# Board Special Meeting 

Work Session: 2020-21 Reopening Update
September 10, 2020, 3:00-4:30 p.m.
Meeting to be held remotely

By SPSTV Broadcast and YouTube Streaming (See details below)
By Teleconference: +1 206-800-4125 (Conference ID: 291296 26\#)

## Agenda

## Call to Order <br> 3:00pm

Work Session: 2020-21 Reopening Update

- Attendance
- Schedules

Adjourn 4:30pm*

This meeting will be streamed and broadcast by SPSTV:

- Online Streaming via SPSTV YouTube page:
https://www.youtube.com/channel/UCbWeZY-zLJIpQG-xsJ1Xy2Q?
- Broadcast in Seattle
- Comcast 26 (standard-def) 319 (hi-def)
- Wave 26 (standard-def) 695 (hi-def)
- Century Link 8008 (standard-def) 8508 (hi-def)

IMPORTANT NOTE: This meeting will be held remotely without an in-person location per the Governor's proclamation prohibiting public agencies from conducting meetings subject to the Open Public Meetings Act in-person to curtail the spread of COVID-19. The public is being provided remote access through SPSTV (YouTube and Broadcast) and teleconference as noted above. There is a maximum capacity for the teleconference line, and a "waiting room" may be utilized to address capacity. Additional attendees will be admitted from the waiting room as capacity permits.

## WORK SESSION: 2020-21 REOPENING UPDATE Schedules

Sept. 10, 2020

## Introduction

- Design principles using established values
- Constraints, flexibility and contextual variables
- Schedule requirements for K-5 and 6-12
- Illustrated and posted schedules
- Review and support process
- Benefits for students
- Next steps


## SPS Remote Learning Playbook

| Racially <br> Equitable |  <br> Wellness First | Community <br> Responsive | Actionable Adaptable |
| :---: | :---: | :---: | :---: | :---: |

Key Actions:

- Deliver more live (synchronous) instruction
- Dedicated and integrated social-emotional instruction
- Support authentic, ongoing partnerships with families
- Secure time for academic and wellness supports
- Consistent, predictable daily experiences across schools
- Multiple methods to access lessons and services


## Constraints and Context

Constraints

- Instructional hours
- Activities considered instructional
- Enrollment / Staffing
- Contractual agreements
- Developmentally appropriate practices
- Connection between schedules and other activities [meals, family, work schedules, cross-district programming(Skills Center, Running Start,...etc.)]
- Strict regulations from the Department of Children, Youth and Families (e.g., health checks upon entry, cleaning, social distancing, etc.)


## Context

- Historical construction of master schedule
- Dedicated funding sources
- Unique programmatic elements


## Flexibility

## Flexibility

- Teachers pairing synchronous and asynchronous instruction
- Selection and sequence of courses - secondary
- When math, ELA, science, etc. is taught during the school day - elementary
- Integrated services and supports (e.g., ELL, Special Education, socialemotional, mentoring, etc.) during whole class and small group
- Configuration of Wednesday schedules - BLT

| Delivery model | What this means | Examples |
| :---: | :---: | :---: |
| Synchronous (live) | Students engage in learning live via technology with an educator | - Teacher facilitates discourse about a shared text with a whole class over video conference <br> - Students work together on a group project in a breakout room over video conference <br> - Students work independently while on video conference; teacher monitors work, chats and provides individual feedback or pulls a small group into a breakout room to share batch feedback <br> - This model applies to Tier I, II and III instruction and support |
| Asynchronous (offline) | Students engage in learning independently and offline, on their own timeline | - Students watch a pre-recorded video lesson on their own schedule <br> - Students complete assignments posted on Schoology or Remind on their own schedule <br> - Educators provide feedback on completed assignments over email <br> - This model applies to Tier I, II, and III instruction and support |

Note: Instructors will collaborate with general education teachers to ensure that instruction is accessible to ELLs and students with IEPs.

