**Mahnomen District 432 Distance Learning Plan**

Distance Learning Packets will be sent out once a week (Mondays) via bus routes, during meal delivery times. They will be collected once a week (Thursdays), via bus routes, during meal delivery times. The school will deliver meals Monday through Friday each week. Friday, April 10, and Monday, April 13, will be exceptions because of Spring Break.

Distance Learning Packets will consist of lessons from the four core subjects (Math, Reading/Language Arts, Science and Social Studies). Lessons will be intended to advance the student’s learning while allowing added practice on previously taught concepts. High School Electives, Phy-ed, Music, Band, Special Education, Speech, etc., will add their assignments, as well. Teachers will provide supplementary online websites and apps, so if the family has internet access, they may choose to use websites to enhance the learning of their students. Passwords will be provided by the teachers, if accounts have already been created. Packets will also include a Synergy sign-in for parents.

Distance Learning Packets will be graded weekly by teachers, and grades will be updated in the Synergy program for grades One through Twelve. Packets will be accepted up to a week after the due date. **After that time, late assignments will be given a zero.** After materials have been quarantined, teachers will return graded work and add any comments. They will also send remediation work, as needed. Kindergarten teachers will send notes and comments but will not enter grades in Synergy. This will allow communication between teachers and students on a weekly basis. Teachers will be available daily via email and phone during school hours, 8:30 am to 3:15 pm. Phone numbers and email addresses will be in the packets.

**Parent/Student Expectations:**

- Students will be expected to meet the buses and pick up their packets each Monday. Spring Break is Monday, April 13, so packets will be delivered on Tuesday, April 14. Please save and return materials in the envelope.
- **Students will be expected to complete and return their packets each Thursday. Please return materials in the envelope when completed.**
- Students will be expected to communicate with their teachers if they do not understand the material, or have any questions or concerns.
- Daily contact with the classroom teacher, whether by email or phone, is required for attendance. **Attendance is being tracked, and students that do not meet attendance expectations will be referred for truancy.**
- Parents of elementary students will initial each assignment before it is returned.
- Parents will contact the teacher if their students are in need of help or guidance.
**Teacher Expectations:**

- Teachers will be expected to provide appropriate curriculum, at grade level, for each student.
- Teachers will be expected to grade and provide feedback to each student regarding the work that has been turned in. (Kindergarten teachers will only provide feedback.)
- Teachers will be expected to be available to students, parents, and school staff during normal contract hours. (8:30 am - 3:15 pm)
- Teachers are expected to enter attendance by 3:15 pm every day.

**Special Education Plan**

Case managers will contact each parent and determine their preferred mode of daily parental/student contact. Contact can be by phone, text, email, chat, or another means. During this point of contact, teachers will explain the Contingency Plan for Distance Learning (CPDL) and Prior Written Notice forms that parents will receive. Teachers will add the following statement in the Accommodations/Modifications portion of the Individualized Education Plan (IEP), “On the date the district implements Distance Learning due to district closure for the COVID-19 Virus, the Contingency Plan for Distance Learning will go into effect until the district resumes onsite instruction.”

Case managers will complete a Contingency Plan for Distance Learning (CPDL) for each student. The IEP Team may receive input from OT/PT, DAPE, Speech, VI, DHH, ASD, Behavior Specialists, School Psychologists, Regular Education and/or Administrators, as determined by the student’s Individualized Education Plan. When the Prior Written Notice paperwork has been completed, it will be mailed to the parents/guardians, along with the CPDL and the Accommodations/Modifications forms. Staff will place a copy of all three documents in the Special Education File and upload the CPDL into Special Education Forms History.

In the event of school closure, the Distance Documentation form will be used for student attendance. Special Education Distance Learning assignments will be sent out on Mondays, enclosed in each student’s packet. Finished packets will be collected on Thursdays, as outlined previously in Parent/Student, and Teacher Expectations sections.
**Mahnomen ALC Distance Learning Plan**

Mahnomen ALC has been using Learning Packets for all students for 2+ years. Students are given packets containing full-credit coursework, and students have been working on them independently. Denise Nelson has been facilitating students under 16 years of age and SPED students. Bomber Clark has been facilitating students 16 years old and older. A Continual Learning Plan is in place for each ALC student. Coursework is designed to enable all students to work toward earning enough credits to eventually graduate. In addition to the Learning Packets, the ALC Distance Learning Plan will include internet-based coursework for students who have electronic access. The ALC is currently able to offer web-based coursework through Edmentum and Apex Learning. We will encourage students to use some web-based learning, but they will have the choice between that and learning packets.

The ALC currently consists of 20 High School (16+ years old) and 12 Mid-level (15- years old). Each student will be contacted by phone the week of 3/23/2020 – 3/27/2020, to inform them of the ALC Distance Learning Plan in the event that there is extended school closure.

Arrangements will be made with individual students to deliver coursework packets. A mutually agreed upon meeting place to exchange completed coursework will be determined to make that transition as easy as possible.

**ALC Parent/Student Expectations**

- Daily contact by email, phone, or text is required for attendance. Students must make contact with Denise or Bomber before noon each school day to be considered in attendance for that day. **Attendance will be tracked, and students that do not meet attendance expectations will be referred for truancy.**
- Students will be expected to make progress on packets assigned and report that progress on a daily basis.
- Students will be expected to communicate with Denise or Bomber if they need help in understanding the material contained in their packets.
- Parents will make contact with Denise and/or Bomber on a weekly basis to discuss student progress.

**ALC Teacher Expectations**

- Teachers will provide grade-appropriate curriculum, as per Continual Learning Plan, for each student.
- Teachers will grade and provide feedback to each student regarding the work that is turned in.
- Teachers will be available to students and parents during normal school hours, 8:30 am-3:15 pm.
- Teachers will enter attendance by 3:15 pm every day.