



INTERIM ONLINE LEARNING PLAN FOR SCHOOL CLOSURE

FlexTech High School - Brighton

Dear FlexTech Families,

I am writing to provide you with detailed information about the school closure and initial guidance for shifting to distance learning. We will be regularly updating our community through weekly email updates and posts on our website. In addition, teachers will be scheduling regular communication with students and families. We know that this is an unsettling time and want to assure you that our goal is to keep student learning and emotional wellbeing at the forefront of our minds as we implement these plans and structures. During this unprecedented health crisis, we appreciate your collaboration and patience as we collectively transition to something new for us all.

*On March 13th the school closed to students and we launched **phase one** of our transition to distance learning. During this phase, staff has been available to assist students and provide feedback with any previously assigned assignments and projects. Our advisors also scheduled check-ins with their advisees to see how they were doing. We have also been working to determine the technological access of our students.*

*Starting Monday, March 23rd, we will transition to **phase two** of our transition plan. During this phase, we will roll out more structured schedules, protocols and expectations for communications. Teachers will be sharing recommended assignments which students can complete to keep up with making progress towards mastery. We will have routine office hours for each subject area and advisory.*

*We will be taking attendance in Alma during phase two as a way of tracking who is checking in and completing assignments. Students can be marked present for **each their classes** by completing **at least one** of the following criteria for each class **weekly**:*

- ❖ Join **one** virtual meeting with each teacher (Advisor included)
- ❖ Turn-in **one** assignment for each class
- ❖ Two-way academic communication with each teacher (Advisor included) in one of the following ways:
 - Email
 - Text (Remind, iMessage, What's App, etc.)
 - Phone call (cell, landline, Google Voice, FaceTime, etc.)

Included below are protocols and expectations for communication, device and wifi access, instruction.

*We will also be hosting virtual community meetings for students and parents with each advisor on **Monday, March 23rd** to share some structures and expectations for remote learning and to answer questions. Your student's advisor will be sending a link to **join a virtual meeting** in a separate email. If you are unable to attend this virtual meeting please email your student's advisor with questions.*

Internet Networks Offering Free or Reduced-Price Options: Comcast and Charter Spectrum have both announced that they are opening up their wireless HotSpots for free to the general public. Additionally, both [Comcast](#) and [Charter Spectrum](#) are offering free internet for 60 days for qualifying families. Lastly, some wireless providers have removed their data limits during this time. Please check with your wireless provider to see if they are removing their data limits.

As long as the building is closed, extracurricular activities and events will be suspended.

Any updates about the timeframe for closure will be communicated through email and on our website: brighton.flextechschools.org.

COMMUNICATIONS PROTOCOLS FOR FAMILIES, STUDENTS, AND FACULTY

Throughout this period of school closure, we want to stay in regular contact with our school community. Our primary method of communication will be **Remind and email via ALMA** . Click [Join Remind](#) to ensure you are signed up for Remind for school communications.

Here is what you can expect from us while we are closed:

Who	What	When	Resource
Families	Weekly updates from Admin Breaking news from Admin Weekly email from Advisor	Monday mornings As needed Monday mornings	Email, Newsletter Email, Remind
Students	Weekly updates from Admin Breaking news from Admin Assignments from teachers Weekly Virtual Check-ins with Advisors Feedback from teachers	Monday mornings As needed 2-3 Times per week Monday and Friday Mornings Once per week, per teacher	Email, Newsletter Email, Remind Google Classroom Google Hangout/Zoom Google Classroom
Teachers	Briefings from Admin Weekly virtual staff meetings with Admin	As Needed Friday Afternoons 1-2PM	Email, Slack Google Hangouts

Assistance for Students and Families

For Questions About....	Contact
Assignments	Please ask your content area teacher for support first. Here is the staff directory . Musetta Deneen: mdeneen@ftb.flextechschools.org
Technology support	Trevor Leffert: tlevfert@flyconsulting.biz or Nick Wasmer: nwasmer@ftb.flextechschools.org
Your child's emotional wellbeing	Kait Aleshire: kaleshire@ftb.flextechschools.org or Katy Urban: kurban@ftb.flextechschools.org
Immediate assistance on any topic	Admin Team: ateam@ftb.flextechschools.org

Parent Questions/Concerns	For questions about how to support your student's learning at home, please reach out to the Admin Team: ateam@ftb.flextechschools.org
Alma	Admin Team: ateam@ftb.flextechschools.org
Google Classroom	Please ask your content area teacher for support first. Here is the staff directory . If you need additional support, please contact Admin Team: ateam@ftb.flextechschools.org

LEARNING MATERIALS, DEVICE ACCESS, AND WIFI CONSIDERATIONS

All students have been issued a chromebook upon enrollment. Families are asked to complete this [technology access form](#) so we know how to support you.

Instructional activities should be accessible via laptop, chromebook, tablet or smartphone. If you do not have access to wifi or a compatible device, please contact the individual listed below and we will create a plan to ensure your child remains connected during the closure.

