



Northshore
School District

Northshore Learns

To: Superintendent Dr. Michelle Reid

From: Members of the Northshore Learns Team and the Training Subcommittee

Subject: Work Plan for Professional Learning and Family and Student Training

Date: July 27, 2020

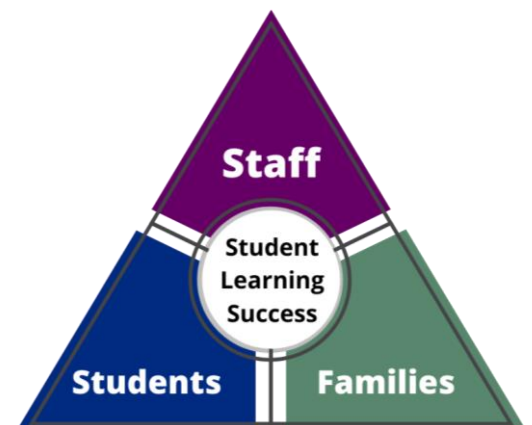
Consistent with Building Block 3 of Northshore's Strategic Plan, Results-Focused Professional Learning and Support for Staff, the intent of this work plan is to define the elements of a successful professional learning program to support the implementation of "Northshore Learns 3.0". As important as training for staff, training for students and families will also be framed within this document. The effort to include students and families in our training and support efforts directly engages Strategic Plan Building Block 2: Safe Climate and Strong Relationships with Families and Community.

Additionally during this time of online learning, Northshore school District continues its commitment to inclusive practices to help students feel a sense of belonging, ensure access to course materials, and receive the necessary supports to achieve learning goals. This commitment includes establishing and supporting a class climate that fosters belonging for all students; setting clear student expectations; and selecting course content that recognizes diversity and integrates culturally relevant materials.

The foundation of the training and support program will be a concept known as the "Training Triangle". The Triangle speaks to the equal importance of effective training and support for three distinct groups of people in our system that together work to support student success: Staff, Families, and the Students themselves.

The Training Triangle represents our need to provide training to these three groups to ensure success in any learning environment, but particularly in the distance learning situation we find ourselves in today.

- **Staff** refers to any NSD staff member, including but not limited to Teachers, Paraeducators, Principals, District Administrators, Counselors, Teacher Librarians, Substitutes, ESA staff and other people who support student learning.
- **Students** refers, of course, to children and young people enrolled in courses in our District, as well as those receiving services from outside providers.
- **Families** refers to any parent, guardian, or caregiver who supports one or more Northshore scholars as they complete their studies in or out of school buildings.



This work plan will outline the elements of the training and support plan for each of these groups.

Staff

As Northshore embarks on the unprecedented effort to make learning accessible online, both synchronously and asynchronously, we will need to leverage the consistent environment that a Learning Management System (LMS) will provide. We will be implementing Schoology LMS to meet this need in the late summer/early fall of 2020. To ensure a successful implementation and to equip staff with the skills they need to use this system effectively, professional learning will:

- Offer in multiple modalities: online synchronously (live webinars or summer institute) and asynchronously (recorded sessions), documentation and online help - see timeline below.
- Model effective use of the system wherever possible, engaging in learning about the platform within the platform
- Be modular in nature, allowing for some content to be compulsory and other content to be accessed according to certain parameters, such as
 - Role (teacher/principal)
 - Grade level (elementary/middle/high)
 - Content area
 - The platform the staff might be transitioning from: Google Classroom, Google Sites, and other platforms.
Note: Google Drive and Seesaw will continue to be supported and training will include how to integrate these tools within Schoology LMS.
- Be ongoing. While there will be specific identified windows of time where district-wide offerings will be available, learning will be offered throughout the year through additional course offerings and through individual support from an Instructional Technology Coordinator, School Technology Specialist, school-level “Ambassador”, or Teacher Librarian.

