

Ada-Borup ISD 2854

Distance Learning Plan

2020



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General Overview

Governor Tim Walz has issued an executive order for all Minnesota public schools to close starting Wednesday, March 18, 2020. The initial closure lasts through Friday, March 27, 2020. The closure is to help slow the spread of COVID-19. During this time school districts are to develop a distance learning plan. On Monday, March 30, 2020 instruction and student learning will resume using distance learning. Distance learning will be in effect through Thursday, April 30, 2020. Students are currently scheduled to be back in the building on Tuesday, May 5, 2020. This plan will be re-evaluated at the state level as we get closer to the end of the initial distance learning period.

Distance learning definition: Students having access to appropriate educational materials and receiving daily interaction with their licensed teachers in a non-classroom model.

The Ada-Borup school district is taking steps to ensure all students are able to participate in their learning equitably and have access to all relevant services and supports. Considerations include, but are not limited to:

- Ensuring all students in the district will have equal access to the learning and required materials, including technology.'
- Ensuring any online system used can effectively support the district's unique learning needs
- Providing applicable training to staff, students and parents/guardians on the implementation of the distance learning plan and the district's expectations
- Programming options for school nurses, school counselors, school social workers, paraprofessionals and other school specialists
- Tracking the attendance of students
- Ensuring the distance learning plan in use is secure and will not allow for the release of protected student or staff information.

Any and all updates during the distance learning period will be available on the school website: www.ada.k12.mn.us

Responsibilities

Teacher

- Communicate and interact with students and families
- Continue to support special education and mental health needs
- Continue to provide curriculum, lessons and assignments

- Continue to provide technology tools to student and families
- Continue to answer students questions in a timely manner

Student

- Interact with your teachers daily
- Complete and return assignments
- Continue to ask teachers for help when needed

Parent

- Provide and allow for a positive learning environment
- Monitor completion of daily assignments
- Support students in their daily tasks
- Communicate with teachers when you or your students needs help
- If parents are choosing to “opt out” of the online group learning portion of the distance learning plan, a “Opt Out” form must be completed and returned to the district.
<https://5il.co/e1j4>

Technology

The Ada-Borup school district strives to provide equitable use of technology to all of its students. All students in grades 6-12 have been provided with a chromebook. Students in grade 6-12 have had the ability to bring their device home during the school year. Students in grades K-5 have had access to 1;1 iPads and/or chromebooks throughout the school year, but devices have remained in school. When distance learning goes into effect, students in grades K-5 will be delivered a device to have at home via their regular school bus route on the first day of distance learning.

The Ada-Borup school district’s goal is that all students will have internet access in their home’s. Halstad Telephone Company and Arvig are the two main providers of internet in the district. Both of these companies have offered free internet to students who do not currently have. Below are links with information from both companies:

Arvig - <https://5il.co/dv9x>

Halstad Telephone Company - <https://5il.co/dv9y>

School social workers and the counselor will be contacting families to check if they have internet at home, and if the family does not the school social worker will assist in applying for free internet services.

If a student is unable to have internet at home during the distance learning period, the school will work on a plan with each of those families. The plan could consist of working with the families and community on finding free public internet. Individual grades and departments will also address how work will get to students who are unable to obtain internet services.

Distribution of Materials

The Ada-Borup transportation department will run regular bus routes on Monday morning's beginning on Monday, March 30, 2020. We ask that you please be waiting at your normal bus stop at your normal pick up time. You may also follow where our buses currently are using this link - <https://cloud.samsara.com/o/3733/fleet/viewer/GiCpszw2AhYCFzwzYaWb>

On the first distribution of materials, technology supplies and learning folders will be delivered to those in need. After the initial distribution, routes will continue to run on Monday mornings and the previous weeks folders will be picked up and the current weeks folders will be dropped off.

Students and families who are unable to be at their bus stop at this time, will be asked to pick up materials at the school before 3:00 that same day. Materials will be available as you enter the school through door 13.

School Calendar

The Ada-Borup School District will continue to follow the approved 2019-2020 school calendar. Please follow this link to find a copy of the calendar - <https://5il.co/e5cw>

- The final day of school is scheduled for May 29.
- There will be no school on April 10 & 13.

Elementary

General Expectations

PreK-5 Attendance

Attendance will be taken via daily interaction with students. Teachers and/or school staff will interact with students daily (on the days that the student would normally be in school) via email, phone calls, apps, recorded videos or digital conferencing using Google Suite.

General Information Grades PreK

Students in grades Pre-K will need typical school supplies for distance learning.