If you need assistance with access to devices please reach out to: Trevor Leffert: tleffert@flyconsulting.biz. If you need support with learning materials and Wifi services reach out to your advisor, content area teacher or the Admin Team: ateam@ftb.flextechschools.org.

ACCESS TO COUNSELING AND STUDENT SUPPORT SERVICES

Counselors, Social Workers, and Student Support Teachers will continue to provide services to students through 1:1 virtual meetings, based on the current IEP or 504 plan. We will be using **Google Hangouts** to host these meetings. Please look for an email and/or phone call from your counselor or Student Support Teacher to set up these weekly check-ins.

COLLABORATIVE COMMUNITY NORMS FOR A SAFE ONLINE WORKING ENVIRONMENT

We commit to interacting with each other online in the following ways
<ul style="list-style-type: none">• Respond to teacher/advisor/ support staff communications.• Show up/Be present• Respecting everyone (including staff, admin & fellow students)
We will contribute positively to the online environment by...
<ul style="list-style-type: none">• Respecting the virtual space as a place of learning• Adhering to expectations outlined in the Student Handbook• Maintaining professional boundaries with online communication
We will demonstrate our academic commitment by...
<ul style="list-style-type: none">• Checking Email each weekday• Participate in the weekly online Advisory meeting or other virtual opportunity• Engage in the work• Communicate with my advisor or support staff• Communicate with advisors and/or teachers the preferred way to communicate (google voice, hangout, email, text)
We will use technology in a responsible way by...
<ul style="list-style-type: none">• Respecting others• Follow the technology agreement expectations

ONLINE INSTRUCTIONAL EXPECTATIONS FOR TEACHERS AND STUDENTS- HIGH SCHOOLS

Students and families can access assignments through **Google Classroom**. Assignments will be posted according to the schedule below to help students manage the workload each day. Teachers will be posting specific information about their specific office hour times. Teachers will be reviewing assignments daily, and have one day per week set aside to provide online feedback to students.

DEPARTMENT	ASSIGNMENTS PER WEEK	POSTING SCHEDULE	WEEKLY FEEDBACK	FACULTY OFFICE HOURS
Math <i>*Including Computer Science</i>	2-3	M/W	F	T/TH 10AM-Noon
English	2-3	T/TH	F	M/W: 1-3PM
History/Humanities	2-3	T/TH By 9:00 AM	F	M/W: 12:30-4PM
Science	2-3	M/W by 10:00 AM	F	T/TH: 10AM-Noon
Health	2	M/W by 11:00 AM	F	T/TH: 1:00-3:00 pm
Spanish	3	T/Th by 11:00 am	F	M/W : 12:30 - 2:30
Culinary Arts	2	M/W by 10 am	F	T/TH: 12:30-1:30 PM
Art	1-2	M/W by 9:00 am	F	T/TH: 12:30 - 2:30
Media Arts	1-2	M/W by 9am	F	T/TH 1-3PM
Advisory				M - AM and F - AM
Counseling Office Open Hours				M & W 10-11 AM & 1-2 PM
Special Education Student Support				M,T,W,Th 10-11AM 1-2PM

MANAGING ONLINE LEARNING AT HOME

Thank you for partnering with us in this work. To support your child, we recommend that you follow these guidelines, which are similar to what you do to support your child in completing regular homework:

- **Check your own email regularly to view important messages from school.**
- Work with your child to establish a learning routine that is flexibly aligned to the time they normally learn in school. It is recommended learning take place during normal “school hours” instead of what is normally “after school” hours.
- Set learning goals daily towards the start of the day. Create the day’s learning schedule and post it.
- Set up a learning space for learning hours.
- Encourage your child to contact their teacher directly with questions. We will be using Email, Google Classroom, virtual office hours on zoom or Google Hangouts, and Remind.
- Encourage use of the electronic device primarily for learning windows and work to reduce online time during this period of increased online learning activity.
- Please observe work hours for teachers--they will respond to your emails within 24 hours but are not expected to do so outside of work hours.
- Engage your child in building a technology use agreement that minimizes distractions and maximizes learning. Feel free to reference our Collaborative Community Norms above as a guide.

EXTENSION ACTIVITIES FOR STUDENTS

Please find resources that students can access for additional practice once work has been completed. Students will need to create accounts to access the resources, but accounts for these sites are free to families.

For your little siblings

Elementary

Starfall.com

Dreambox Math

Prodigy Math

Khan Academy

Code.org

But Why? A Podcast for Curious Kids

Brainpop Jr

Listenwise

Middle

Dreambox Math

Prodigy Math

Khan Academy

Code.org

Listenwise

For You

High School

Khan Academy

Code.org

NewseumEd (groups of students can request virtual classes)

Vocabulary.com

Stuff You Missed in History Class

Podcast

Poetry Foundation

Newsela