Timeline for Staff Training

Effective professional development is delivered “just in time” and is immediately useful to the attendee. We intend to bring training opportunities that allow for immediate use, while respecting the amount of time it will take some staff to become agile within the system. Training will begin in earnest in mid/late August and continue into the school year.

| Training Event | Date(s) | Big Ideas and Modules |
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| Principal/Asst. Principal Schoology Overview | Aug 6 Aug 7 | Provide an overview on the basic elements of Schoology, including important features, such as schoolwide announcements and events and the “Advisor Dashboard” which provides student and staff information. Both sessions will have time for Q and A. |
| Staff Technology Beta Test Group | Aug 3-7 | Review and provide feedback on the basic training modules for the learning management system (LMS). |
| NEOPA | TBD | Training on the basic operations of Clever and provide answers to additional technology questions, as families will be dependent on them for related information and resources. |
| New Professionals Academy (Required for new Professionals) | Aug 10-13 | Onboarding for new teachers via the EPIC team and Instructional Technology |
| School Technology Specialists Training (all STSs, Required) <i>STSs will be required to participate in this training, either synchronously or asynchronously, prior to the start of the school year and will be paid at their hourly rate.</i> | Aug 13 ¹ | Training to provide additional support for those that will be called on to help with the technical underpinnings of Schoology LMS. |
| Summer Institute (Optional but highly encouraged) <i>To be offered as a series of synchronous</i> | Aug 17-21 | <ul style="list-style-type: none"> • District wide training on Schoology LMS, including modules such as: • Schoology 101 - The Basics |

¹ Subject to change based on Schoology implementation status

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| <p><i>online modules. All staff would benefit from attending a compulsory course such as Schoology 101 and then would be encouraged to attend other modules that meet their needs based on role, assignment, grade level, etc.</i></p> <p><i>NOTE: To optimize the training experience for staff, Synergy class lists and master schedules should be mostly complete by August 17.</i></p> | | <ul style="list-style-type: none"> • Using Schoology LMS Groups to build communities • Communication Tools and reports for families • Gradebook and Syncing with Synergy • Using analytics to inform instruction • Attendance and engagement data gathering • Pedagogy for Online Learning • Zoom best practices • Integrating other tools for learning (Document camera, iPad, etc.) |
| Transportation | Aug 20 | |
| Schoology Ambassadors Training (One attendee per campus, mutually agreed upon by the building principal and building STS, paid at \$750 per semester. If there is not mutual agreement, the District and Association will meet to resolve the hiring decision.) | Aug 24 ² | More in depth training to expand the expertise at each building and provide additional support as staff move into Schoology LMS. |
| SDLT/Principal Day | Aug 25 | School nuts and bolts/community building |
| Back to School District Day (all school staff, required and provided as a contractual day) | Aug 26 | A condensed and more targeted day of training to include a selection of the modules provided at Summer Institute, along with some planning time to be working in Schoology LMS to ensure the system is “student ready”. |
| Social Emotional Learning and Social and Racial Justice Training Day (all school staff, required and provided as a contractual day) | Aug 27 | The District will provide a half-day training in social emotional learning (including suicide prevention and trauma-informed practices) and a half-day training in social and racial justice. |
| District Day (all school staff, required and provided as a contractual day) | Oct 7 | Topics will be timely and relevant and may include: <ul style="list-style-type: none"> • Making courses interactive: using discussions, formative assessments, and other tools • Teacher collaboration and planning • Analytics: understanding how students are engaging with content (how to gather) • Pedagogy: Culturally Responsive Teaching, Social Justice, SEL, and Best Practices. • Using the gradebook and syncing with Synergy |
| District Day (all school staff, required and provided as a contractual day) | Nov 18 | Topics will be timely and relevant and may include: <ul style="list-style-type: none"> • Pedagogy: Culturally Responsive Teaching, Social Justice, SEL, and Best Practices • Analytics: understanding how students are engaging with content (data inquiry) • Additional Technology Modules |
| District Day (all school staff, required and provided as a contractual day) | Jan 6 | Topics will be timely and relevant and may include: |