- Log on to your student Google Classroom to access Distance Learning lessons and materials.
- Folders with activities will be delivered via bus routes on Monday, March 30th.
- Folders will house one week's worth of materials and lessons.
- Teachers and or school staff will contact students/parents daily (on the days that the student would normally be in school) via email, phone calls, videos, apps, or digital conferencing using Google Suite.
- There will be an exchange of distance learning folders every Monday morning. Completed work folders will come back via the school delivery service and your student will receive a new distance learning work folder.
- PreK ends May 15th.

General Information Grades K-5

Students in grades K-5 will need typical school supplies for distance learning.

- Grades K-5 will be provided an iPad by the district and delivered via bus route on Monday, March 30th
- Log on to your student Google Classroom to access Distance Learning lessons and materials.
- Weekly paper materials will be delivered on the Monday of the school week via bus route. The work will be picked up the next Monday when the new week's work is delivered. Work will be corrected and returned one week after it is picked up by the district.
- Students will have activities to complete on *Google Classroom* throughout the course of the week. Students will follow the weekly schedule as they progress through the week's worth of activities for each content area to enhance continual growth as learners.
- All assignments will be posted by 9:00am with teachers available to answer questions via email throughout the day until 3:00pm. It is understood that students might have a wide variety of responsibilities at home during *Distance Learning Days* and that some may not have access to the internet. Staff members understand this and will be flexible with those situations. However, the expectation is that students will complete the work in a timely manner as developed between student and teacher.
- MCA Tests have been cancelled for the 2019-2020 school year
- Assessments will be determined by individual classroom teachers

Kindergarten

- Students will have two folders delivered weekly. Each folder will contain the materials for two days of work. Red folder will contain work for Monday and Tuesday. Light blue will contain work for Wednesday and Thursday. Folders will be delivered on Monday and collected the following Monday. Please put all completed work back in the correct folder.
- Students will have both paper/pencil work in folders and online work through Google Classroom. Assignments will be posted daily at 8:00 am in Google Classroom with lessons, directions, and links.
- The following programs and applications will be used: Google Classroom, class Facebook, REMIND, Gmail, and Zoom.
- Students will be required to check in each day for attendance. We will do this through Google Classroom. Each morning at 8:00 am, a question will be posted on the stream. The question will ask “Who is working hard today?” Students/parents will answer “done” daily for attendance. If they do not check in daily by 3:00 pm, they will be marked absent. If they check in after 3:00 pm, the absence will be adjusted the following day.

1st Grade

- Students will have both paper/pencil work in folders and online work through Google Classroom. A daily schedule will be placed in each pocket stating the requirements for that day.
- Students will have two folders delivered weekly. Each folder will contain the materials for two days of work. Red folder will contain work for Monday and Tuesday. Light blue will contain work for Wednesday and Thursday. Folders will be delivered on Monday and collected the following Monday. Please put all completed work back in the correct folder.
- The Friday schedule will be at the back of the Thursday pocket. The only hard copy that will need to be completed that day would be the spelling test, which can be placed in the Thursday pocket after completion.
- The following programs and applications will be used: Google Classroom, Google Hangouts, REMIND, Gmail, and Zoom.
- Students will be required to check in each day for attendance. We will do this through Google Classroom. Please go under the attendance tab on Google Classroom each day and check in. If they do not check in daily by 3:00pm, they

will be marked absent. If they check in after 3:00pm, the absence will be adjusted the following day.

- Staff will be available via email and Remind from 8:00 am to 3:00 pm everyday.
 - If the student contacts their teacher before or after hours the teacher will respond the following day.

kelseyb@ada.k12.mn.us

alaynaw@ada.k12.mn.us

2nd Grade

- Students will have three folders delivered weekly. Each folder will contain the materials needed for the week. One folder will contain work for Monday and Tuesday. One folder will contain work for Wednesday and Thursday. One folder will contain work for Friday and any testing papers. Folders will be delivered on Monday and collected the following Monday. Please put all completed work back in the correct folder.
- Students will have both paper/pencil work in folders and online work through Google Classroom. A daily schedule will be included for the entire week in the folder with the Monday work.
- The following programs and applications will be used: Google Classroom, Google Hangouts, REMIND, Gmail, and Zoom.
- Students will be required to check in each day for attendance. We will do this through Google Classroom. Please go under the attendance tab on Google Classroom each day and check in. If they do not check in daily by 3:00pm, they will be marked absent. If they check in after 3:00pm, the absence will be adjusted the following day.

3rd grade

- Students will have one folder delivered weekly. We will start with the dark blue folder, folder 1. This will be picked up the following Monday and folder 2, light blue, will be delivered.
- Students will have both paper/pencil work in folders and online work through Google Classroom. On Google Classroom parents will have access to a weekly schedule stating expectations for each subject, each day. Any paper/pencil work will need to be returned in the folder. Online work will be submitted through Google Classroom.

