

General Online Learning Guidelines For Students and Parents

School District of Lodi

March 19, 2020

General K-12 Expectations

- The first two weeks of online instruction (March 30 - April 9, 2020) will be considered a time period to build online classrooms and ensure that each student is able to engage with instruction virtually.
 - After April 9, 2020 we may make revisions to our plan based on feedback.
- All teachers will provide learning opportunities for their students. This may look different by grade level and content area.
- Teachers will share their expectations for their classes with students and parents.
- Teachers will respond and work with students throughout the school day. Teachers will publish office hours for students and families. This time will be dedicated to direct communication via phone, email or video conference.
- All teachers will post their instructional plan for students by 8:00 am each day.
- Student attendance will be taken for each class. If the student has engaged in digital communication they are considered present for the day.
- If your child is ill or cannot do online work, please call the attendance line at your child's building.
- All online communication between students and school staff is governed by the District's [Acceptable Use Policy](#).
- If a teacher is sick, they will post a message to students and/or families by 8:00 am on the day they are sick.

Special Education/Student Services

- All special education teachers will do their best to provide specialized instruction and supplementary aids and services to students that would be given on a traditional school day, as documented on the Individualized Education Plan (IEP).
- Regular education teachers will be in frequent communication with special education teachers and other specialists to ensure each child's needs are met to the best of our ability.
- Counselors and social workers will be available virtually to support students and families.

PreK-5 Daily Schedule

4K

- Students are expected to work for approximately 45 minutes per day Monday through Thursday.
- Teachers will communicate with parents and share their ideas/plans for each day.

Kindergarten

- Students are expected to work for approximately 90 minutes per day.
- Teachers will communicate with parents and share their ideas/plans for each day.

Grades 1-2

- Students are expected to work for approximately 2 hours per day.
- Teachers will communicate with parents and share their ideas/plans for each day.

Grades 3-5

- Students are expected to work for approximately 2.5 hours per day.
- Teachers will communicate with parents and/or students.

Grades 6-8

- Students are expected to work for approximately 3 hours per day.
- Staff will post information for the day's scheduled classes on Google Classroom by 8:00 am each morning. Specialists will post their information on Monday for the week.
- For attendance purposes, students will be expected to engage with the material/teacher prior to the next online class meeting. We are not specifying a particular time of day because we know family schedules will differ based on circumstances. If a student does not engage with the material or teacher before the next time that class meets online they will be marked absent for that class period on that day.
- If students need support for any educational resources, they should connect with content teachers first. Teachers are available via email and through Google Classroom.

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none">• Lang Arts• Social Studies• Specials• PE	<ul style="list-style-type: none">• Math• Science• Specials	<ul style="list-style-type: none">• Lang Arts• Social Studies• Specials	<ul style="list-style-type: none">• Math• Science• Specials• PE	<ul style="list-style-type: none">• Lang Arts• Math• Specials

Grades 9-12

- Students are expected to work for approximately 4 hours per day.
- Staff will post information for the day's scheduled classes on Google Classroom by 8:00 am each morning.
- Attendance and participation will be monitored. Students will be expected to engage with the material/teacher at some point during the calendar day. We are not specifying a particular time of day, because we know family's schedules will differ based on circumstances. If a student does not engage with the material or teacher before the next day that class meets online they will be marked absent for that class period on that day. We will continue to operate on an A day and B day schedule for the remainder of the closure. Staff will be using Infinite Campus to record attendance so you would be able to see any absences in family access.
- If students need support for any educational resources, they should connect with content teachers first. Teachers are available via email and through Google Classroom.
- Grades will continue to be updated at least once a week through the duration of online learning using the Infinite Campus portal.
- The high school will continue to follow an A/B schedule, with students responsible for specific materials based on their A/B day classes (see schedule below).

Monday, March 30	Tuesday, March 31	Wednesday, April 1	Thursday, April 2	Friday, April 3
<ul style="list-style-type: none">• A1• A2• A3• A4	<ul style="list-style-type: none">• B1• B2• B3• B4	<ul style="list-style-type: none">• A1• A2• A3• A4	<ul style="list-style-type: none">• B1• B2• B3• B4	<ul style="list-style-type: none">• A1• A2• A3• A4

Monday, April 6	Tuesday, April 7	Wednesday, April 8	Thursday, April 9	Friday, April 10
<ul style="list-style-type: none"> • B1 • B2 • B3 • B4 	<ul style="list-style-type: none"> • A1 • A2 • A3 • A4 	<ul style="list-style-type: none"> • B1 • B2 • B3 • B4 	<ul style="list-style-type: none"> • A1 • A2 • A3 • A4 	<ul style="list-style-type: none"> • No School