

## ***Planning for School Closure: LWEA Members***

### ***March 16 and 17***

Goal and Purpose: Create and develop enrichment materials based on March 13 LEAP content and post enrichment materials for students to access during our closure. March 16 and 17 are focused on both team collaboration and individual teacher work time.

#### **Information related to Friday, March 13 LEAP**

##### ***Outcome/Deliverable for March 13:***

1. Staff will receive information about plans for implementing work responsibilities without students in the district.
2. Staff will engage in professional learning focused on the development and posting of appropriate academic resources.

#### **All LWEA Members work expectations and location for March 16 and 17:**

- LWEA members will be available for 4 hours via phone, video conference, or on site for work from 8:00am-12:00pm.
- Teachers are able to complete their planning time outside of these hours and can complete planning time remotely (at home) or at their school site. It is the discretion of the LWEA member whether they work/collaborate with their teams via phone, video conference or in-person. Teachers will complete 3.5 hours of planning at their discretion.

#### **Teachers**

#### **Monday, March 16 and Tuesday, March 17:**

Grade Level (elementary) and Teacher (secondary) teams will collaborate on the content presented during the March 13 LEAP.

##### ***Outcome/Deliverable for March 16:***

- Teams meet to collaborate on March 13 LEAP information and professional responsibilities (virtually or in-person).
- The teams plan for development of materials based on the March 13 LEAP.
- The team notifies their administrator of their plans to work on-site or remotely on March 16 and 17.
- After collaborating with colleagues, teachers work on professional responsibilities.

##### ***Outcome/Deliverable for March 17:***

- Teams meet to collaborate on March 13 LEAP information and professional responsibilities (virtually or in-person).
- The teams plan for development of materials based on the March 13 LEAP.
- After collaborating with colleagues, teachers work on professional responsibilities.

## Special Education Teachers and Specialists

### Monday, March 16 and Tuesday, March 17:

Guidance Teams will meet (virtually or in-person) to discuss IEP timelines, Evaluation timelines, and Guidance Team timelines. The teams will outline which evaluations or IEPs are due within the window of the school closure (through April 24).

#### Outcome/Deliverable for March 16:

- Guidance teams provide a written outline to their administrator regarding IEPs and Evaluations that would be due prior to April 24 (students and due dates)
- Each members plans for on-site or remote working on March 16 and 17
- After collaborating with colleagues, teachers and specialists work on professional responsibilities.

#### Outcome/Deliverable for March 17:

- Teachers work individually or with their teams to plan based on the March 13 LEAP.
- After planning on work related to the March 13 LEAP, teachers work on professional responsibilities.
- Specialists work on professional responsibilities.

## Counselors and Library Media Specialists (Librarians)

### Monday, March 16 and 17:

Counselors meet (virtually or in-person) to consider needs related to areas of responsibility. Some areas of responsibility could be:

- Master schedule
- Promotion activities
- Letters of Recommendation
- High School and Beyond Planning
- Running Start student connections and planning
- Social Emotional Learning instruction and lessons
- Targeted outreach to At-Risk students to check in on access to resources and community supports

Librarians work on a plan related to areas of responsibility. Some areas of responsibility could be:

- Support teachers in the development of academic resources
- Support student technology related questions
- Develop enrichment activities for students
- Maintain library resources (books, technology, etc.)

Librarians will be provided direction regarding the distribution of district technology resources. This will be needed to support many of our at-risk student populations that will need access to wireless hotspots for internet and possibly laptops (for elementary students).

#### Outcome/Deliverable for March 16:

- Counselor teams or individuals notify their administrator whether they are working remotely or in-person on March 16 and 17.
- Librarians notify their administrator whether they are working remotely or in-person on March 16 and 17.