- The following programs and applications will be used: Google Classroom, Zoom, REMIND, Gmail, IXL, RAZ-Kids, Google Meet, and Flipgrid.
- Students will be required to check in each day for attendance. We will do this through flipgrid on Google Classroom. If they do not check in daily by 3:00pm, they will be marked absent. If they check in after 3:00pm, the absence will be adjusted the following day.
- Students should keep up with assignments each day and all work should be submitted by the due date posted on each assignment.
- Staff will be available via email from 8:00 am to 3:00 pm everyday.
 - If the student contacts their teacher before or after hours the teacher will respond the following day.
kinseya@ada.k12.mn.us
sarahh@ada.k12.mn.us
- Staff will be available via REMIND, again from 8:00 am to 3:00 pm everyday.
 - Text 81010
 - @mrsagrade
 - @hart3grade

4th grade

- Students will have one light blue folder delivered weekly. This will be picked up the following Monday and folder 2 will be delivered.
- Students will have online work through Google Classroom and paper/pencil work in folders (Writing and Spelling assignments).
- Students can submit paper/pencil work through the weekly folder or as a photo attached to the assignment posted in Google Classroom.
- Daily assignments will be posted by 8:00am in Google Classroom. Students should keep up with assignments each day and all work should be submitted by the due date posted on each assignment.
- The following programs and applications will be used: Google Classroom, Zoom, email, REMIND, ClassTag, Seesaw, IXL, Raz-Kids, Flipgrid, and Quizlet.
- Students will be required to check in for attendance each day. This will be done through a Google Form posted in Google Classroom. If students do not check in by 3:00pm, they will be marked absent. If they check in after 3:00pm, the absence will be adjusted the following day.

5th Grade

Teacher Availability

1. Staff will be available via google hangout at 10:00 am and 1:00 pm every day. This will be a chance for students to ask questions and make face to face contact with their teacher.
2. Staff will be available via email from 8:00 am to 3:00 pm everyday.
 - a. If the student contacts their teacher before or after hours the teacher will respond the following day.
 - b. kylia@ada.k12.mn.us
 - c. spencerr@ada.k12.mn.us
3. Staff will be available via remind, again from 8:00 am to 3:00 pm everyday.
 - a. Mr. Ruebke's class code: @mrruebke
 - b. Mrs. Altepeter's class code: @38ka68

Student Expectations

1. Students will be asked to login into google classroom everyday to check for assignments and expectations from their teachers.
 - a. In google classroom, students will find a variety of tabs. Each tab will specifically state the subject area.
 - b. Please check the "attendance & weekly expectations" tabs first!
 - c. Finally, complete the given assignments given on the "weekly expectations" announcement each day.
- 2. Attendance**
 - a. It is **mandatory** for the student to complete the google form that will be sent out everyday regarding student well-being and academics. This interaction with google forms will determine if the student will be counted present or absent for the day.

Music

PreK: One music video lesson will be provided once a week in Google Classroom on music essentials and one video to "play along" or "dance along" will also be shared each week.

Kindergarten & First Grade: Information will be shared in Google Classroom for students. Google Classroom will link directly to Mr. Tuttle's Website www.tuttlemusic.com/blog. Using the links found on the weekly blog, students will be able to watch and listen to various songs and

stories. Each week, Mr. Tuttle will update his blog with more videos and music. During the week, Mr. Tuttle will post a live stream video with information on the various songs included on his blog. Students without Internet Access can view Mr. Tuttle's blog using a smart phone.

Gr. 2: Information for learning lyrics and melody to our performance program will be shared in their classroom teacher's Google Classroom. Other musical concepts, dance videos and play alongs will also be shared in Classroom. Students will have the Prodigies Bell app on their iPad for practicing, performing, and composing songs. Those that do not have internet receive their song lyrics in a paper packet to rehearse and composition worksheets for creation.

Gr. 3-4: Information will be shared in their classroom teacher's Google Classroom for students to continue their recorder training through shared videos in a Google Slide. They can test for the next level belt by sending a video from their iPad using Flipgrid or directly inserting into Google Classroom of them playing the song for teacher evaluation. Other musical concepts, dance videos and play alongs will also be shared in Classroom. Students will have the Prodigies Bell app on their iPad for practicing, performing, and composing songs. Those that do not have internet at home receive their recorder songs in a paper packet, a practice CD, and composition worksheets for creation.