² Subject to change based on Schoology implementation status

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| day) | | <ul style="list-style-type: none"> • Pedagogy: Culturally Responsive Teaching, Social Justice, SEL, and Best Practices. • Using the gradebook and syncing with Synergy to produce semester marks • Additional Technology Modules |
| District Day (all school staff, required and provided as a contractual day) | May 19 | <p>Topics will be timely and relevant and may include:</p> <ul style="list-style-type: none"> • Pedagogy: Culturally Responsive Teaching, Social Justice, SEL, and Best Practices. • Planning for the future - what tools and resources will we need to be skilled with for what lies ahead? |
| Ongoing as Requested and Needed | Ongoing | <p>A continuation of the offering of modules to support the use of Schoology LMS and online pedagogy. Provided by Instructional Technology and Student Services Staff. All modules will also be recorded and posted for asynchronous learning.</p> |

Staff Professional Learning at Summer Institute and on District days will include a combination of technical, content, and pedagogical training. Pedagogy in an online environment can take different forms than in a traditional classroom. Topics for pedagogical training may include:

- Community building (SEL, Social Justice, Racial Justice, Relationship Building)
- Classroom management/digital citizenship in an online classroom
- Zoom best practices
- Engagement in an online environment
- How to structure/chunk a lesson
- Making modifications (IEPs)
- Accommodations -UDL
- How to give feedback (feedback loop)
- How to work with small groups (instructional)
- Co-teaching/collaboration best practices
- How to best utilize paraeducators and parent volunteers
- Assessing students in an online classroom (academics/engagement) - successes/barriers
- Use of analytics both for compliance/reporting to OSPI and student progress
- Engaging with younger learners online

Students

Support for successful use of Schoology LMS will come in the form of a variety of resources to be used synchronously and asynchronously by students themselves, by classroom teachers, support staff, and families. For the start of the year, Students will be provided with a “Getting Started Toolkit” which will be deployed to students by staff through Schoology LMS and will be a “required” set of tasks for students to complete before they meet with their teacher(s) during the soft start. The Toolkit will be developed at the District Level and made available to teachers such that they can add the resources to their course(s) and not have to make the material themselves. This saves teachers time and provides a consistent onboarding experience for students. A Student Focus Group will review the contents of the resources and the toolkit to ensure it meets the needs of our students. The toolkit and other resources for ongoing support may include:

- A pre-recorded video of less than 10 minutes which introduces the student to the Schoology LMS basics (logging in, navigating courses, messages, and assignments.) Three videos will be developed - one for Elementary Primary Students, one for Intermediate Students, and one for Secondary Students.
- A collection of resources within Schoology LMS for teachers to add to their own courses.
 - Videos about specific features of Schoology LMS.
 - Documentation that a student might print at home with tips and tricks.
 - Links to support articles.
 - Assignments that teachers can use to “check for understanding” in terms of use of Schoology LMS

- Digital citizenship and responsible use
- SEL and healthy habits
- Getting help and support for academic and non-academic needs (technology, etc)
- Strategies for Success in an online learning, including time management and organization
- Communication practices and self advocacy
- Rights and Responsibilities - Zoom etiquette/expectations, grading practices, etc
- Using the Google Translate extension to translate Schoology LMS and web content

Families

In our survey of Parents and Students in the spring, there was overwhelming support that having one centralized location or online platform for all school work would make remote learning easier. In an effort to meet this need, we will be implementing Schoology, a new Learning Management System, for the 2020-21 school year. Schoology LMS will be the foundational platform that will provide all students, teachers, and parents access to classroom learning resources. Similar to our staff and students, families including parents and caregivers will also need training and support to complete the training triangle and to improve outcomes for their student(s).

- Offer in multiple modalities (online synchronously and asynchronously, documentation and online help and resources, print, etc).
- While there will be specific identified events of time where district-wide training and Parent Education webinars will be available, learning will be offered throughout the year through additional events and through individual support from district staff.

To support ongoing learning about the Schoology LMS and other topics related to successful learning outcomes, the Northshore Learns Team will be developing and deploying a “Family Learning Support Center”, which will be accessed by Parents and Caregiver(s) through Schoology LMS. The Family Learning Support Center will house resources that will aid families in supporting successful outcomes for their student(s), such as videos, documentation, short support articles, and links to helpful resources. Resources will be published in multiple formats and languages.

