

Warroad Public Schools Distance Learning Plan

	Early Learners/ Elementary School PreK - 6	High School 7 - 12
MISSION	Together we create a future of excellence by providing a learning community that is personalized, innovative, and secure for all learners.	
ADMINISTRATORS	<p>On Distance Learning days, administrators will:</p> <ul style="list-style-type: none"> • Be available for any issues that may arise throughout the day • Support staff through the distance learning process • Be accountable for sustaining and monitoring policies and procedures 	
TEACHERS K-6 GRADE-LEVELS 7-12 SUBJECT AREAS K-12 SPECIALISTS	<p>On Distance Learning days, teachers will:</p> <ul style="list-style-type: none"> • Online: Continually update Schoology with content, materials, and assignments as available. • Paper/Pencil: mail or prepare for delivery materials, assignments, or tools needed weekly. • Monitor email, Schoology, and voicemail and provide support to students/families as needed • Attendance will be tracked using student contact. Teachers will make every attempt to contact “absent” students. Teachers will report “absent” students to administration and/or student services. • Provide regular interaction and support via digital platform, email, etc. <p>Ongoing, teachers will:</p> <ul style="list-style-type: none"> • Continue to develop a digital platform to deliver instruction and communicate this to your designated principal. • Design assignments with realistic expectations and timelines; taking into consideration students’ accessibility, workload, and expectations of family members. • Communicate with case managers/specialists and include options to incorporate special services related activities/accommodations. 	<p>On Distance Learning days, teachers will:</p> <ul style="list-style-type: none"> • Online: Continually update Schoology with content, materials, and assignments as available. • Paper/Pencil: mail or prepare for delivery materials, assignments, or tools needed weekly. • Monitor email and Schoology and respond to inquiries as needed • Attendance will be tracked using student contact. Teachers will make every attempt to contact “absent” students. Teachers will report “absent” students to administration and/or student services. • Provide regular interaction and feedback via digital platform, email, etc. <p>Ongoing, teachers will:</p> <ul style="list-style-type: none"> • Continue to develop a digital platform to deliver instruction and communicate this to your designated principal. • Design assignments with realistic expectations and due dates; taking into consideration students’ accessibility, workload, and expectations of family members. • Communicate with case managers and include options that incorporate special services related activities/accommodations.
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PreK-12 SPECIAL SERVICES	<p><u>K-12 special services:</u></p> <ul style="list-style-type: none"> • If a student receives instruction in the regular education classroom see above. • If a student has a separate reading, math or other class in the special education setting, the special education teacher is responsible for developing the curriculum and its delivery. 	

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<p>PreK-12 SPECIAL EDUCATION ECSE TEACHERS SPEECH THERAPISTS EL TEACHERS</p>	<p>During Distance Learning, PreK-12 special services teachers will:</p> <ul style="list-style-type: none"> ● Collaborate with regular education teachers to modify and adapt flexible learning day assignments, timelines and consideration in regards to students’ accessibility and workload that address and/or enhance the course standards and benchmarks that are covered in class. ● Monitor communication to answer questions and provide feedback to students and parents. <p>K-12 special education teachers will:</p> <ul style="list-style-type: none"> ● Collaborate with key stakeholders to identify the distance learning plan. ● Communicate with stakeholders pertinent and timely information regarding learning goals, activities and assignments. ● Design or support assignments for students to complete while utilizing the resources available to them at home with or without internet. ● Distance learning assignments designed or supported by K-12 special education teachers will be provided to students and families and will be provided online and/or paper/pencil materials. ● Communicate regularly with Director of Special Education <p>Due Process:</p> <ul style="list-style-type: none"> ● Individual Distance Learning Plans (IDLDP) will be completed with stakeholder input. ● Special Education staff will maintain IEP timelines during the distance learning time ● Evaluation timelines will be communicated with parents. Evaluations may be put on hold during the distance learning period. 	
<p>NON-CLASSROOM LICENSED STAFF</p> <p>GUIDANCE COUNSELORS NURSE SOCIAL WORKER</p>	<p>On a distance learning day, licensed staff will:</p> <ul style="list-style-type: none"> ● Develop a weekly action plan. ● Communicate their action plan to their respective principal/supervisor by 9 AM on the first day of the work week. ● Reflect on their accomplishments for the week and communicate via email to their respective principal/supervisor by 3 PM on the last day of the work week. ● Utilize digital communication tools to conduct virtual meetings, as appropriate. ● Mental health support will be provided on a daily/weekly basis. This may be adjusted as needs arise. 	
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<p>STUDENTS</p>	<p>During Distance Learning, students will:</p> <ul style="list-style-type: none"> ● complete at least one activity from each subject area ● complete distance learning assignments by the instructor’s indicated due date. ● communicate questions for teachers via digital communication or other teacher approved means. ● Paper/Pencil: Prepare materials to be mailed or picked up 	<p>During Distance Learning, students will:</p> <ul style="list-style-type: none"> ● access their course’s distance learning tools. ● complete distance learning assignments by the instructor’s indicated due date. ● communicate questions for teachers via digital communication or other teacher approved means. ● Paper/Pencil: Prepare completed materials to be mailed or picked up
<p>NON-CERTIFIED STAFF</p>	<p>On Distance Learning days, non-certified staff will:</p> <ul style="list-style-type: none"> ● Paraprofessionals will be supporting the child care needs. They will also be available as needed to support school and/or district needs. 	

