



Follett ISD
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Instructional Plan for School Closure

On rare occasions it may be necessary to close school due to weather or other emergency situations. If this occurs, the district will make every effort to ensure that our students' educational opportunities continue while at home. This plan includes three parts: **communication, technology and content delivery** for online learning.

Communication

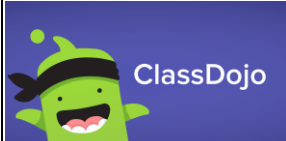
During school closure, it is important that parents and students can rely on consistent, clear communication.

Communication Tools

Facebook 	Follett ISD's main communication tool for parents and students will be Facebook. It is important to like Follett ISD and Follett ISD News and Notes. You will find many updates, upcoming news, and immediate information that needs to get out to the public.
Follett ISD Webpage 	Follett ISD's home page will be updated with information regarding the instructional plan by the administration and technology department. www.follettisd.net
Google Classroom  Google Classroom	All student work and assignments for grades 2-12 will be delivered via Google Classroom. See additional information about student work in the content Delivery Section below.



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Class Dojo 	All parent and student communication from grades PK-1 st will be conducted through Class Dojo. Teachers will assign work, instruction, and resources here.
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Frequency of Communication

While the district is closed, parents and students **will receive communication on each online learning school day** through the learning platforms that are described above. Your principal will do a daily announcement and lead the online communities in our pledges Mondays-Fridays.

- The daily announcements will include any updates regarding the current situation and when school will resume.
- Information regarding instruction and assignments will be communicated daily, whether this is a check-in from the teachers and the students can respond.
- Links to instructions on how to use Google Classroom and other online learning tools that may be utilized by teachers.
- How to contact administrators and teachers with questions
- Any district surveys being collected on student well-being

Technology

During school closure, electronic devices with internet access will be used for student learning. This includes ensuring that Follett ISD families have access to both of these tools at home. During the period of time that school is closed, a Chromebook and charger will be issued to those families who require them.

Before a device is checked out, parents will be asked to sign the Device Loaner Form to keep record of the devices that were checked out. We have made reasonable efforts to check out the devices the students normally utilize in school.

Electronic Devices for Staff

All instructional staff that have need a device will be given one. Please speak with the Technology Director to receive an at home device.



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Content Delivery

Students will have access to digital materials and instructional activities to remain engaged in online learning during the time schools may remain closed.

Teachers will continue to follow the Follett ISD curriculum documents and scope and sequence.

Roles and Responsibilities During School Closure	
Students & Parents	<ul style="list-style-type: none">▪ Read daily communication from teachers and principals▪ Daily login to Google Classroom/Class Dojo for assignments from teachers▪ Complete electronic assignments by due dates.▪ Consider joining/requesting live teacher assistance sessions. These will be very beneficial to the students.
Teachers	<p>Resources and Preparation</p> <ul style="list-style-type: none">▪ Take home school laptop/device▪ Take home resources need for lesson planning▪ Join your PLC Google Classrooms through Region 16▪ If needed, take the online Google Classroom Basics through Region 16▪ Familiarize yourself with Google Meet <p>Lesson Planning</p> <ul style="list-style-type: none">▪ Post lessons and assignments in Google Classroom/Class Dojo on Mondays▪ Communicate with your classes to determine their progress▪ Offer videos and resources to support their learning▪ Utilize Google Meet or Zoom <p>Communication</p> <ul style="list-style-type: none">▪ Teachers will communicate with students and parents daily during school closure.▪ Daily communication will be posted in Classroom/Dojo▪ It is vital to check email daily to stay current with information and directives from administration.
Campus Administrators	<ul style="list-style-type: none">▪ Coordinate and simplify communication for parents and students▪ Organize the electronic device checkout system.▪ Develop Online Learning Platform Plan▪ Monitor teacher plans/assignments and coordinate daily communication with parents.▪ Coordinate live lesson opportunities to minimize conflicts.▪ Monitor that teachers are posting instructional content in Google Classroom/Dojo daily and that they are communication with students.▪ Conduct Virtual Walk through Observations▪ Be available to communicate with parents, teachers, and staff during school hours.▪ Be available to support teachers with ideas for online content and how to adjust instruction.▪ Support teachers with Google Suite to post instruction.



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Google Support Documents

Google Classroom for Students and Parents	For students and parents on how to use Google Classroom: https://docs.google.com/document/d/1UTrjgKp-efMjHONDmCwnVdEaVSIW6G76EumuVAqO0Ec/edit
Teachers: Google Classroom for Beginners	Teachers: For beginners on how to create and use a Google Classroom Go to region16's website and register for the Google Classroom for beginners training.
Teachers & Administrators: Google Hangouts Meet for Video Streaming of Instruction	https://support.google.com/a/users/answer/9282720?hl=en

FAQ for Online Learning

1. Where do students access their schoolwork?

Students access their assignments through Google Classroom for grades 2-12 and Class Dojo for Pre-K-1st Grade.

2. How many days does my student have to complete their schoolwork?

Teachers will assign due dates on their individual assignments.

3. What do I do if my student or I have questions about their schoolwork?

Teachers will be available online/phone during school hours. Teachers will also be responding to emails from parents and students.

4. What if I do not have access to a device?

Follett ISD is checking out Chromebooks to families in need of these resources.

5. What if my student receives special services (Special Education, Dyslexia, English Language Learning)?

Although these supports will look different during online learning, students will be provided these services while they are learning in an online format. The special services teachers will be available and providing services to these students during online learning.

6. What do I do if my student is sick?



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If your student is sick and unable to complete their work from home due to illness, submit a doctor's note electronically to your campus to have the absence marked as excused. Students who are absent due to documented illness will be given additional days to complete their work according to current Follett ISD grading procedures.