Gr. 5: Musical scores are shared in Google classroom along with links and tracks for practicing. Videos of them singing for assessment may be submitted directly into Classroom or shared on Flipgrid. Musical concepts and theory lessons will be provided for them and assessments on it through google forms. Students without internet access will be provided with paper scores, a practice CD, and theory worksheets as necessary.

5th Grade Band: Information will be shared in Google Classroom for students. Google Classroom will link directly to Mr. Tuttle's Website www.tuttlemusic.com/blog. Using the links found on the weekly blog, students will be able to watch play along videos. Each week, Mr. Tuttle will update his blog with more videos and music. During the week, Mr. Tuttle will post a live stream video with information on the various songs included on his blog. Students without Internet Access can view Mr. Tuttle's blog using a smart phone.

Physical Education

- Phy-Ed: K-5 will be using an Activity Calendar for the week.
 1. They will be asked to do at least 30 minutes of physical activity per day at least 5 days a week.
 2. They will journal each day on what they have done.
 3. Each week they will be asked to send it back to us whether through google classroom, e-mail, flipgrid, or hard copy.

- We will utilize different online resources each week. These will include daily indoor and outdoor activities.
- We will emphasize the importance of getting physical activity.
- All students will be strongly encouraged to get outside for workouts and playing in the fresh air and sunlight.

Art

1st and 2nd Grade: Sketchbooks will be sent home via bus. Lunch Doodles with Mo Williams

4th and 5th Grade: Sketchbooks will be sent home via bus.

Title I/Intervention Program

- Title I students will be supported in Reading and Math skills with necessary resources provided through Google Classroom. The Title I/Intervention staff will work with each grade level teacher to provide support students under their specific grade level site.
- Title I/Intervention staff will be contacting students directly through emails, Google classroom, apps, and other digital platforms to check for understanding.
- Support teachers in the development of Distance Learning experiences, as needed.

Special Education

A Free Appropriate Public Education (FAPE) will be provided by our special education service providers and related services (direct and indirect) for all students (pre-k thru 12th grade) on Individualized Educational Programs (IEPs). Our special education personnel (included related services) will be actively engaged in planning to provide an equitable education, individualized services and equal access to the curriculum and instruction used during long distance learning. Our service providers will seek input from parents and include them in the decision making of how we will structure long distance learning. For our learners with sensory, i.e. blind/visually impaired, deaf/blind, or deaf/hard-of-hearing, physical or print disabilities access to the curriculum like videos and print material will be provided at the same time the rest of their peers have access to the curriculum. Other specialized instruction will be used to modify the curriculum to provide access to our learners with special needs according to their IEP.

Students with disabilities, as required under Chapter 125A, will have assignments designed to meet the needs of IEP plans.

- Students on an IEP will receive an individual distance learning plan that will outline the services they receive as well as a prior written notice
- Throughout Distance Learning, the classroom teacher will be the main resource for help on assignments and lessons. If a child ordinarily leaves the classroom and goes to another teacher for math, reading, or some other subject, then that teacher should design the online assignment for that particular area.
- When a Distance Learning plan cannot completely replicate an in-session school day, efforts will be made to provide the support needed by particular students. For instance, if reading is a challenge for a student and the student has online access, the teacher may assign tasks on sites that will read text aloud.
- All assignments will be posted by 9:00am with teachers available to answer questions via email throughout the day until 3:00pm.

Students and parents without home Internet access or with limited Internet access must inform teachers of this fact so that needed modifications to assignments and due dates can be made.

IEP Case Manager Availability

- Case managers will be available during the office hours of 9:00am to 3:00pm
- The district will be using a mixture of emails, landline calls, zoom video conferencing, and google meet in order to connect with parents and students.
- Direct instruction materials will be sent home with the individuals once a week. Instructions will be within the folder. Pre-Kindergarten through 5th grade students will also have a google classroom with direct instruction materials created by their IEP case manager.
- As is the case with all students, the distance learning plan will include the continuation of small student groupings as we have during the school day. This may mean people outside of the group will have the ability to see who is in the group (ie. parents, siblings). We understand that this is contrary to confidentiality rules. If you wish to opt out, please follow the districts opt out plan.

Speech

- Speech Case managers will be available during the office hours of 9:00 am to 3:00pm
- Speech Clinicians can be reached during office hours via email.
- brittanys@ada.k12.mn.us
- terrib@ada.k12.mn.us

- The district will be using a mixture of emails, landline calls, zoom video conferencing, and google meet in order to connect with parents and students.
Direct instruction materials will be sent home with the individuals once a week, speech materials will be available upon request. Instructions will be within the folder.
Pre-Kindergarten through 5th grade students will also have a google classroom with direct instruction materials created by their speech case manager.
- Additional resources that will be used include iPad apps, BoomCards, and various instructional videos via google classroom.
- As part of our distance learning plan we intend to continue to meet with our students in groups as we have during the school day. This may mean, people outside of the group may know who is in the group (ie. parents, siblings). We understand that this is contrary to confidentiality rules. If you wish to opt out please follow the districts opt out plan.

