’s orders, DE guidance, Public Health and CDC guidance, and local decisions with the Board ○ Professional development on: CDC guidelines and other public health precautions ○ Coordinate survey for parents/students
<p>Principals and PD Lead</p>	<ul style="list-style-type: none"> ○ Create, explain, and distribute the plan ○ Oversight of data collection platforms ○ Support faculty and students returning to school ○ Help teachers implement the plan ○ Professional development on: Identifying learning gaps and appropriate instruction, health precautions, and SEBH ○ Oversight of essential standards and adjustments to instruction
<p>Technology Building Admin and Tech Coordinators</p>	<ul style="list-style-type: none"> ○ Deployment of devices ○ Provide tutorials to assist faculty with district identified resources: Google Classroom and others ○ Troubleshoot device issues for students and staff ○ Fix broken devices for students and staff
<p>Principals</p>	<ul style="list-style-type: none"> ○ Monitor communication between teachers and students ○ Work with parents and students who may be health at-risk for a return to school ○ Support faculty and students/families shifting to a distance learning environment ○ Group Check-Ins for Staff ○ Assist teachers to implement the On Site Learning Plan ○ Determine family and student needs -- support and refer ○ Create and implement room usage plan ○ Create and adjust schedules per health guidance (including lunch, passing times, PE, and recess) ○ Oversight of essential standards and adjustments to instruction ○ Collaborate with state and AEA leaders to understand expectations for services

	<ul style="list-style-type: none"> ○ Collaborate with teachers and parents to identify needs and resources available ○ Assign associate duties to support student needs ○ Professional development on: SEBH, Health and Safety
Activities Director	<ul style="list-style-type: none"> ○ Plan for playgrounds and other outdoor school facilities ○ Keep activities calendar updated ○ Keep coaches, players and families informed of changes and ensure they are following safety protocols ○ Check in with coaches and sponsors to assess and assist with needs
All Teachers	<ul style="list-style-type: none"> ○ Provide packets or alternative delivery for students with specific needs ○ Design instruction and activities that adhere to all health and safety guidelines ○ Arrange physical layout of room that adheres to all health and safety guidelines ○ Identify learning gaps and adjust instruction accordingly ○ Identify and refer students for needs related to SEBH ○ Communicate with families to determine needs ○ Teachers are expected to follow-up with students if work is not completed, being sensitive to the challenges some families are facing and that extra time and support may be required to complete work ○ Administer assessments/screeners as needed
All Special Education Teachers	<ul style="list-style-type: none"> ○ Communicate as per the IEP with the subject or classroom teachers who teach the students on your caseload ○ Provide activities that support IEP goals ○ Packets for students with specific needs ○ Call an IEP team meeting and amend the IEP to best meet the student's needs in this environment ○ Include AEA service providers on decisions and scheduling ○ Communicate regularly with students on your caseload and/or their parents (every other week alternating with gen ed teacher) ○ Communicate student's accommodations and modifications with general education teachers ○ Assign duties to associates to support student needs ○ Keep log of all communication, direct services, work, and accommodations/modifications. Create a google document to record this. ○ Assign associate duties to support student needs ○ Identify individual student health concerns and work with parents to adjust the schedule and make accommodations as needed

<p>Direct Service Providers (Ex. AEA, Voc Rehab)</p>	<ul style="list-style-type: none"> ○ All direct service providers will be responsible for scheduling and providing services to eligible individuals per their IEP or 504's
<p>Learning Support Teachers (Title, TAG)</p>	<ul style="list-style-type: none"> ○ Design instruction and activities that adhere to all health and safety guidelines ○ Communicate regularly with the subject or classroom teachers who teach the students on your caseload ○ Communicate regularly with students on your caseload and/or their parents ○ Packets for students with specific needs ○ Create schedule for meeting with students ○ Communicate student's accommodations and modifications with general education teachers
<p>K-6 Specials (PE, Art, Music, Technology, Guidance)</p>	<ul style="list-style-type: none"> ○ Design instruction and activities that adhere to all health and safety guidelines ○ Packets for students with specific needs ○ Teachers aware of and implementing 504s and IEPs, and awareness of TAG and ELL students
<p>Secondary PE, CTE, and Exploratories</p>	<ul style="list-style-type: none"> ○ Design instruction and activities that adhere to all health and safety guidelines ○ Packets for students with specific needs ○ Teachers aware of and implementing 504s and IEPs, and awareness of TAG and ELL students
<p>Counselors</p>	<ul style="list-style-type: none"> ○ Serve as a liaison for communication with students/families in crisis ○ Provide resources for teachers, students, and families to support them ○ Communicate regularly with the subject or classroom teachers who teach students on 504 plans ○ Provide support for 504 accommodations ○ Attend team meetings/PLCs as needed
<p>Principals (as 504 Building Coordinators)</p>	<ul style="list-style-type: none"> ○ Hold a meeting at the beginning of the school year to determine supports for all 504 students ○ Communicate with all teachers of students with a 504 plan ○ Support teachers in ways to meet accommodations for students
<p>Teacher Librarian</p>	<ul style="list-style-type: none"> ○ Collaborate with colleagues to find resources for students unable to attend school on site ○ Suggest supplementary resources to assist teachers with addressing gap learning

