**DD4 Extended Closure Information**

Principals,

The continued concern for DD4 student and staff safety **may** result in an extended period of school closures beyond March 31, 2020. In accordance with the plan of action submitted to the State Department, we need to begin preparing to provide continued academic support for all students. Please adhere to the following:

* **The 3rd quarter grading period ended on Friday, March 13, 2020**. Grades must be updated by Friday, March 27, 2020. Please consider that there was not adequate time for students to turn in make-up work. Per State Superintendent Spearman, teachers should give students the benefit of the doubt when finalizing grades/assignments that were not submitted. For DD4, Zeros will **not** be issued for missing work during the 3rd quarter reporting period. **NO STUDENT’S YEARLY AVERAGE WILL BE NEGATIVELY IMPACTED DURING THE SCHOOL CLOSURE.**
* 3rd Quarter Report Cards will be issued at the next expected work exchange on April 1st and 2nd.
* Develop a plan to distribute Chromebooks to students who need them so that an eLearning approach to lessons can begin. Additionally, develop a plan to create and copy an additional ten days of student work for “offline” students. Both plans need to be completed before the end of the day on Tuesday, March 31, 2020. This additional work would provide support until April 10, 2020.
* Teachers will be online for **“eLearning Time” Monday-Thursday, from 9 A.M. until noon**, to communicate and provide academic support for students starting Wednesday, March 25, 2020.
* Mobile Internet service will be provided through Internet based buses at the same locations as the feeding program and at every school.
* **If** a decision is made to extend the school closures for DD4:
  + Make school level announcements and arrangements for completed student work to be dropped off and new work along with Chromebooks picked up by parents/guardians at your building on April 1st & 2nd from 9:00 A.M. until 1:00 P.M.
  + The drop-off/pick-up location at your building should allow for minimal person to person interaction. (Ex. Drop off box for each grade or department and pre-stacked grade level/OPEC packets for elementary/middle for quick pick-up).
  + Student Chromebooks and chargers may be signed out by parents during this time.
  + Work with parents/guardians to obtain materials through alternate arrangements (times/delivery).
* Completed work should be kept on location until April 6, 2020, before distributing to teachers. Teachers may begin grading these materials on Monday, April 6, 2020, for the 4th quarter to include the first ten days of school closure work. Specific grading conditions will be forth coming as time progresses. No zeros will be entered for missing work.
* Work with staff to investigate additional/alternative methods of student instruction if the school closures extend beyond spring break. (Video lessons, Flipped Class Model, Virtual classes, Khan Academy, etc.).

**School staff responsibilities during the remaining school closure**

* No staff will be required to come to school unless absolutely necessary. However, school dates/times will be coordinated by the principal to allow for teachers to use their classroom for planning purposes. Volunteer staff may assist with work dispersal and take up.
* Principals
  + Communicate appropriate information from the superintendent to school staff.
  + Organize and communicate dispersal and take-up of student work and Chromebooks.
  + Work with staff to assign remote duties as needed for the building.
    - Phone service
    - Messages
    - Deliveries (principal, café, custodian)
* Assistant Principal/Curriculum Specialist
  + Work directly with principal to fulfill duties.
  + Work with teachers to create and implement student work.
  + Communicate with teachers for updates of eLearning progress.
* Teachers
  + Provide online and paper academic work for students in two week intervals.
  + Provide academic support online during “eLearning Time” for students Monday-Thursday from 9 A.M. – noon.
  + OPEC teachers
    - Document communication with individual students at least once a week.
    - Provide academic support during eLearning Time.
* Custodians – work with principals and Mr. Davis to meet facility needs
* Cafeteria staff – work with the feeding program for students
* Secretaries/bookkeepers – may be assigned duties remotely or may volunteer for onsite duty
* Guidance Departments
  + Available online for students to seek services (ex. Grade verification, Scholarship information, Senior checks, Registration/Scheduling, IGP’s) during eLearning Time
  + Work with administration and teachers to communicate with students/families in need
* Media Specialist – available as a resource to teachers during eLearning Time
* Teacher Assistants and Student Support Staff– available for volunteer duties