504 plans

Students with disabilities as defined under Section 504 should have accommodations and modifications as outlined in their 504 plan. Classroom teachers will be the main resource and point of contact regarding questions about the student's plan. If changes to the 504 plan are deemed necessary, the classroom teacher will contact the building 504 coordinator.

English Language Learners

The EL teacher and EL paraprofessional are part of the regular elementary and high school teachers' Google Classrooms so progress on assignments can be monitored and/or altered as needed. The EL teacher will also use her middle school EL Google Classroom to check in daily and give/receive assignments and explanations. We will also be in contact with students via Zoom or Google Meet and Flipgrid. Zoom or Google Meet will be used as needed to introduce and practice something new or for some extra help. Email is another mode of communication that will be used regularly to check in with students, classroom teachers, and parents. Weekly folders and/or flash drives will be sent home via bus routes for any students who may not have internet.

Social Work

We understand this is a stressful and difficult time for families. Routines are changed and there are many uncertainties ahead. During these unexpected times, Ada-Borup School Social Work Staff want you to know we are available. We will be checking our email during the school day and will respond in a timely manner.

Social Work services will include communication with school staff, families, and students as well as collaboration with outside service providers. Students who are on an IEP will continue to receive their direct/indirect services. Service delivery will be through the use of Google Classroom, Google Meet, telephone contacts, and email. Students and families are encouraged to reach out through email with any questions or concerns. Students should be checking their school email account on a daily basis.

The school attendance policy will be followed and expectations are outlined in the Distance Learning Plan. Every child between the ages of seven and eighteen (unless withdrawn) must receive instruction and that instruction is compulsory pursuant to Minnesota Statute. Teachers will be in contact with the Social Work Department regarding attendance concerns. If you are experiencing any barriers to learning or attendance please reach out to the classroom teacher or Social Work Department.

Families and students in need of resources should contact us directly at: kriss@ada.k12.mn.us or tammier@ada.k12.mn.us.

High School

General Expectations

Attendance: Daily attendance will be taken by your teachers through various contact pathways (examples: Zoom, emails, discussion boards, or assignments). All students are expected to interact with their teachers every day through at least one of the platforms used by Ada-Borup teachers.

Block Scheduling: Students will have a special time designated for contact with their teachers. We will be using a block schedule, similar to our semester testing schedule, to provide larger time frames for communication. This does not mean that work for that class can only be done during that time. It will provide an opportunity for clarification and problem solving with the teacher.

Monday and Wednesday: (Odd Periods)

1st period: 8:18 – 9:52

3rd period: 9:56 – 11:30

Lunch: 11:30-11:56

5th period: 11:56 – 1:30

7th period: 1:34 – 3:08

Tuesday and Thursday: (Even Periods)

2nd period: 8:18 – 9:52

4th period: 9:56 – 11:30

Lunch: 11:30-11:56

6th period: 11:56 – 1:30

8^h period: 1:34 – 3:08

Friday: All assignments due for the week unless directed by that teacher

- Students will be encouraged to communicate with any teacher they need to complete/finish assignments.

Communication: All teachers will have their own Google Classroom. This will be used as the primary hub of communication. Work, resources, and links for that class will be posted for students to use and complete. Email will always be another expected way to communicate between teachers and students. If a student misses 3 consecutive days of contact, the teaching staff will refer a student to the school social workers to develop a strategy for successful future contact.

Teacher Expectations: All teachers are expected to be available to communicate with students Monday through Friday from 8:00 AM to 3:00 PM, according to the District's calendar. Teachers will be in the building a minimum of 1 day per week with a maximum of 3 days per week. Each teacher will have their own Google Classroom to serve as a primary communication point to their students. Teachers will post their goals/objectives, assignments, and any resources for their students on the Friday, prior to the week of instruction.

Assessments: Semester tests for the 2nd semester have been cancelled for all courses, excluding College courses that require testing to earn credit. Testing for MCA's for the 2019-2020 school year has been cancelled. College In The High School students willing still follow all expectations given by the partnered college, including testing and assignments. Students participating in Online College Courses will be expected to meet all directives given by that college. Teachers will determine other assessments in their individual courses.