## K-5: Illustrative week in the life of a student



## Exemplar Schedule Elementary - Maple

## Kindergarten 1st Grade 2nd Grade <br> 3rd Grade 4th Grade <br> 5th Grade

## Third Grade Schedule (Mondays, Tuesdays, Thursdays, Fridays)

8:30-9:00 Classroom Meeting Community Building - This block includes Social Emotional teaching and learning

9:00-9:45 Specialists Art, Music, PE, STEAM - Specialists are on rotating schedule, allowing students to engage with two live online specialist sessions per week, and three independent sessions per week to further engage in the learning.

## 9:45-10:15 Recess

10:15-11:15 Literacy: Reading and Writing - This one-hour block does not mean a one-hour lesson online. Instead it may include a whole group lesson, independent reading, read aloud, small group reading/writing instruction, meeting one on one with the teacher.

## 11:15-11:45 Science or Social Studies

11:45-12:30 Lunch and Recess
12:30-1:30 Math - This one-hour block does not mean a one-hour lesson online. Instead it may include a whole group lesson, independent practice, small group math instruction, meeting one on one with the teacher.

1:30-2:30 Independent Work and Small Group Instruction - This one-hour block provides time for students to work independently on classroom assignments. It may also include small group instruction from the classroom teacher, intervention specialists, English language support teachers and Special Education teachers.

2:30-3:00 Family Connections Continued Independent Practice - This block of time is meant for teachers to connect with families in support of our students. It also provides additional independent practice time for students to further engage in the learning from the day.

## Exemplar Schedule Elementary - Maple

## Fifth Grade Schedule (Wednesdays)

8:30-9:00 Classroom Meeting Community Building - This block includes Social Emotional teaching and learning.

9:00-10:00 Literacy: Reading and Writing - This one-hour block does not mean a one-hour lesson online. Instead it may include a whole group lesson, independent reading, read aloud, small group reading/writing instruction, meeting one on one with the teacher.

## 10:00-10:30 Recess

10:30-11:15 Specialists Art, Music, PE, STEAM - Specialists are on rotating schedule, allowing students to engage with two live online specialist sessions per week, and three independent sessions per week to further engage in the learning.

## 11:15-11:45 Lunch and Recess

11:45-12:45 Independent Work and Small Group Instruction - This one-hour block provides time for students to work independently on classroom assignments. It may also include small group instruction from the classroom teacher, intervention specialists, English language support teachers and Special Education teachers.

12:45-1:45 Family Connections Continued Independent Practice - This block of time is meant for teachers to connect with families in support of our students. It also provides additional independent practice time for students to further engage in the learning from the day.

## 6-12: Illustrative week in the life of a student

(Version 1)
Plum font = students are engaged in synchronous instruction, live with a teacher on Teams

| Time | Mon/ Thurs |  | Tues/ Fri |  | Time | Wed |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 9:00-9:50 | Period 1 lesson |  | Period 4 lesson |  | 9:00-9:35 | Check-in/ Community |  |
| 9:55-10:45 | Period 1 lesson | Period 1 <br> Small Group lesson | Period 4 lesson | Period 4 <br> Small Group lesson | 9:40-10:10 | Pd 1 Small Group lesson | Periods 1-6 Independent work |
| 10:45-10:55 | Break |  | Break |  | 10:15-10:45 | Pd 2 Small Group lesson |  |
| 10:55-11:45 | Period 2 lesson |  | Period 5 lesson |  | 10:50-11:20 | Pd 3 Small Group lesson |  |
| 11:50-12:40 | Period 2 lesson | Period 2 <br> Small Group lesson | Period 5 lesson | Period 5 Small Group lesson |  |  |  |
|  |  |  |  |  | 11:20-12:05 | Lunch |  |
| 12:40-1:25 | Lunch \& Enrichment Activities |  | Lunch \& Enrichment Activities |  | 12:05-12:35 | Pd 4 Small Group lesson |  |
| 1:25-2:15 | Period 3 lesson |  | Period 6 lesson |  | 12:40-1:10 |  |  |
| 2:20-3:10 | Period 3 lesson | Period 3 Small Group lesson | Period 6 lesson | Period 6 <br> Small Graup lesson | 1:15-1:45 | Group lesson <br> Pd 6 Small <br> Gro lesson |  |
| 3:15-3:50 | Enrichment Activities |  | Enrichment Activities |  | 1:45-2:35 |  |  |
| Blue font = students are learning asynchronously, on their own |  | Activities $=$ sturdents participate in leadership activities, counseling, library | ts Small g <br> studen <br> teache <br> ership with he |  | son = while most asynchronously, me students to work ronously, over Teams |  | ependent work = dents are practicing /or completing ignments asynchronously |