Timeline for Families Training


Note: In order to ensure widespread communication and consistent sharing of information related to Parent Education, Principals and other school staff will need to be aware of the training outline ASAP so that they can encourage families to take advantage of these important events.

| Event | Date(s) | Description |
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| Parent/Guardian Focus Group Review | Aug 12 | Orientation review and feedback, including Tim Brittell and Dr. Michelle Reid |
| Dr. Reid’s Wednesday Update on Facebook Live | Aug 19 Aug 26 | Topics could include: <ul style="list-style-type: none"> • Overview of Northshore Learns 3.0 • Presentation of Parent/Student survey data • Demonstrations of the features of Schoology LMS • Introduction to the Training Triangle and parent education opportunities |
| Publish Parent Tidbits (“Trailers”) and make them available in the Parent Resource Center on a scheduled release basis. | Ongoing following parent focus group meeting | In collaboration with the Communications Department, these short videos would be released regularly to highlight a small piece of information related to Northshore Learns 3.0 and the implementation of Schoology LMS. |
| Recruit and Train “Language Ambassadors” | Ongoing | In collaboration with the Communications Department, provide additional training for parents in |

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| | | the community who could be a resource in case families have questions and want to ask them and discuss in their preferred language. |
| Parent Orientation Webinars | <p>Aug 24-28</p> <p>Aug 31 – Sep 4</p> <p><i>Times will vary to accommodate Family schedules.</i></p> | <p>Live sessions for parent onboarding, to include topics such as:</p> <ul style="list-style-type: none"> • Overview of NL 3.0 • Schedules • Intro to Clever and Schoology LMS • Tour of the Family Learning Support Center • Tech support • Zoom Expectations* • Building Community • Getting Help <p>Some webinars will be focused for specific grade levels or grade bands.</p> <p>The Family Learning Support Center will be set up and deployed before first orientation.</p> <p>Webinars will be recorded and published.</p> |
| Parent Information Sessions | Sep 14 - 18 | <p>Topics will be collected from Families, but may include:</p> <ul style="list-style-type: none"> • Schoology LMS tips and tricks • Managing schedules • Healthy Habits with Technology • Digital Citizenship • Attendance expectations |
| Parent Information Sessions | Oct 5 - 9 | <p>Topics will be collected from Families, but may include:</p> <ul style="list-style-type: none"> • Schoology LMS tips and tricks • Managing schedules • Healthy Habits with Technology • Digital Citizenship • Attendance expectations |
| Parent Information Sessions | Nov 9-13 | <p>Topics will be collected from Families, but may include:</p> <ul style="list-style-type: none"> • Schoology LMS tips and tricks • Managing schedules • Healthy Habits with Technology • Digital Citizenship • Attendance expectations |
| Parent Information Sessions | Jan 18- 22 | <p>Topics will be collected from Families, but may include:</p> <ul style="list-style-type: none"> • Schoology LMS tips and tricks • Managing schedules • Healthy Habits with Technology • Digital Citizenship • Attendance expectations |
| Parent Information Sessions | Mar 15 - 19 | <p>Topics will be collected from Families, but may include:</p> <ul style="list-style-type: none"> • Schoology LMS tips and tricks • Managing schedules • Healthy Habits with Technology • Digital Citizenship • Attendance expectations |

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| Parent Information Sessions | May 10-14 | Topics will be collected from Families, but may include: <ul style="list-style-type: none"> • Schoology LMS tips and tricks • Managing schedules • Healthy Habits with Technology • Digital Citizenship • Attendance expectations |
| Behavior Support Webinar Series | TBD | Hosted by Special Ed and BCBA staff and open to all families. Ongoing scheduled sessions to support positive behaviors - scheduled to be relevant and timely. |
| Social Emotional Supports Webinar Series | TBD | Hosted by Student Services, open to all families. |
| Ongoing as Requested and Needed | Ongoing | A continuation of the offering of sessions to support the use of Schoology LMS and student support. Provided by Instructional Technology and Student Services Staff. All sessions will also be recorded and posted for asynchronous learning. |

*Need to have parameters in place for use of Zoom (1:1, video on/off, recordings, etc.)

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