English

The English department will be using Google Classroom and school email as the main platforms for communicating during this time. Assignments, expectations, and announcements will be available weekly from each individual teacher on his or her respective site. Other resources that could be used are Zoom, CommonLit, Flipgrid, and Screencast O'Matic. These tools will be used throughout the week to check in with students and have discussions. Student writing is expected to be at a high level while using all platforms/tools during this time. Students will be assessed in a variety of ways which can include, but are not limited to the following: projects, CommonLit, writing, and participation in discussion. Materials will be sent home via bus routes to any students who may not have internet access

Art

Art course will be using Google Classroom and school email for communicating with students.
College Art: Students will be using a chat app (google hangouts, whatsapp etc.) to connect and for exploratory purposes in clay. I will eventually be using zoom to connect as well as google animation

Draw/Paint: Students will be sketching either on paper or digitally on their own and with a peer. They will be producing detailed drawings that will be based on 3rd quarters work.

6th Grade Art: Starting with a shared drawing with family members or assigned peers.. Students will be Incorporating Art History through Odysseyware using the principles and elements of design into a project.

Sculpture: Students will be exploring contemporary sculpture through Odysseyware and then will produce their own sculpture.

7th Grade Art: Students will be working on group sketches. They will be incorporating Art History through Odysseyware using the principles and elements of design into a project.

Graphic Design: Students will be making an animation movie using google animation. They will be using a photo app of choice that will be able to be used for the google animation.

All students will communicate digitally. Coursework will be provided to those who unable to communicate online.

Spanish

All three levels of Spanish will use Google Classroom as the principle means of communication. Students will have a task to complete each day that is to be submitted via Google Classroom. Zoom, Flipgrid, and Screencastify or Screencast O'Matic will also be used in several lessons. Zoom will be used once or twice a week to check in with students and have discussions. Flipgrid will work great for students to speak to one another while practicing the language in a creative and purposeful way. The teacher will use Screencastify or Screencast O'Matic to record lessons and give explanations to share with the students. Assessments will be project and task based. As always, email is a mode of communication that will be used to reach out to students (and parents) as needed. Weekly folders and/or flash drives will be sent home via bus routes to any students who may not have internet access- at this point I am unaware of any students in Spanish without internet.

Business

Google Classroom will become the primary platform of reference to elicit assignment completion, assessment tools, and reference material. Screencast O'Matic,

FreeTypingGame.Net, Flipgrid, and Google Hangouts may be injected into various aspects of the class experience. Zoom will be used twice per week during the allocated class timeframes. Packets, if necessary, have been previously distributed for those who may not have internet access.

Physical Education

Goals for Distance Learning for PE

- Provide 30 minutes or more of physical activity at least 5 days per week. This can include work-outs or play indoors or outside.
- Reach out via google classroom, flip grid, email, or phone call to reinforce a sense of belonging and community.
- Motivate and teach the value of physical activity so it can become a part of their personal identity and habits.
- Demonstrate knowledge and skills to achieve and maintain a health-enhancing level of physical activity and fitness.
- Recognize the value of physical activity for health, enjoyment, challenge, and self-expression.

Ada-Borup-West Distance PE Curriculum and Weekly Expectations

- New Activity Journal every Monday
 - At least 30 minutes of daily physical activity
 - Previous week due Monday
- Google Classroom divided into K-5 (12 sections), 6-8 (6), and 9-12 (5)
- PE department will meet on Fridays to finalize plan for the following week

Student Expectations

1. Activity Calendar
 - a. K-5
 - b. 6-10
 - c. 11-12 Junior/Senior Weightlifting
2. Utilize 2 out of 4-5 online resources per week that we will provide
 - a. Can also include outside play and activities
 - Backyard playset
 - Walk with family
 - Driveway basketball
 - Etc.
 - b. 3 hours per week SHOULD be outside
3. Record Weekly Activity Journal

Health

The students will learn by reading, using textbooks on what topics we will be covering in the weeks ahead. We will use Google Classroom, videos, Flip Grid and Google forms. Health topics will be covered and discussed. Project based learning outcomes will be used instead of taking tests. Student questions will be expected on a weekly basis.

Math

Teachers will provide video lessons and appropriate weekly assessments. Our department will continue to use: Google Classroom, Google Apps, Study Island, MathXLforschool, MathIXL. We will communicate with students via Google Classroom, Email, Google Hangout/Meet, and Zoom. To provide an equitable education, homework folders will be available upon request.

Family Consumer Science

The FCS students will continue their learning through Google Classroom as the main component to deliver information and turn in work. There will be Google slides delivering information and Google docs to respond back to the information that will be covered. There will be food demonstrations, labs to do at home and pictures and evaluations from family members. Projects will be incorporated into most classes. Screencast-o-matic will be used to share the labs and teaching with students. In Careers, they will utilize Lucidpress to create their Interests, Skills and Abilities Brochures, which can be shared, feedback will be provided to create their final product.