<p>Associates</p>	<p>Complete work assigned by administrators or teachers. These may include tasks such as:</p> <ul style="list-style-type: none"> ○ Tutoring all students ○ Meeting with students to support work from classes ○ Communicate with special ed teachers on coursework ○ Meet with students to practice IEP skills ○ Copy and mail packets ○ Lunch supervision ○ Hallway supervision ○ Prepare, print, and deliver packets to students
<p>Secretaries</p>	<ul style="list-style-type: none"> ○ Ensure attendance is recorded by teachers ○ Record absences in JMC ○ Support student, teacher, parent communication via JMC ○ Assist families with students who are unable to attend on site ○ Other duties as assigned by administrator
<p>Nurse</p>	<ul style="list-style-type: none"> ○ Reach out to families regarding medication at school ○ Guidance and support for families regarding health and safety for students ○ Guidance for leadership regarding delivery model best suited for current situation ○ Reach out to families regarding students who were taking medication at school ○ Stay in communication with teachers ○ Create and implement entry protocol for teachers and students ○ Order and administer supplies needed (collaborate with Maintenance Department)
<p>Food Service</p>	<ul style="list-style-type: none"> ○ Lunch distribution following health guidelines ○ Food Pantry operation
<p>Director of Maintenance</p>	<ul style="list-style-type: none"> ○ Devise a daily cleaning/disinfecting plan for school building, playground, and buses ○ Assign open and closed bathrooms and devise cleaning plan based on needs ○ Order and administer supplies as needed to buildings ○ Determine work schedules for maintenance and custodians to address all health and safety guidelines
<p>Custodians</p>	<ul style="list-style-type: none"> ○ Implement cleaning/disinfecting plan

Student Roles and Responsibilities

- Follow all health and safety guidelines
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support
- If student is unable to attend on site, student or parent will notify school and teachers of the situation

For questions about . . .	Contact
A course, assignment or resource	The relevant teacher
A technology related problem or issue	The relevant teacher or technology specialist
A personal, academic or social-emotional concern	The relevant teacher or building counselor
Other issues related to on site learning	Your school principal

Family Roles and Responsibilities

Provide support for your child/children by:

- Monitoring communications from your child's teachers
- Remaining mindful of your child's stress or worry
- Monitoring how much time your child is spending online
- If student is unable to attend on site, student or parent will notify school and teachers of the situation

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A technology related problem or issue	The relevant teacher or technology specialist
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Resource Links

Equity

[FERPA, IEPs, and Virtual Learning](#)

[MTSS Referral Form](#)

[R2L DE Support](#)

Health and Safety

[AEA Health and Safety Modules](#)

[R2L DE Support](#)

Iowa Academic Standards

[IXL](#)

[Journeys](#)

[Khan Academy](#)

[R2L DE Support](#)

Infrastructure

[Cleaning and Disinfecting Plan](#)

[Google Classroom PD Plan](#)

[Google Education PDF link](#)

[R2L DE Support](#)

Social-Emotional-Behavioral-Health

[ASCD: Helping Students Cope During a Pandemic](#)

[ASCD: Maintaining Connections and Reducing Anxiety](#)

[CASEL Cares Initiative: COVID-19 Resources](#)

[CDC: Caring for Children in a Disaster](#)

[Educational Leadership: Getting Remote Learning Right](#)

[Edutopia Grief Resources](#)

[Emotional First Aid Tips](#)

[Iowa Telehealth Providers](#)

[National Child Traumatic Stress Network](#)

[OLLIE \(AEA\)](#)

[Please Pass the Love: Resources During COVID-19 for Youth, Families, and Schools](#)

[R2L DE Support](#)

[SEBH Adult Personal Assessment and Reflection](#)

[SEBH Family Resources \(AEA\)](#)

[SEBH RTI Toolbox](#)

[SEBH RTI Toolbox: Action Planning](#)

[SEL Competencies and Self-Reflection](#)

[SEL Signature Practices](#)

[Volunteering Opportunities](#)

[Warren County Mental Health](#)