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<p>PARAPROFESSIONALS TRANSPORTATION STAFF FOOD SERVICE STAFF OFFICE STAFF MAINTENANCE STAFF TECHNOLOGY STAFF</p>	<ul style="list-style-type: none"> • Transportation staff will be available to deliver meals or materials according to district policy. • Food Service staff will provide meals that can be picked up or delivered. • Office staff will be available to provide essential service and maintain communication with parents and the community. • Maintenance staff will continue to provide cleaning and sanitation services, while utilizing the time to complete projects as needed. • Technology staff will provide support for building infrastructure and student/staff devices as needed. . 	
<p>PARENTS GUARDIANS</p>	<p>On Distance Learning days, parents/guardians will:</p> <ul style="list-style-type: none"> • check in with their child to ensure they were able to obtain and complete their work. • communicate questions for teachers via email or other digital medium. • Paper/Pencil: help to assist child in preparing materials to be mailed or picked up 	<p>On Distance Learning days, parents will:</p> <ul style="list-style-type: none"> • check in with their child to ensure they were able to obtain and complete their work. • communicate questions for teachers via email or other digital medium. • Paper/Pencil: help to assist child in preparing materials to be mailed or picked up
<p>CONDITIONS</p> <p>TIMELINES</p> <p>FLEXIBILITY</p> <p>PLATFORMS</p> <p>MATERIALS</p>	<p>Distance Learning assignments will:</p> <ul style="list-style-type: none"> • provide options to accommodate for students who do not have Internet access outside of school • be completed within a timeline designated by the classroom instructor • contribute to students’ mastery of MN State Standards for their grade-level • utilize teachers’ Distance Learning tools 	<p>Distance Learning assignments will:</p> <ul style="list-style-type: none"> • provide options to accommodate for students who do not have Internet access outside of school • be completed within a timeline designated by the classroom instructor • contribute to students’ mastery of Minnesota State Standards • utilize teachers’ Distance Learning tools
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<p>COMMUNICATION PLAN</p>	<p>CLASSROOM LEVEL:</p> <ul style="list-style-type: none"> • Weekly updates/postings to teachers’ digital platforms • Communicate Distance Learning processes and procedures for each classroom to students and parents. • Have open communication opportunities available to students and families <p>BUILDING LEVEL:</p> <ul style="list-style-type: none"> • Any updates will be posted on the District website (www.warroad.k12.mn.us) building specific page <p>DISTRICT LEVEL:</p> <ul style="list-style-type: none"> • Distance Learning information will be posted on school website 	<p>CLASSROOM LEVEL:</p> <ul style="list-style-type: none"> • Daily updates/postings to course instructor’s digital platforms • Develop a syllabi to communicate Distance Learning processes and procedures for each classroom to students and parents. • Have open communication opportunities available to students and families <p>BUILDING LEVEL:</p> <ul style="list-style-type: none"> • Any updates will be posted on the District website (www.warroad.k12.mn.us) building specific page <p>DISTRICT LEVEL:</p> <ul style="list-style-type: none"> • Distance Learning information will be posted on school website

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	<ul style="list-style-type: none"> ● Communication from District office informing parents about Distance Learning will: <ul style="list-style-type: none"> ○ Be sent via Schoology ○ District Web Page will display notification <ul style="list-style-type: none"> ■ Other tools, such as: <ul style="list-style-type: none"> ● Facebook ● Twitter ● Radio ● Goals and guidelines for Distance Learning will be communicated to students and parents 	<ul style="list-style-type: none"> ● Communication from District office informing parents about Distance Learning will: <ul style="list-style-type: none"> ○ Be sent via Schoology ○ District Web Page will display notification <ul style="list-style-type: none"> ■ Other tools, such as: <ul style="list-style-type: none"> ● Facebook ● Twitter ● Radio ● Goals and guidelines for Distance Learning will be communicated to students and parents
<p style="text-align: center;">TRAINING PLAN</p>	<p>BUILDING:</p> <ul style="list-style-type: none"> ● provided an opportunity for teachers to immerse themselves in online resources and professional development in the area of technology. ● continue to monitor and improve Distance Learning implementation through virtual staff meetings and/or individual mentoring 	<p>BUILDING:</p> <ul style="list-style-type: none"> ● provided an opportunity for teachers to immerse themselves in online resources and professional development in the area of technology. ● continue to monitor and improve Distance Learning implementation through virtual staff meetings and/or individual mentoring