Industrial Technology

For all Industrial Tech classes we will be using Google Classroom. The main form of communication will be via email or classroom discussions. Assignments will be task based, video worksheets, or assignments already made up, but in Google Docs form. Students will have a weekly task that will be given at the beginning of the week, and will be due by the end of the week on Friday. For students without internet they will be contacted and have one of our local internet providers set them up with free internet access. Materials will not be sent out or delivered to students as most assignments will not require them.

Agriculture

All agriculture courses will continue to utilize their pre established Google Classroom sites as the main form of communication through the duration of distance learning. School domain email will be available for communication as well. Students will have tasks to complete each day of scheduled class time which are to be submitted via Google Classroom. Screencast-o-matic will

be used to record weekly lessons and posted to Google Classroom. Student assignments will be utilizing Google applications and Flipgrid. Students will be assessed via daily tasks, project work, and summative assessments. For students without internet access, a weekly folder and/or flash drive will be sent home via bus route.

Band/Choir

5th - 12th Grade Band Students will continue to practice songs from the Spring Concert, Graduation, and Pep Band using practice videos which can be found on www.tuttlemusic.com/blog.

Pictures of all instruments left in the school will be uploaded to google. Please arrange a time to pick up your instrument to continue to practice from home with Mr. Tuttle. richardt@ada.k12.mn.us

6th-12th Grade Choir Students will have all materials shared with them in Google Classroom including links for other resources. Students will continue to work on their spring music through shared scores, listening links, and tracks. Students will work on a Harmony Project and submit a video of themselves due on Fridays of the assigned song for the week by inserting it in Classroom or through Flipgrid. Music theory lessons may be provided through platforms like musictheory.net. The Zoom or Google Meet platforms may be used so continued group performance may be possible in small groups. Modifications will be made for students without internet access by providing them with printed score packets and CD's. Friday assessment for those without internet may be made through live phone contact.

Science

The Ada-Borup Science Department will continue to use Google Classroom to communicate and share materials and content with students. We will use Google Classroom, Google Docs, Google Slides, Google Forms and Kahoot to assign practice and assess students. We will use Zoom, Google Meet, and school Gmail to communicate with students. Hard copies will be available to students who do not have internet access.

Social Studies

The Ada-Borup Social Studies Department is committed to offering an appropriate, engaging curriculum during this crisis. Your four instructors will continue to use best practices established throughout the first three quarters of this school year. All instructors will use Google Classroom as a springboard to steer learners to familiar routines. Our instructors will continue to use our Google Sites as the primary mode of information delivery, while continuing to use Google Docs, Google Slides, and Google Forms in the way students are familiar with. We will also be incorporating new programs that will allow us to interact face to face with our learners. Fair and

equitable opportunities will be provided for our families who cannot access online resources through: printed materials, alternative plans, and individualized strategies. We will strive to continue excellence in instruction, with the goal of meeting all learners' needs, throughout this ever-evolving national situation.

Special Education

A Free Appropriate Public Education (FAPE) will be provided by our special education service providers and related services (direct and indirect) for all students (pre-k thru 12th grade) on Individualized Educational Programs (IEPs). Our special education personnel (included related services) will be actively engaged in planning to provide an equitable education, individualized services and equal access to the curriculum and instruction used during long distance learning. Our service providers will seek input from parents and include them in the decision making of how we will structure long distance learning. For our learners with sensory, i.e. blind/visually impaired, deaf/blind, or deaf/hard-of-hearing, physical or print disabilities access to the curriculum like videos and print material will be provided at the same time the rest of their peers have access to the curriculum. Other specialized instruction will be used to modify the curriculum to provide access to our learners with special needs according to their IEP.

Due to the federal mandate, at this time the Ada-Borup Special Education department will have no face to face contact with students throughout the duration of this global crisis. The department will continue to offer their students their services as we have been instructed by our ASEC district co-op. Each case manager has been instructed to set up (and will be accessible to students through) Google Classroom. A Google Classroom will be provided for each grade level. Case managers are also included in the general education Google Classrooms which will allow the department access to classroom materials so that modifications can be made. The department will be communicating with teachers, parents, and students on a regular basis. Any meetings for the remainder of the crisis will still be held, but due to the mandate they will be held virtually.

IEP Case Manager Availability

- Case managers will be available during the office hours of 9:00am to 3:00pm
- The district will be using a mixture of emails, landline calls, zoom video conferencing, and google meet in order to connect with parents and students.
- As part of our distance learning plan we intend to continue to meet with our students in groups as we have during the school day. This may mean, people outside of the group

may know who is in the group (ie. parents, siblings). We understand that this is contrary to confidentiality rules. If you wish to opt out please follow the districts opt out plan.