## 6-12: Illustrative week in the life of a student

 (Version 2)Plum font = students are engaged
in synchronous instruction, live
with a teacher on Teams


## Exemplar Schedule Middle School

2020-2021 Schedule
Robert Eagle Staff Middle School

|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 9:00-9:50 | Period 1 Live Class | Period 4 Live Class |  | Period 1 <br> Live Class | Period 4 Live Class |
| 9:55-10:45 | Period 1 <br> Independent <br> Work OR <br> Small Group | Period 4 <br> Independent <br> Work OR <br> Small Group |  | Period 1 Independent Work OR Small Group | Period 4 Independent <br> Work OR <br> Small Group |
| $\begin{aligned} & 10: 55- \\ & 11: 45 \end{aligned}$ | Period 2 <br> Live Class | Period 5 <br> Live Class |  | Period 2 <br> Live Class | Period 5 <br> Live Class |
| $\begin{aligned} & 11: 50- \\ & 12: 40 \end{aligned}$ | Period 2 <br> Independent <br> Work OR <br> Small Group | Period 5 <br> Independent <br> Work OR <br> Small Group |  | Period 2 <br> Independent <br> Work OR <br> Small Group | Period 5 <br> Independent <br> Work OR <br> Small Group |
| 12:40-1:25 | Lunch | Lunch |  | Lunch | Lunch |
| 1:25-2:15 | Period 3 <br> Live Class | Period 6 Live Class |  | Period 3 <br> Live Class | Period 6 Live Class |
| 2:20-3:10 | Period 3 <br> Independent <br> Work OR <br> Small Group | Period 6 <br> Independent <br> Work OR <br> Small Group |  | Period 3 <br> Independent <br> Work OR <br> Small Group | Period 6 <br> Independent <br> Work OR <br> Small Group |
| 3:15-3:50 | Enrichment Activities |  |  | Enrichment Activities |  |

