

Strategies and Tools for Principals to Support the School Community Virtually

Virtual Education: Transforming Obstacles
into Opportunities

Participant Guide



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Self-Care Tracker

MIND  <ul style="list-style-type: none"><input type="checkbox"/> Meditate<input type="checkbox"/> Read<input type="checkbox"/> Rest<input type="checkbox"/> Affirmations	HEART  <ul style="list-style-type: none"><input type="checkbox"/> Kindness<input type="checkbox"/> Time with family<input type="checkbox"/> Time with pets
SOUL  <ul style="list-style-type: none"><input type="checkbox"/> Music<input type="checkbox"/> Create<input type="checkbox"/> Write<input type="checkbox"/> Me Time<input type="checkbox"/> Gratitude Journal<input type="checkbox"/> Balance	BODY  <ul style="list-style-type: none"><input type="checkbox"/> Yoga<input type="checkbox"/> Hydration<input type="checkbox"/> Nutrition<input type="checkbox"/> Skin Care<input type="checkbox"/> Fresh Air

Notes:

Self-Care

How do you currently practice self-care?

Take a moment to think about two of your specific self-care actions. Identify them here.

What do they look like in our current reality? When?
How often?

How will you hold yourself accountable?

Sample Communication Plan

STRATEGY	PURPOSE	FREQUENCY	AUDIENCE	PERSONS RESPONSIBLE
School E-Newsletter	School News and learning tools will be compiled and distributed to keep all stakeholders updated	Biweekly	Staff, Students and Parents	Principal
Teacher E-Newsletter	Provide parents with curriculum and distance learning updates	Weekly	Parents	All teachers
School Website	Keep current and vital school information updated with curriculum news and staff contact information	Ongoing	Staff, Students, Parents and Community	Administration, Webmaster, all teachers
Social Media	Post important updates, celebrations, and school spirit activities	Ongoing	Staff, Students, Families	Assistant Principal
Virtual Staff Meetings & PLCs	Provide staff with current updates, opportunities to connect, and provide resources	Weekly	Staff	Leadership team rotates facilitation
Virtual Leadership Team Meeting	Problem solve challenges and identify the resources necessary to serve students well	Weekly	Leadership team	Principal

Communication

In terms of communication practices, what is working?
What has been a challenge? What opportunities exist?

Take a moment to think about your current strategies for communication. What do they look like in our current reality?

What are your specific next steps? When? How often?
How will you share the responsibility?

What do you need?

Virtual Visit Data Collection Tool

Teacher Date		Time	
Lesson Topic		Grade Level- Content	
Standard/Learning Target/I Can		Number of Students	
Look Fors	STUDENT (actions-behaviors)	TEACHER (actions-behaviors)	
Best Practices & Strategies Utilized <ul style="list-style-type: none"> • Number of students actively participating • Equitable opportunities for learning • Culturally responsive practices • Differentiated learning • Specific virtual engagement strategies 			
Learning in a Virtual Environment <ul style="list-style-type: none"> • How is the technology enhancing student learning? • What is getting in the way of students' <ul style="list-style-type: none"> ◦ academic success? ◦ ability to access content? ◦ engage with peers/teacher? • What inequities may have surfaced due to the virtual environment? 			
Opportunities for Support <ul style="list-style-type: none"> • What additional supports could be provided to enhance delivery of instruction and/or student learning in this new virtual environment? 			
Actionable Feedback <ul style="list-style-type: none"> • What teacher practice positively impacted student learning? • What actionable next step in teacher practice would enhance student outcomes? 			
Resources Needed <ul style="list-style-type: none"> • What additional resources would help ensure that students are receiving equitable and rigorous instruction? 			
Trends Noted <ul style="list-style-type: none"> • Are there any trends noted in this virtual visit that may be consistent across virtual classrooms? If so, describe. 			
Next Steps <ul style="list-style-type: none"> • Specifically, what are the next steps to support student learning and teacher practice in this virtual setting? 			

