**CENTRALMIDDLE SCHOOL AND SENIOR HIGH SCHOOL**

**Priorities:**

*Quality Teaching and Learning for all…****.Equity in All We Do****. We need to ensure we bring an equity lens to all of our distance learning practices. Each of us has to advocate for our students who are the most underserved.*

Tier I: Food access, childcare, technology access, SEL support for students and staff, communication, distance learning activity development, material distribution, and professional development.

Tier II: Process for check-in between teachers/teams/principals

**MDE Distance Learning**  - [Distance Learning Executive Order 20.02, Governor Walz](https://mn.gov/governor/assets/EO%2020-02%20Final_tcm1055-423073.pdf)

*Ensure that every student in the state of Minnesota receives an equitable education and has equal access to learning and instruction during the COVID-19 pandemic. Students engaging in distance learning have access to appropriate educational materials and receive daily interaction with their licensed teacher(s).*

*Note: This is not the same as e-Learning Statute or Flexible Learning Days. This is part of a special Executive Order from the Governor and is referred to as* ***Distance Learning****, not e-Learning.*

**Student and Staff Schedule:**

Buildings will determine their own schedules for students and staff within the following guidelines:

* Teachers will be available to students and families for approximately 4 hours during the school day. 9:00 am - 11:00 am & 1:00 pm - 3:00 pm
* All materials and/or announcements need to be posted on Google Classroom no later than 9am each day.
* Departments will designate times that each course or department COULD use for synchronous meetings. Synchronous opportunities (Zoom, Google hangout, etc) are encouraged to build and maintain relationships with students and create community, and we also need to recognize that many students will not be able to participate during scheduled times. There is no district requirement at this time for synchronous learning time. Buildings could establish their own requirements for this within the following parameters:
	+ All synchronous meetings could be recorded and posted for students to view at another time on Google Classroom.
	+ If students are not available during scheduled times, they can do their learning another time and be held harmless.
	+ Synchronous activities may **not** be required (ex: group collaboration at scheduled times, live discussions without an alternative, etc.)
* Asynchronous meetings with kids are essential to the distance learning plan as well. These are direct instruction times where the teacher explains new material to all students, following state or national standards in your curriculum.
* These meetings MUST be recorded and posted into Google Classroom so that ALL students can access them at various times throughout the day.
* At the Senior High School, at least 1 asynchronous meeting with students needs to take place per day. This is subject to change as the Distance Learning plan evolves.
* Following a daily 8:00 am Zoom Staff Meeting, schedules will include common collaborative time for teachers across the building.
* Students should be provided with a sample schedule to structure their day that will work within your staff availability schedule. Students should not be required to ‘report’ during their scheduled times.
* Schedules will be evaluated after two weeks and may change at that time based on student, family and staff feedback.

**General Guidelines:**

Distance Learning Planning

Plan for self-directed, independent learning with consideration to age, learning need and learning level. Professional development will be provided as we progress through this transitional learning environment.

Daily Interaction Required

Post daily communication and lessons each morning by 9 am. If students are not available during designated times, they can do their learning another time and be held harmless.

Staff Availability

Be available to students and families during the times designated by your building schedule. You may need to be flexible with times of parent contacts if parents are not available during your scheduled times. However, you must be available during the assigned four hours detailed in your building schedule.

(9:00 - 11:00 AM; 1:00 - 3:00 PM)

Part-Time Employees

Work with your principal(s) to set your schedule and availability hours. If for example, your FTE is .5, you would be available to students and families for two hours each day, rather than four hours each day. Time can be flexible across the week with administrator approval. Communicate this to families once confirmed.

Staff Absences

Teachers should have one week of Distance Learning lessons prepared, including a plan for if you are not available on a specific day. We understand there will be days when teachers are not available due to illness or personal reasons. Contact your building Principal and enter your absence into Aesop if you are ill. Your plans for students could be pre-recorded videos or a message saying you are not available today and sharing student learning materials. If you are not able to work for a prolonged period of time, please contact your building principals.

Common Platforms & Resources
It is essential that everyone use Synergy and G-Suite as the platforms for communication. We cannot confuse students and families with differing platforms. Although these must be the platform for communicating, posting and organizing learning, Google Apps and other tools students are already using through your class may be utilized to support learning. Administration and the Tech team will be looking into additional resources to support Distance Learning as we progress through this.

Materials Distribution

The district will be organizing delivery of materials to families. This is an evolving need, so communicate with your building principal about your needs.

Consistency

During this unprecedented time, it is important that we work together as a staff and provide consistent learning across the district. Please follow the plan set out by your principal.

Class Work Load

* The expectation is that middle school students will set aside approximately 20 minutes per day, per subject, to work on activities/assignments, etc. posted in Google Classroom.
* The expectation is that high school students will set aside approximately 25 minutes per day, per subject, to work on activities/assignments, etc. posted in Google Classroom.
* This expectation could fluctuate as we move further into Distance Learning Plans.

Device Accessibility & Connection

We will be working to ensure that all students have access to internet connection. We have sent families a survey to gauge the need. The Tech department is working on supporting students to remove barriers to distance learning. If after March 27 you know of a student who does not have access, contact your building principal.

Attendance

Office staff will take daily attendance through a google form shared via email. The expectation is that students will access the google form each day between 8:00 AM and 1:00 PM.

Feedback & Assessment

Utilize Google Classroom to collect formative assessments and provide feedback.

Grades

There are no changes to grading at this time, and teachers will continue posting grades to Synergy weekly. There will be **no penalties** for late work.

Special Education

Senior High and Central Middle School will follow the district distance learning plan.

504 Accommodation Plans

Senior High and Central Middle School will follow the district distance learning plan.

English Learners:

Senior High and Central Middle School will follow the district distance learning plan.

Translation & Interpretation Needs

Connect with your bilingual families as necessary through our cultural liaison and/or the district interpreters. We also have access to a language line as needed.

Social Emotional Support

Students are likely to be more stressed than usual. It is important to build relationships with students and make time for connections such as student conferencing.

Communication

Recognizing the importance of personal interactions and teacher assistance with learning, the goal is to respond to student questions as quickly as possible. Maximum response time should be 24 hours during the school week.

Staff Day

8:00 Zoom Staff Meeting

8:10 PLC/Department meeting time

9:00-11:00 Office hours for staff

11:00-1:00 Lunch/Prep time for staff

1:00-3:00 Office hours for staff