Students with disabilities, as required under Chapter 125A, will have assignments designed to meet the needs of IEP.

- Students on an IEP will receive an individual distance learning plan that will outline the services they receive as well as a prior written notice
- Throughout Distance Learning, the classroom teacher will be the main resource for help on assignments and lessons. If a child ordinarily leaves the classroom and goes to another teacher for math, reading, or some other subject, then that teacher should design the online assignment for that particular area.
- When a Distance Learning plan cannot completely replicate an in-session school day, efforts will be made to provide the support needed by particular students. For instance, if reading is a challenge for a student and the student has online access, the teacher may assign tasks on sites that will read text aloud.

504 plans

Students with disabilities as defined under Section 504 should have accommodations and modifications as outlined in their 504 plan. Classroom teachers will be the main resource and point of contact regarding questions about the student's plan. If changes to the 504 plan are deemed necessary, the classroom teacher will contact the building 504 coordinator.

English Language Learners

The EL teacher and EL paraprofessional are part of the regular elementary and high school teachers' Google Classrooms so progress on assignments can be monitored and/or altered as needed. The EL teacher will also use her middle school EL Google Classroom to check in daily and give/receive assignments and explanations. We will also be in contact with students via Zoom or Google Meet and Flipgrid. Zoom or Google Meet will be used as needed to introduce and practice something new or for some extra help. Email is another mode of communication that will be used regularly to check in with students, classroom teachers, and parents. Weekly folders and/or flash drives will be sent home via bus routes for any students who may not have internet.

School Counselor

Mrs. Brown will be available through email and will be able to meet with students individually via Google Meet during regular school hours. In order to meet with the counselor you will have to

schedule a time to meet by emailing Mrs. Brown at amandab@ada.k12.mn.us or by calling the school at 218-784-5300.

Social Work

We understand this is a stressful and difficult time for families. Routines are changed and there are many uncertainties ahead. During these unexpected times, Ada-Borup School Social Work Staff want you to know we are available. We will be checking our email during the school day and will respond in a timely manner.

Social Work services will include communication with school staff, families and students as well as collaboration with outside services providers. Students who are on an IEP will continue to receive their direct/indirect services. Service delivery will be through use of Google Classroom, Google Meet, telephone contacts, and email. Students and families are encouraged to reach out through email with any questions or concerns. Students should be checking their school email account on a daily basis.

The school attendance policy will be followed and expectations are outlined in the Distance Learning Plan. Every child between the ages of seven and eighteen (unless withdrawn) must receive instruction and that instruction is compulsory pursuant to Minnesota Statute. Teachers will be in contact with the Social Work Department regarding attendance concerns. If you are experiencing any barriers to learning or attendance please reach out to the classroom teacher or Social Work Department.

Families and students in need of resources should contact us directly at: kriss@ada.k12.mn.us or tammier@ada.k12.mn.us.

Other School District Programming

Food Service

The Ada-Borup food service department will continue to utilize the summer food service program throughout the duration of the distance learning period. Five (5) grab and go sites will be used with the program. The program will service breakfast and lunch and will be available for pick-up one (1) time daily between 11:00-11:30am.

For more information on the district plan and how to sign up, please view the following document:

Ada-Borup Meal Service Plan - <https://5il.co/dt27>

Transportation

Ada-Borup schools will continue to utilize its transportation department in a variety of ways during distance learning. The transportation department will be responsible for the delivery of meals to drop off sites in relation to the food service program. This will be done once on a daily basis.

The transportation department will also run regular bus routes once weekly, on Monday mornings. During these routes, materials will be dropped off and picked up from students. Any student or family who is unable to be at their bus stop can pick up and drop off materials through Door 13 at the Ada-Borup school until 3:00PM on that Monday.

Paraprofessionals

Paraprofessionals will be responsible for monitoring students in the state mandated childcare program, located in the school. They will also be expected to support teachers by assisting in copying, attendance documentation/grading, and various jobs in maintaining the building and its resources. Paraprofessionals will continue to help distribute meals as part of the distance learning plan from the food service department. Paraprofessionals will continue to work in the building and be on a rotating schedule with tasks to complete from home on various days.

State Mandated Childcare

The Ada-Borup School District will continue to offer childcare to tier I and tier II emergency workers throughout the school closure and/or distance learning period.

To see who qualifies as a tier I or II emergency worker please follow this link:

Emergency worker classifications - <https://5il.co/dt2x>

To sign up for childcare services during the distance learning tim period, please see the following document:

Childcare enrollment form - <https://5il.co/drz0>