Example Virtual Visit Data Collection Tool

Teacher Date	Ms. Apple April 15, 2020	Time	8:30
Lesson Topic	Making inferences	Grade Level- Content	7
Standard/Learning Target/I Can	I can justify an inference by citing text evidence to support the inference.	Number of Students	18
Look Fors	<div>STUDENT (actions-behaviors)</div> <div>TEACHER (actions-behaviors)</div>		
High Leverage Practices Utilized <ul style="list-style-type: none"> • Number of students actively participating • Equitable opportunities for learning • Culturally responsive practices • Differentiated learning • Specific virtual engagement strategies 	<p>14 students submitted responses into the chat window. Two additional students responded by adding their inferences to the chat box. As the teacher thought aloud, students were encouraged to capture their thoughts on the note catcher. Students were also asked to show understanding via a thumbs up/thumbs down strategy. This was used as a check for understanding. 100% student were able to respond to the text via the poll.</p> <p>Teacher utilized a hook and reviewed the skill by having students look at a popular music figure icon and students were given one minute to share inferences based on the image in the chat box. Teacher narrated the think time and clearly communicated the 100% response expectation. <i>"I have 4 teammates that have not submitted a response. Let me know if you need help using the chat function."</i> Teacher provided students with an electronic note-catcher to assist students. Teacher provided students with texts based on skill level. Teacher modeled a think aloud of how to cite text evidence. The text was on screen as the teacher shared her thinking and used the drawing tools to annotate text on the screen for the students. The virtual lesson ended with each student reading an excerpt and providing a written response via a virtual poll.</p>		
Learning in a Virtual Environment <ul style="list-style-type: none"> • How is the technology enhancing student learning? • What is getting in the way of students' <ul style="list-style-type: none"> ◦ academic success? ◦ ability to access content? ◦ engage with peers/teacher? • What inequities may have surfaced due to the virtual environment? 	<p>Teacher's virtual think aloud and annotation provides real time modeling and feedback for students. Students are able to engage with the teacher and peers through the chat box. This also allowed the teacher to monitor student understanding and provide support for both content and technology as needed. The hook did not have 100% completion. One barrier may have been the inability of some students to use the chat function. This section actually has 26 students enrolled. Access to internet and/or device may be a barrier.</p>		
Opportunities for Support			

Instructional Support

How are you currently providing instructional support?

What do those actions look like in our current reality?

What are your specific next steps? How will you communicate the purpose and process to staff?

How are you monitoring Professional Responsibility?

What do you need?

Sustaining Morale & Social-Emotional Support

What are your current strategies for sustaining morale and providing social-emotional support?

What do those strategies look like in our current reality?

What are your specific next steps? When? How often? How will you share the responsibility?

What do you need?

Prioritizing Next Steps

We have examined Self-Care, Communication, Instructional Support, and Sustaining Morale. Take a moment to prioritize your next steps by reflecting on the questions below.

Where are things already going really well?

List the areas of focus that are the most urgent and immediate. Then, use the table below to place urgent needs in order of importance and identify the resources needed to execute.

Priority	Area of focus/Actionable Next Step	Resources Needed to Execute
1 st		
2 nd		
3 rd		
4 th		

Resources

To access the links in PowerPoint, you must view this page in "Present" mode.

- *8 Ways to Manage Your Team While Social Distancing*
(Harvard Business Review)
- *Tips for Principals Shifting Their Schools to Distance Learning*
(Edutopia)
- *Coronavirus Could Force Teams to Work Remotely*
(Harvard Business Review)
- *Insight ADVANCE*
A suite of web-based products that connects self-reflection, instructional coaching and peer collaboration, observation, and evaluation in one place.
- *Coaching for Change: Implement Instructional Coaching Structures and Conversations (A Playbook for School and District Leaders)*
(Insight Education Group)
- *Instructional Leadership Teams: Gain Traction on Your Most Important Priorities (A Playbook for School and District Leaders)*
(Insight Education Group)

Notes / Reflections