



Tuesday, March 31

Dear BCSD Certified Staff,

Thank you for your patience as we have been keeping up with changing information and conditions in response to COVID-19 and the spread of coronavirus. We wish you and your families the best of good health as we work together as a community to stay safe and stop the spread.

Education is considered an essential service during this pandemic. Students have been fed throughout this school closure time, social workers have reached out to families and now it is time to ready ourselves for the continuation of learning for our students.

This document serves as a baseline. Going forward, principals will communicate and clarify any additional information that is specific to your school.

This week:

Your principals will reach out to you in the next few days to answer any questions you have, provide directions and give you scheduled times you may enter the building under limited conditions.

- For the sole purpose of retrieving materials from your classroom at the specific and limited times set by each principal.
- All access would be through the front doors and staff is expected to sign in for monitoring purposes.
- Staff should restrict their movement to their own classroom spaces and copy machines as needed. Custodial staff will be present during these hours to continue to disinfect common touch surfaces.
- In alignment with CDC Guidelines, staff who reside with another person who is ill or are ill themselves, should not access the school until their self quarantine period is over. Taking care of yourself and getting well is the first priority.
- The priority of custodial staff is to clean buildings and technology staff to clean and prepare devices for students, so please respect these priorities when accessing the building.

As of April 6th, distance learning will commence under the following guidance.

Infrastructure

- *Devices*: Goal - Every teacher and student assigned to and has access to a chromebook
- *Distribution of Devices*: The Tech Department is facilitating the cleaning and distribution process of chromebooks. Distribution may take a couple of weeks starting April 6th with high school, then middle school, then lastly elementary students in the schedule.
- *Internet*: There are teachers and students that either do not have internet access or the bandwidth needed to provide a uniform education to all students right now.
 - Teachers need to inform their principals if you need a device that allows you to teach remotely (from home).

- Teachers will be connecting with students starting April 6th. They will ask how the students are doing and about accessibility to the internet and support they will need while learning from home.
- The Tech Department is already in the process of developing cradle point units in buses and purchasing a limited number of hotspots to get us started
- *Platforms:* The following platforms are encouraged as part of our initial roll out of remote learning. This is the time to use familiar platforms, not something new and different from what students have been using.
 - Core Instructional - Google Classroom, Schoology (WRHS) and LIFT (SCHS)
 - Core Meeting - Google Hangouts Meet
 - Elementary teachers who have used other platforms to communicate lessons with parents are acceptable

Instructional Time Requirements

- Provide a “thorough and uniform education” to all of our students, including providing services and accommodations for students on IEPs, 504s, ELD, and GATE plans (see Special Program Requirements)
- The state is assuming 4 hours of some form of learning per day for grades 1-12 and 2.5 hours for Kindergarten to be counted for ADA
 - Secondary minimum: 2-3 hours a week of learning per course/class distributed on even/odd schedule (see [Lesson Plan Guidance - Secondary](#))
 - Elementary minimum: 3 Language Arts and 3 Math lessons (activities/opportunities) per week, plus additional optional lessons as determined by teachers or principal guidance (see [Lesson Plan Guidance - Elementary](#))

Reporting Attendance

- Teachers will keep a log sheet when they connect students and use that for reporting attendance to secretaries that will later be entered into Skyward. Principals will provide the log sheets to teachers. Teachers are not responsible at this time for reporting attendance in Skyward.

Grading

This is new and we are all trying to learn from one another. We know students will vary in their engagement and completion of assignments; however we do expect students to make their best effort to do the tasks we assign.

- Recording student learning - use Google Classroom/Schoology/Lift or electronically via text/email/other to collect assignments and provide feedback
- Focus on participation at first, with more on grades later (temperature check of who is still with us)

Lesson Plan Guidance

The following resources are to be followed to provide a thorough and uniform education to all BCSD students. In addition to this District guidance, principals may provide further requirements and direction.

[Elementary](#)

[Secondary](#)

[Special Program Responsibilities](#) (IEP, 504, ELD, GATE, Intervention, Social Work)

Assessments

Assessments in Spring 2020

First Weeks Timeline

- *Week of March 30-April 3*
 - Collecting and cleaning devices by Tech team
 - Principals/Directors call and connect with staff virtually some time this week
 - Finish disinfecting buildings with social distancing
 - Google training provided for staff virtually as needed; see [Technology website](#)
- *Week of April 6-10*
 - Start device distribution on April 6th - may take a week or two. Phase in by priority (HS - MS - Elementary)
 - *Elementary and Middle School teachers* connect with students and provide verbal or written instruction for learning during this week such as reading a book, writing a journal, etc. Keep a log of students contacted (this will be used for attendance.)
 - *High school teachers* will contact students and push out the first lesson by April 8th in accordance with the plan. Keep a log of students contacted (this will be used for attendance.)
 - Teachers create the first/second (depending on level) set of lessons for students to push out the week of April 13
 - Teachers report students they connected with for the purpose of entering attendance
 - Google training provided for staff virtually as needed; see [Technology website](#)
- *Week of April 13-17*
 - Continue distribution of Chromebooks as needed
 - Continue distribution of high school lessons according to even/odd schedule
 - Initial distribution of lessons virtually for elementary and middle school students
 - Teachers check in with each student in regards to lessons. Keep a log of students contacted (this will be used for attendance).
 - Teachers create the second/third (depending on level) set of lessons to push out the week of April 20
 - Teachers report students they connected with for the purpose of entering attendance