



MARTINSVILLE SCHOOLS
REAL TIME INSTRUCTIONAL DAY
PLAN

INCLEMENT WEATHER & SHORT-TERM
AT-HOME
LEARNING WITH LIVE TEACHER INSTRUCTION

2023-2024

Specific plans are linked below & are to be followed even if it is a WELL Wednesday:

[ELEMENTARY](#)

[BIA](#)

[JRW](#)

[MHS](#)

[Hammons Alternative Program](#)

IOA– continue normal daily schedule

Rationale for Utilizing REAL TIME learning:

- It is occurring at the same time and will include opportunities for *live instruction* and immediate feedback to students.
- It allows our students to work from home, avoiding potentially dangerous commutes, and allows them to work in a safe, warm environment when the weather is unforgiving.
- It is intended to counter the loss of curriculum momentum resulting from school cancellations due to Indiana's winter weather or another school building issue.
- It does not replace the in person time students have with their teachers, but can provide structure and continuity when school is interrupted.
- It can also negate the need for makeup school days during breaks or in June, helping families more effectively plan summer activities.

Announcing and Facilitating REAL TIME learning:

- Families of students will receive notification of the impending transition to REAL TIME learning.
- Devices and chargers will be sent home.
- Teachers will communicate learning activities for the students in the courses that would have met that day.
- Teachers will be online and accessible by phone during regular school hours to provide support for student learning.
- Accommodations will be made for students with special needs and for students who do not have access to the internet.

REAL TIME learning Expectations Different by Grade Level:

Students build academic stamina and persistence with practice as they mature, and expectations for students to complete activities in an independent context will increase as they grow older.

The Indiana General Assembly enacted House Enrolled Act 1093. It requires that schools shall deliver (1) teacher directed synchronous (REAL time) instruction; or (2) a hybrid of: (A) teacher directed synchronous (REAL time) instruction for at least fifty percent (50%) of the particular instructional day; and (B) asynchronous (elearning); during the instructional time of a virtual (REAL time) student instructional day.

Based on that requirement, the synchronous (REAL time) grade level minimum time recommendations are as follows:

Indiana Department of Education recommended guidelines for minimum student commitment each day are as follows:

Pre-K: no state minimum

Grades 1-6: 2.5 hours

Grades 7-12: 3 hours

Principal/Counselor Expectations During REAL TIME:

- Send out any reminder communication to staff.
- Be available to answer questions from staff, parents, and students.
- Respond to emails and phone calls.
- Plan for future meetings (ILT, PLC, staff, committee)
- Distribute "brain break" video to students.

General Education Classroom & Self-Contained Special Education Teacher Expectations During REAL TIME learning:

- Post Zoom links for the daily instruction that aligns with the building schedule that has been communicated to families.
- Post assignments for the day via Google Classroom or Seesaw.
- Monitor the amount of work that is expected of at home students. Keep in mind the enormous amount of stress that students and their families may be experiencing.
- Answer questions from parents and students.
- Grade/Provide feedback to students.

Special Area Teacher Expectations During REAL TIME learning:

- Post assignments for the day via Google Classroom or Seesaw.
- Monitor the amount of work that is expected of at home students. Keep in mind the enormous amount of stress that students and their families may be experiencing.
- Be available to answer questions from parents and students.
- Grade/Provide feedback to students.
- Join as many Zooms as possible at the school that are assigned for that day.

Secretary Expectations During REAL TIME learning:

- Check-in with the principal to see if there are any duties/tasks needed for the day.
- Respond to emails and phone calls.
- Work on newsletters or other documents that can be worked on remotely.

Title I & Special Education Teacher Expectations During REAL TIME learning:

- Be available to answer questions from parents and students.
- Collaborate with classroom teachers.
- Provide feedback to students as assignments are turned in.
- Lesson plan and modify assignments for students, as needed.
- Join as many Zooms as possible at the school that are assigned for that day. Schedule any additional Zooms necessary to accommodate student needs.

Instructional Assistant Expectations During REAL TIME learning:

- Check in with the Principal and/or Supervisor for duties/tasks needed.
- Join as many Zooms as possible at the school that are assigned for that day.

School Commitments to Families During REAL TIME learning:

Families can expect:

- Live instruction** aligned to grade-level Indiana Academic Standards will take place via Zoom.
- Delivery of assignments will be sent out via Google Classroom or Seesaw.
- Families can contact school personnel, including their child's teacher, administration, and counselor, through dojo, email or phone calls.
- Students will receive feedback on their work, and teachers will monitor and track their engagement.

Student Expectations During REAL TIME learning Days:

- Students will need to attend all Zooms scheduled by the classroom teachers**, per the building schedule that has been communicated. Links to those Zoom sessions will be posted in SeeSaw or Google Classroom.
- Students are expected to login to their Seesaw or Google Classroom accounts.
- Students are expected to complete assignments. Students will be given regular feedback on their assignments. Assignments will count towards the students' cumulative grade.
- Students are expected to engage in their learning and students/parents are expected to reach out to the teacher and/or school if help is needed.
- Student attendance will be documented by attending live Zoom sessions/work completion.

Family Support of REAL TIME learning Days:

We will work with parents and families to determine how we can best support you. If your student is unable to meet the given expectations, please reach out to your child's teacher or school principal to make arrangements to ensure your student is successful during REAL TIME learning.

General tips that parents and families can consider:

- Create a routine so your student always knows when it will be time to focus on learning. Designate a quiet space that can be his or her at-home desk.
- Ensure your students are receiving adequate sleep and are well-rested when they begin their learning.
- During breaks and evening hours, encourage activities that do not involve screens.
- Provide your student with frequent encouragement and reminders as needed.
- Be patient and flexible with yourself and your child. Focus on ensuring that your child remains academically engaged and connected to his or her school community.
- Check grade and attendance updates in Skyward.

Frequently Asked Questions:

1. *What if our family does not have internet access?*

The district has hotspots that can be checked out by families who do not have internet access at home. Please contact your child's school secretary to make arrangements to borrow a hotspot for use during REAL TIME learning.

2. *Does the work assigned during REAL TIME days count?*

Yes; work assigned during the REAL TIME days will count towards the students' cumulative course grades.

3. *How can someone get technology support?*

Please contact the district's Tech Helpdesk with chromebook/device questions during REAL TIME learning at **765-342-6641, extension 1071** or by email, helpdesk@msdmartinsville.org.

Students can email their teachers directly for guidance.

4. *If my child is a Kindergartner or 1st grade student, will my student be able to take a device home?*

Teachers will be sending home devices and chargers for Kindergartners and 1st graders.

Resources:

[Tips & Tricks for Educators on Zoom](#)

[Zoom Directions for Students](#)

Offline Mode Tutorials [video](#) and [slides](#)– Students can download files and their work will be saved and then synced when they are back on Wi-Fi.

<https://askrose.org/educator-resources/>

Students and parents needing additional support with math and science school work can always contact Rose-Hulman Institute of Technology's free math and science tutoring service for **grades 6-12 by calling 877-ASK-ROSE. AskRose Homework Help is a free tutoring service where students can email, video, or chat live with a friendly tutor to work through and better understand homework assignments. Tutors will stay on the phone with the student until he/she understands or finishes the work.**