

Elementary: Maintaining Teacher-Student Relationships During Remote Learning (NOTE: Sometimes an activity like Flat Teacher may become a routine.)

The Routine Development Tool helps you consider the inclusion and development of executive function skills as you develop, teach, and reflect on classroom routines. It is suggested that you watch the Executive Function Webcast Series (<https://www.ocali.org/project/executive-function-webcast-series>) to gain the background information that will help you fill in the tool. The tool and completed examples of the blank Routine Development Tool are also available from the Webcast Series webpage.

Directions:

- Name the routine you have chosen to develop while considering Executive Function
- Teacher/Staff Planning and Responsibilities sections
 - Identify the teacher and staff tasks that need to take place before, during and after the routine
 - List what information to share with the family/caregiver on how to support learning the routine if it is only done at school
 - If the routine is also to be implemented at home, describe how the family/caregiver can implement the routine in the home setting
- Manifestation Areas
 - Fill in the classwide student outcome for each manifestation area for this routine
 - List the observable student action(s) that the students would do for the routine in each manifestation area
- Teacher/Staff Reflection after Implementation
 - Reflect on the answers to the questions based on your data and identify next steps

Routine: Flat Teacher (contributed by Mrs. Arlene Kay, Southington Local Schools, Ohio)

Teacher/Staff Planning and Responsibilities

Before the Routine is Started:

- Buy or borrow from your library the book “Flat Stanley” by Jeff Brown (see [The Original Flat Stanley Project website](http://www.flatstanleyproject.com/default.html) [http://www.flatstanleyproject.com/default.html] for templates and more ideas)

- Create and send a laminated animated picture of the teacher, like Stanley in the book, along with a story (about how the teacher wants to do things with his/her students) to each student along with directions explaining the steps of the project to the parents
- Check to be sure each student has turned in a photo release permission form signed by parent/guardian
- Introduce and read the book “Flat Stanley” to the students. Introduce and read the new story about the teacher wanting to go with the students and learn about their lives
- Show the students how to take the flat teacher with them as they do activities and then to take a photo of what they were doing with the flat teacher
- Create a list of possible activities students can take the Flat Teacher to, such as playing in the backyard, making a craft, visiting a relative, etc.
- Ask the students to send a photo at least once a week

During the Routine:

- Review the book “Flat Stanley” and discuss
- Read the story the goes along with the Flat Teacher and connect it to the “Flat Stanley” book
- Teacher reminds students to take the Flat Teacher with them to activities
- Teacher will touch base with students who are not participating and problem solve what is challenging them (e.g., help them choose an activity, talk with their parents about helping their child take the picture and email it, etc.)
- The parents then email the pictures to the teacherThe teacher posts the pictures in the classroom electronic communication system
- Teacher responds personally to each student with a comment about their activity with the Flat Teacher

After the Routine is Completed:

- Teacher and class review the pictures together during class time
- Students complete assignments about the pictures, such as writing how they felt at the activity, brainstorming more places to take the teacher, etc.
- Touch base with parents of students who aren't participating to help problem solve

Family/Caregiver Guide to Support Routine at Home:

- Make a video explaining the project to parents that they can view on the classroom communication system. This will include information on the importance of building a relationship between a teacher and a student
- Create and send a laminated animated picture of the teacher, like Flat Stanley in the book, to each student along with a story about the teacher and directions explaining the steps of the project to the parents

- Send reminders through the classroom communication system to send Flat Teacher photos

Manifestation Areas	Observable Student Action(s)
<p>Self-Management: Taking responsibility for your own behavior, actions and well-being</p> <p>Classwide Student Outcome: Students participate as independently as possible in Flat Teacher project</p>	<p>Observable Student Actions for Self-Management:</p> <ul style="list-style-type: none"> • Take an appropriate photo at least weekly with their Flat Teacher figure • Have their parent email the photo weekly to the teacher
<p>Time Management: Ability to use time effectively and productively</p> <p>Classwide Student Outcome: Students observe timeline for Flat Teacher project</p>	<p>Observable Student Actions for Time Management:</p> <ul style="list-style-type: none"> • Send in a photo with their Flat Teacher at least once a week
<p>Information Management: Ability to acquire, retain and use information</p> <p>Classwide Student Outcome: Students understand and participate in Flat Teacher project</p>	<p>Observable Student Actions for Information Management:</p> <ul style="list-style-type: none"> • Read the story about Flat Teacher and relate it to the Flat Stanley book • Answer comprehension questions about the Flat Teacher story • Demonstrate an understanding of the project by turning in a photo of themselves participating in an activity with the Flat Teacher figure at least once a week • Participate in class discussions about the photos that have been shared on the classroom communication system • Complete any assignments related to Flat Teacher • Respond to personal communication from the teacher about the photo(s) s/he sent in

Materials Management: Ability to manage the “stuff” of school or preschool

Classwide Student Outcome: Students are responsible for their Flat Teacher figure and for their photos

Observable Student Actions for Materials Management:

- Keep track of their Flat Teacher figure
- Remember to take their Flat Teacher figure with them to activities and be sure the supervising adult has a phone with a camera to take the picture

Teacher/Staff Reflection after Implementation

Which Observable Student Actions are happening and/or not happening according to the data?

- 100% participation with reading and answering questions about the Flat Stanley book and about the Flat Teacher story
- 90% participation sending in a Flat Teacher activity photo at least once a week
- 75% response to teacher communication about activity photo

What's working? What's not working? What needs to change based on data collection?

- Taking the photo and sending it in is working
- Responding to the teacher communication about the photo can be improved

Next steps:

- Continue sending weekly electronic reminder to take and email an activity picture with Flat Teacher
- Add a question to the teacher communication to try and prompt a response