## Exemplar Schedule High School - Garfield

```
Mondays & Thursdays Tuesdays & Fridays Wednesdays
Mondays & Thursdays
9:00-9:15 Advisory
9:15-10:05 Period 1 Class Lesson
10:10:-11:00 Period 2 Lesson Class Lesson
11:05-11:55 Period 3 Class Lesson
11:55-12:10 Break
12:10-12:55 Lunch and Enrichment Activities
1:00-1:50 Period 1 Asynchronous Learning/Small Groups
2:00- 2:50 Period 2 Asynchronous Learning/ Small Groups
3:00-3:50 Period 3 Asynchronous Learning/Small Groups
Asynchronous Definition: Online or Distance Learning in which students learn from instruction such as prerecorded video lessons, learning tasks that students complete on their own.

\title{
Exemplar Schedule High School - Garfield
}

\section*{Mondays \& Thursdays Tuesdays \& Fridays Wednesdays}

\section*{Wednesdays}

9:00-9:15 Advisory
9:35-10:10 Period 1. Small Groups/ Support Team/ Enrichment/Clubs
10:10-10:50 Period 2. Small Groups/ Support Team/ Enrichment/Clubs

10:55- 11:30 Period 3. Small Groups/ Support Team/ Enrichment/Clubs
11:30-11:45 Break
11:50-12:35 Lunch and Enrichment/Clubs
12:40-1:15 Period 4. Small Groups/ Support Team/ Enrichment/ Clubs
1:20-1:55 Period 5. Small Groups/ Support Team/ Enrichment/Clubs

2:00-2:35 Period 6. Small Groups/ Support Team/ Enrichment/Clubs
2:35-4:10 Early Dismissal and Teacher Professional Development
Students work Asynchronously* on Wednesdays after Advisory

\section*{Review Process and Supports}
1) Remote schedules were submitted for review
2) Schedules were initially reviewed by the Director of Operations and Director of Schools to ensure each schedule met the full list of requirements
3) Departments provided consultation to address questions and issues
4) Principals were notified following the review and approval of each schedule
5) Communications and principals collaborated to post schedules on the website

\section*{Benefits for Students}
- Consistency and predictability for students, families and caregivers
- Flexibility for schools to schedule synchronous, asynchronous, and small group time
- Opportunity to access districtwide programs
- Flexibility to promote school/family partnership

\section*{Next steps}
- Determine any needed shifts during this unprecedented time
- Monitor student enrollment and attendance patterns
- Learning Support Teams will work with school leaders and schoolbased staff to enhance practices within the daily schedule
- Efficient and effective use of staffing
- Match instructional model with needs of students
- Partnerships with parents within remote learning
- Tiered supports process and services

\section*{Questions, Part 1}
- Why are there so many constraints? Why is SPS Central not encouraging more creativity and flexibility? Why were high schools only given the option of two models?
- Why are principals not feeling empowered to work with their BLTs and create schedules that are meaningful to their school communities?
- How were teachers engaged in the building of their schools' schedules?
- Why did you have the central review process for school schedules? What role did the School Directors play?
-Why do the SPS sample schedules seem so much more onerous? Do they require more "instructional" time than what we would require for in-person instruction?

\section*{Questions, Part 2}
- Why did you decide to require a \(1 / 2 / 3\) on Mondays and Thursdays and \(4 / 5 / 6\) on Tuesdays and Fridays at the high school level?
-What role do the sample schedules play?
- Are school lunchtimes to be consistent across grade bands (elementary, middle, secondary), as start and end times are?
- What were the specific amounts of synchronous and asynchronous time ultimately shared with school leaders?

\section*{Thank you!}


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\section*{Remote Learning Attendance}

\section*{School Board Work Session}

Division of Schools and Continuous Improvement

September 10, 2020

\section*{Attendance and Engagement Overview}

\section*{Required Actions}

\section*{Attendance and Engagement}

What principles guide our attendance practices?

What is the relationship between attendance and engagement?

How will we know if students are attending, participating and engaging?

\section*{Recording Daily Attendance}

What constitutes attendance?
What will attendance look like?
How will teachers take attendance?

\section*{Inquiry, Outreach and Tiered Support}

How will schools promote attendance and engagement?

Who is responsible for connecting with students who are absent?

How will we support students who cannot attend during the designed schedule?

\section*{Guidance:}

Chapter 392-401A WAC; STATEWIDE DEFINITION OF ABSENCE FOR THE 2020-21 SCHOOL YEAR
Attendance \& Truancy: Questions \& Answers for School Districts

\section*{Guiding Principles| Inquiry, Support, Engagement}

\section*{Guiding Principles regarding attendance practices in a remote learning environment}
- Sustained attendance and engagement are relationship based and are the center of our remote learning success
- The purpose of taking daily attendance is to provide educators with a meaningful data point to be used with other measures to ensure we are providing each student with a welcoming learning environment that is inclusive, supports identify safety and connects to their story, strengths and needs
- Recording of absences will not be punitive; rather an inquiry and support approach will be applied to consider student and family circumstances and to respond proactively to support students to re-engage
- Attendance is a critical building block for student learning engagement
- Attendance is a leading indicator of equity that signals when students might need additional support and areas for system and school improvement

\section*{Remote Learning| What constitutes attendance?}

