Hartland Consolidated Schools
2020-2021

Virtual Training - Extended Continuity Plan

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Intermediate School District: Livingston Educational Service Agency (LESA)

Remote Learning Mode of Instruction Summary

- Consistent digital platforms are used by teachers and students within their remote learning experience. Google Classroom is utilized by all teachers in grades 3-12. SeeSaw is utilized in grades JK-2. The platforms allow for a consistent location for teachers to communicate with students/parents, send assignments and assessments, and provide resources to support student learning. Since all teachers in those two grade spans are using the same platforms, it gives students a level of consistency and understanding, as well as it gives teachers the ability to collaborate and share strategies to make their students experience more rewarding.
- The district purchased IPevo video document cameras and accessories for each classroom JK-12 that are utilized by classroom teachers and support staff to aid in the remote learning experience for students and parents. The document cameras are used to record teacher lessons in all content areas.
- Recorded lessons are uploaded to the platform used by the teacher (Grades 3-12: Google Classroom / Grades JK-2: SeeSaw) for students to view from their remote learning location.
- Teachers utilize the platforms regardless of whether students are participating in remote learning or in-person. All students have access to the platform resources at any time.
- Students learning remotely are required to view the lessons, complete assignments, engage in assessments, return work, and communicate with their teacher through the platform as required. Students receive daily schedules and timelines from their teachers to ensure that learning and work are accomplished consistently and timely.
- Elementary essential teachers, support staff and related service providers use the platforms and have the ability to communicate, provide interventions/resources, and download video lessons.
- Teachers are using the following digital resources to help deliver the curriculum and content standards remotely: Virtual Units of Study, Zearn Math, Delta Math, Big Ideas Math, Prodigy (Adaptive Math Practice), Mystery Science, Clever (Organizational Platform), Epic, Libby, Padlet Digital Libraries, Google Platform, SeeSaw Platform.
- With this delivery method, teachers are able to deliver the standards-aligned curriculum, relevant materials/resources, and create opportunities to provide ongoing feedback to remote learners.

Professional Learning - Staff

- The district held professional development sessions for teachers on August 10th, 11th and 13th at Hartland Middle School and High School. Multiple sessions of PD around instructional technology needed for remote teaching and learning was provided. SCECH's were earned by attending these PD sessions. The sessions are as follows:

August 10th, 11th, 13th Professional Development Sessions held at HMS and HHS:

- 8:30 – 10:00   Google Classroom Platform Functions and Features
- 8:30 - 10:00   SeeSaw Platform Functions and Features
- 10:00 – 11:30   Document Cameras / Lesson Recording
- 10:00 - 11:30   Online Assessment Strategies
- 12:30 – 2:00   Google Classroom Platform Functions and Features
- 12:30 - 2:00   SeeSaw Platform Functions and Features
- 12:30 - 2:00   Google Classroom Teacher Strategies
- 12:30 - 2:00   SeeSaw Teacher Strategies
- 2:00 – 3:30   Document Cameras / Lesson Recording
- 2:00 - 3:30   Online Assessment Strategies
- 2:00 - 3:30   Google Classroom Teacher Strategies
- 2:00 - 3:30   SeeSaw Teacher Strategies

Professional Learning - Staff Continued

- The district conducted two full days of professional development for teachers and staff on August 17th and 18th. Professional development was conducted in each of the school buildings from 8:00 a.m. to 3:00 p.m. each day. The following PD included:
    - Document camera video recording and uploading
    - Cross-grade level / content area meetings to review data and plan for where students are in their learning for additional support, what wasn't covered in the spring, and intervention systems to start the school year.
    - Grade / content area meetings to identify the appropriate power standards and most important learning targets for a more targeted approach returning to school.
    - PD on new building procedures due to state, local, and health guidelines.
    - Technology tools and resources with collaboration time.

- The district technology department and curriculum department developed a help resource site for staff to reference, over the summer and through the school year, on instructional technology areas critical to remote teaching and learning. The site includes step-by-step instructions and video tutorials on the two platforms that will be used (Google Classroom and SeeSaw), Zoom meetings, Google Meet, Illuminate (district data warehouse system), and Document Camera and Uploading Lesson Videos.   https://sites.google.com/hartlandschools.us/hartlandtech/home

Professional Learning - Staff Continued

- Ongoing professional development for teachers and staff occurs during the district's Early Release Friday PD sessions. On Fridays through the school year, at least one hour of professional development time is provided. This time is used for goals and focus areas determined most important for our district and individual buildings, including remote strategies. Professional development topics in these sessions include instructional technology best practice strategies and resources.

- The district will provide a full day of professional development on February 22, 2021 and will include professional development in remote learning strategies.

- The Livingston Educational Service Agency (LESA), in collaboration with the county school districts, created a "Critical Components Checklist for Creating a Successful Remote Learning Experience" document. This document was distributed to buildings and staff at the beginning of the school year as a guide to providing a successful remote learning experience.

- The technology department spends remote learning Fridays in the buildings to provide teachers direct access to help and guidance in their technology needs.

- Instructional staff will be provided a Technology Self Assessment Survey that will help guide their learning as they prepare for Fall 2020.

Remote Training - Parents/Students

Technology support is available to students and parents. If students or parents can not resolve technology issues quickly, they have three methods for obtaining additional tech support.

- ■ HCS established a [Students and Parents Tech Help Website](#) where step-by-step guides and videos, and answers to frequently asked questions are available.

- ■ HCS established a Tech Help Email which is monitored by all members of the Technology Department. hcstechhelp@hartlandschools.us

- ■ Parents/Students can contact their teacher for guidance.

Remote Training Evaluation

- ● Throughout the remote learning process, the technology team continues to meet and evaluate our plan and procedures, discuss any need for change or adjustments, and make preparations for those changes.
- ● As we continually evaluate our remote learning plan, we continue to monitor and manage our assets and technology processes to ensure the plan we have in place is efficient and effective. We will make adjustments accordingly based on our continual evaluation.
- ● Our assets and infrastructure are always critical to our day-to-day operations. We continue to monitor and manage our infrastructure throughout both remote as well as in-person instruction and work to resolve any issues discovered.
- ● Any technology issues that are identified during the school closure period is discussed, evaluated, and used to enhance our existing long-term technology maintenance plan.
- ● The Curriculum Department continues to evaluate the needs of staff and students so we can provide the needed resources to provide a valuable remote learning experience.