

**Norms and Agreed Upon Expectations Regarding Contract Work Days
Nov 2, 2015 – “iLearn@Home” Day Preparation**

Goal: To implement an effective “iLearn@Home” Day (Non-Traditional Instruction Plan) for the 2015-2016 school year to decrease the impact of time missed due to weather or other events. KDE is allowing for innovative approaches for districts and schools to extend learning beyond the school walls. Documentation must be kept to satisfy KDE attendance for students and for staff contracts. Using the Contract Staff Day (and subsequent PLC work), schools will develop resources for student course work on days when weather prohibits attendance at school.



Tasks on Nov 2:

Teachers and administrators at each site will address the following aspects as they prepare to implement the “iLearn@Home” plan:

- **Orientation and overview** of the “iLearn@Home” plan.
- **Plan and develop REVIEW lessons** for each class taught. Focusing on key standards and skills for the course/subject that need further development and refinement.
 - Initial planning will be to create at least three lessons for each class so that enough work would be available for the first three days that “iLearn@Home” might be used.
 - Examples provided on district curriculum site.
 - Amount of student work would be equivalent to ½ the amount of class time (90 min block = 45 of classwork; 60 min class = 30 min; 50 min = 25 min; etc)
- **Develop method of delivering the material.** Will it be paper-pencil task? Will you use on-line delivery – Edgenuity, Google Classroom, etc? Once developed, paper tasks can be scanned for electronic sharing. Remember materials protected by copyright **cannot** be posted on public websites.
- **Discuss and begin to develop communication systems** for parents and students. Develop methods to be in contact with families/students before the event, during the day, and after the “iLearn@Home” day. Examples:

BEFORE	DURING	AFTER
Webpage	Webpage	Feedback on work
Letters home, school newsletters, etc.	Email, Remind 101 (texts) Phone, Google Classroom, etc	Surveys, parent meetings, SBDM Council discussions, etc

- **All teacher webpages should be updated** to include an “iLearn@Home” link/page for easy access to class materials.
- **Discuss “teacher work”** on “iLearn@Home” days and documentation to show:
 - 1) Availability to students for classwork;
 - 2) other teaching tasks completed (lesson planning, test development/scoring, program review documentation, website updates, etc);
 - 3) Communication log.
 District collection system will be developed for additional documentation.
- Remember many teachers **have already been doing similar work** on snow days (reading work sent home; next lesson in math; AP work; etc)
- Schools will report on the scope of the work from Nov 2nd and additional resources needed to complete the work.
- Ultimate goal is for completion of all required components, materials prepped, and communication systems established prior to Christmas Break. With this completed, district will be prepared for implementation if needed beginning second semester.