Required Practice: Verify student presence or participation. Student attendance may be asynchronous or synchronous engagement in learning activities.

Examples of what student participation could look like include, but are not limited to:
- Daily logins to learning management systems and completion of meaningful learning activities
- Daily interactions with educators to acknowledge attendance (including messages, emails, phone calls or video chats);
- Evidence of participation in a task or assignment (sent from email, on Schoology, through check-in, etc.)
- Completion of planned, asynchronous activities before or after regularly scheduled school hours
- Attendance will be taken twice per day to provide opportunity to verify participation through different modalities

\section*{Remote Learning Absences| Excused}

Required Practice: Marking a student absent. Determining when an absence is excused. An absence from remote learning is when a student is not participating in planned instructional activities on a scheduled remote learning day.

\section*{Absences are excused when related to:}
- Student's illness, health condition, or medical appointments due to COVID-19
- Caring for a family member who has an illness, health condition, or medical appointment due to COVID-19
- Student's employment or other family obligations during regularly scheduled school hours that are temporarily necessary due to COVID-19 until other arrangements can be made, including placement in a more flexible education program
- Student's parent or guardian's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made
- Student's lack of necessary instructional tools, including internet broadband access or connectivity
- Other COVID-19 related circumstances as determined between school and parent/guardian or emancipated youth.

\section*{Remote Learning Absences| Excused}

Required Practice: Schools are responsible for tracking observable attendance data, confirming students' participation in the learning process, and recording the attendance data in Power Teacher every day.
- Attendance will be recorded and monitored through Power School.
- \(2 x\) per day to account for asynchronous learning activities; period attendance for secondary schools
- Daily recording for 178 days of attendance
- No recording of late or tardy
- Parent notification and confirmation of un-excused absences
- Outreach and tiered support action plan for each school; lead by the building leader and MTSS Team

\section*{Attendance and Engagement| Data Monitoring}

\section*{Monitoring Progress}

Daily: Attendance data will be monitored daily by schools with plans for response initiated by:
- Teacher
- MTSS Teams
- Central Office Support Teams

Weekly: Central Office has designated two staff to monitor and analyze student attendance and forms of engagement weekly across all 104 schools.

Ongoing: Information and updates will be provided to the Learning Support Teams to engage and support with schoolbased staff

\section*{Data Tools}

Atlas: District-wide view of trends, patterns and movement
- Real-time access to data by district and school level
- Disaggregation of data by race, gender, grade level, etc.

Homeroom: Classroom and student view to inform action
- Create and share 'smart' groups of students based in attendance patterns for more intensive support
- Support plans linked to varied services and teams (MKV, FSW, Mental Health, SHA, mentorship, etc.)
- Disaggregate data connected to multiple measures and accessible to each team

\section*{Monitoring Attendance and Support| Data Tools}

All Schools


\section*{School and Student Views}

Homeroom: Classroom and student view to inform action

Individual student attendance- Secondary
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\section*{Monitoring Attendance| Data Tools}


\section*{Attendance \& Engagement| Tiered Response Plans}

Required Practice: School must implement a tiered response system to reduce chronic absenteeism and address barriers to student engagement in learning during the COVID epidemic.

\section*{School Tiered response systems must include:}
- Monitoring daily attendance data for all students who are absent from remote learning, whether excused or unexcused.
- Engagement with families as part of the partnership to support student attendance and learning
- A process for outreach from the school to determine student needs, such as basic needs, connectivity and hardware, connection with health and social services as necessary;
- Differentiated supports that address the barriers to attendance and participation that includes universal supports for all students and tiered supports
- Documentation of outreach contacts including methods, modes, and number of attempts
- Documentation of school level tiered support plan for review by October 5, 2020

\section*{Attendance \& Engagement| School Board Questions}
1. What is the remote learning attendance policy and where is it posted for families to see? (somewhere static that can always be accessed)
2. What standardized system will be used to track and record attendance?
3. If students log into (attend) a Teams class, but do not turn on their video, will they still be considered present/attended, or is video required to be counted as attended in a virtual synchronous classes or lessons?
4. What specific strategies will be employed for locating students/families that are not being in touch with their teacher(s)?
5. What is the ongoing plan to assess absenteeism, determine which schools and groups of students are affected by absenteeism, and then what strategies will be used to understand and address the underlying issues?
6. What do our first day attendance numbers look like? Demographics, type, extent. How are we accounting for unexcused absences when students can't get online.
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