Student Extended Absence Guidance

OVERVIEW

As we navigate current circumstances, we anticipate some students will require extended absences. And, we know that the more student days absent, the farther behind he is likely to get. Therefore, it is important to establish systems and routines that support the child while at the same time assisting teachers with management of these absences. This guidance is to help provide a standard of high-quality instructional experiences that engage and challenge students while absent. To that end, instruction may "mirror" current face to face delivered instruction with these few tips.

WHERE DO I START TO BE READY?

To enhance the learning of all students, not only those who are absent, we encourage you to use Canvas as a class website, blog, or portal page for your daily lessons and other resources.

Simply organize your class content into weekly modules and add the following resources:

- Daily/Weekly Agenda
- Activities completed each day
- Assignments/Quiz submissions as necessary
- Links to videos or other webpages that complement student learning
- Utilize tools familiar to students such as USA Test Prep, Kahn Academy, your virtual texts, etc.

RECORDING DIRECT INSTRUCTION

*SYNCHRONOUS INSTRUCTION IS NOT AN EXPECTATION

- Find a place to stand or sit where device can stay in one spot.
- Remember time is of the essence – no more than 10 minutes – so it is important to chunk instruction such that each video covers a single learning objective or task.
- Use visual cues to highlight key information to minimize the use of on-screen text.
- Recording tools you might need: Recordex, a screencasting program, microphone.
- Tools may include: Zoom, PowerPoint, Stream
- Enhance engagement by embedding questions.
- Just be yourself!

BEST PRACTICES

Prior to Absence
- Create a contact/data log
- Ensure student has access to technology
- Provide student with any hard copy resources/textbooks necessary if available

Seek Assistance from Other F2F and Virtual Teachers
- Work together to support multiple students who are absent. Build off each other's strengths.
- If you have access to a Virtual Teacher who is teaching the same content seek to share resources

Utilize Pre-built Canvas Courses
- Many courses have pre-built content through Curriculum Review. Utilize material in those courses as available.

Record Notes
- Utilize the Recordex Board to screencast or export notes as PDF
- Have a student snap a picture of their notes Post copy of teacher notes

Provide synchronous support when necessary
- Utilize Web Conferencing
- Record direct instruction while teaching
- Set up small group tutoring sessions
- Try to have recording only view instructor when able

Provide meaningful assignments
- Able to independently practice skills

Set up clear communication guidelines
- Communicate regularly with students and parents regarding progression
- Share your expected response time on e-mails
- Accepted communication methods

Prepare for Student Transition Back

- Have a routine for students so they can return knowing what to expect
- Establish communication systems to welcome back students being respectful of privacy
- Schools should set expectations for completion of work timelines
- Consider establishing a peer partner who can provide context or assist student with missing information