

We have collected many questions in the past week for which we do not have answers (yet). Below we have compiled the answers we do have with our current understanding of the situation. Many of these answers may change as we learn more from ODE, other districts, our district office, and all of you.

Thank you for your flexibility and grace as we learn together!

## ELD Program INFORMATION:

**Q:** How will the ELD Department communicate information specific to Distance Learning and School Closures?

**A:** ELD information will be communicated in Zoom meetings. Tentatively, we will schedule these meetings separately for elementary, middle, and high school as their questions differ based on differing program models. We will create a recurring Zoom meeting schedule. Written information and guidance will be shared via email and housed on the ELD Schoology page.

**Q:** Will the recordings for our Zoom meetings be posted somewhere for us to reference?

**A:** The Zoom meeting recordings will not be posted, but notes and an FAQ will be provided after each meeting.

## FAMILY/STUDENT CONTACT:

**Q:** How will I make phone contact without giving out my personal information?

**A:** The Communication Department is setting up Remind accounts for teachers and specialists. If you do not have a Remind account, please notify principals who are compiling information for the Communications Department. Communications has stated that once your account is set up, you will receive an activation email with instructions on how to log in to your account. Remind has a Help Center with tutorials, videos, and FAQs that will show new users how to navigate the system: <https://help.remind.com/hc/en-us/>

**Q:** Where should we document parent/guardian contacts?

**A:** All parent contact should be documented in the "Parent Contact Log" in Synergy. Building administrators may have additional formats that they request you use for documenting parent contacts. If asked to do so, please fill out both your principal's form AND the Parent Contact Log in Synergy.

**Q:** We do not have a language liaison at our school. How do I reach my families who speak other languages?

**A:** You are correct to look internally first. Please access any and all language personnel resources within your school first. We are currently working on an interpretation and translation protocol. Until then, use the requests found on the District Teacher Links page. If you need languages other than Spanish, Burmese, Russian or Somali, contact Passport to Languages directly through the District Teacher Links Page.

**Q:** What if we are unable to reach the parent/guardian?

**A:** Document your attempts to reach parents via phone AND email in the "Parent Contact Log" in Synergy. Communicate with your building principal as many have plans for outreach for hard-to-contact families.

**Q:** Is there a script the district wants us to use when initially contacting families?

**A:** Yes, and it will be posted on the district website and in Schoology.

**Q:** Should all teachers be contacting parents or just ELD Teachers?

**A:** For stand-alone ELD classes, the ELD teacher should contact the families on their class lists. For students in General Education, coordinate with your grade level/content assigned General Education Teacher to coordinate these calls.

## SERVICES:

### Q: What is the start date for ELD services?

A: Distance Learning for all begins April 13, so ELD resumes on that date as well. Remember, ELD services are what a student needs to access the general education curriculum. For many of you, General Education now looks very different than it did in a typical brick-and-mortar environment, so ELD may look very different too. As we have more clarity around this topic, we will provide more guidance.

### Q: How do we provide services?

A: For those who were utilizing a pull out or push in model, ELD teachers will be assigned by their administrators to grade level and/or content teams. ELD Teachers will collaborate and plan with their assigned General Education peers to ensure language and content are accessible to all English learners. ELD Teachers who were in stand-alone ELD classes, such as Newcomers, will collaborate with grade level/content peers to align instruction as possible. However, they will deliver instruction to students on their class lists in their own Schoology class, just as all separate class teachers are doing. More information about planning is addressed in a following question.

### Q: What platform will we use to provide instruction?

A: The district is asking that all teachers use our Learning Management System, Schoology. We are doing this because Schoology provides analytics which let us see which students are accessing the platform, and which are not. It also has the right protections in place to protect both staff and students.

There is a Schoology Tech group that has many resources for teachers to set up Schoology for their students. To access the group:

- Log in to Schoology at <https://reynolds.schoology.com/login/>
- Click on “Groups”
- Click on “My Groups” in the upper right
- Click on “Join Group”
- This should pop up a screen where you need to add the access code: T7RVZ-JT7WQ

Currently, we are not distributing print materials or hard copies of learning packets because we are asking everyone to abide by the Governor’s order to stay at home. We do not want teachers or families regularly exposing themselves to possible infection in order to make copies or distribute or collect materials.

We realize online learning may not be accessible by certain students and we may need to investigate different options.

### Q: How might ELD teachers collaborate with general education teachers?

A: We will co-plan with our general education colleagues using Universal Design for Learning tools. ELD Teachers should work with general education colleagues to plan units and lessons using a lesson planning template that focuses on multiple ways students can access language and content, and so they may demonstrate learning. Promising practices include having general education teachers add ELD Teachers as co-teachers in their Schoology Course. Though we will design instruction collaboratively so most ELD students will access most learning, some emergent students’ assignments can be individualized in Schoology.