

NCSD1 REMOTE LEARNING PLAN:

After careful consideration, NCSD#1 is making a critical shift to remote learning, and each member of our school district is essential in supporting each other and our students in this journey. We know that education is a service, not a place, so we are shifting from the walls of our schools to online-based learning. Our job remains to provide quality instruction to our students in a safe and welcoming environment, and through the efforts of each individual member in our district, continue this endeavor to serve students. We will persist in developing our skills as online educators, sharing resources, and providing high quality learning services to our students.

This document outlines key shifts in our day-to-day activities that will help guide teachers, students, administrators, and families as we navigate this transition. However, as with any new experience, we get better by getting feedback. Please communicate with your administrator(s) of any issues, questions, or concerns you may have about these guidelines. We are all here to help support staff during this transition. What our teachers and staff have already accomplished has been amazing; please give yourself the freedom to make mistakes, grow and learn, and have fun (as much as possible) with the opportunity to engage students in learning in new ways. And remember, life is about relationships. Start and end with the essentials. Do less, not more. Connect with your students, and make sure you connect with your fellow teachers.

Attendance: We will be offering live sessions on an alternate block schedule. The attendance will be taken for each class session over a 48 hour window and will represent student engagement through the live session, threaded discussion participation, submission of work, or direct contact with the teacher through email/phone call. Use the following attendance codes to show whether students are:

If present and participating: Leave blank as usual.

If not present: Not Present/Inactive(NPI)

The expectation is that you hear from each student during or after your designated class period, whether that be via zoom, posts on discussion boards, collaboration on a document, submitting an assignment, or simply responding to an email. Provide multiple layers of engagement opportunities for students – some of them may be able to join during designated class time, but others may be sharing a computer or waiting until a parent gets home to participate.

When a student is not engaged in his class sessions on a regular basis our process to encourage support for the student is as follows:

1. Classroom teachers will reach out to the student and parent/guardian during each class session missed. If the teacher is unable to contact student or parent/guardian for two consecutive class sessions a referral to the office.
2. If a student is referred to the office, the administrative assistant or the principal will try to establish contact. SRO will be sent to the residence to establish contact and find a way for the student to engage in future class sessions.
3. If the office is unable to establish contact, the situation will be referred to the Superintendent. The Superintendent and SRO will meet with student and parent/guardian to set a plan for future engagement plus make up work or summer school or referral to the DFS/Juvenile Justice.

We hope that all attendance concerns can be resolved at the lowest levels of intervention.

Learning Expectations: Just as we would in any classroom, practice routines and expectations with students. Aim for 2-3 hours of overall work (not just expected time online) weekly per class maximum including time for: reading/watching/listening, engaging with peers via discussion boards and docs, attending class virtually via zoom, assignments/learning tasks, etc. At minimum, give 24 hours' notice for all work due, with the exception of any work completed during your designated class period. If asking students to complete work during designated class period, please respect extended time for students with accommodations. Assignments may not be due during other class periods nor any later than 10:00 pm.

Office Hours: Teachers will be available to answer student questions for the duration of Office Hours. Office hours will be for 1 hour, after 1 pm and before 6 pm. Teachers may choose to host office hours via email, phone conversation, zoom meetings, and/or Canvas tools (such as message boards). Please keep updates posted on Canvas explaining to students where they can reach you and/or how they can schedule time with you during Office Hours.

Best Practices for online teaching: In any given week, we ask that each course accomplish three tasks – preview, prepare, and engage in learning. Start with what you feel comfortable with. As continuous learning becomes more familiar, try new things.

	Teacher Posts...	Using these tools...
Preview	<p>Canvas Update:</p> <ul style="list-style-type: none"> ● Overview of the lesson ● Objectives and connections to prior lessons/learning ● Quick attendance check (to ensure that students are present but also following along) 	<ul style="list-style-type: none"> ● Post an update in Canvas ● Zoom or Screencast
Prepare	<p>Canvas Assignment:</p> <ul style="list-style-type: none"> ● Course readings (textbook, novel, packets, etc.), digital texts, podcasts, video content, recorded lecture, screencast lesson, etc. 	<ul style="list-style-type: none"> ● Create/post content: upload audio, video, screencast, text, links to docs, images, etc. ● Access existing curated content (such as Khan Academy, History Channel, Discovery Education, etc.)
Engage	<p>Canvas Assignment:</p> <ul style="list-style-type: none"> ● Reflective writing, journaling, guided note-taking ● Discussion boards, assignment submission, post/share/respond to audio, video, images, media ● Writing, collaborating, peer editing ● Virtual labs/simulations; home labs/observations ● Remote synchronous class ● Practice problems ● Research, writing, projects ● Quiz, formative assessment <p>Feedback:</p> <ul style="list-style-type: none"> ● Timely, meaningful feedback is required 	<p>Tools:</p> <ul style="list-style-type: none"> ● Canvas ● Google ● Quizlet, Kahoot ● Zoom

Supplemental Resources: Supplemental resources via online free tools/websites should be utilized sparingly and should fall within the 2-3 maximum hours you provide for learning for students. Instruction should still primarily come from you, the teacher, and students should be provided opportunities to interact with you and their peers on a consistent basis.

Lack of Internet Access: Students and families without access to the online services and instruction will be provided physical materials that will be delivered and pickup twice a week. These clients will be identified by the office in each building, materials printed and organized in the office of each building, and delivered by our transportation staff. Meals, library books, equipment needs will all be met through this process.

Communication with Parents: The district, buildings, and classrooms will maintain contact with all families we work with. Emails and website (linked to social media) will be the primary mode of communication. For those clients that do not have internet access, we will be contacting them through phone calls and messages plus delivery of printed communication through our transportation department.

Student Privacy: Our standard privacy practices will be maintained during this time. Staff working with students digitally will be given additional guidance on privacy issues to monitor when interacting with students in groups through virtual meetings, threaded discussions, blogs, and any other conversations.

Homeless Student Needs: Our district will address homeless student needs through direct contact with those families inviting them access to our facilities (social distancing) and our services at the schools. We will also share with them services and access that may exist in other parts of our community. If, and when, it appears that the homeless student may be missing opportunities to continue learning, our district will collaborate with community services to provide additional opportunities.

Interventions: Any student, K-12, that may need additional support will be given additional support. The classroom teachers will be the primary provider of this additional support. The scheduled class times plus the office hours can be used to provide interventions, as needed, to any student. One-on-one time can be scheduled through any platform as needed. Students that receive additional services already will continue to have access to the teachers, para's, and support providers as they would normally.

Enrichment: Classroom teachers will make enrichment (deeper understanding) opportunities available to all students. As our students demonstrate proficient understanding, non-graded extensions will be available if students want to explore the topic to a deeper level. Unfortunately, hands on opportunities that require our facilities and equipment will not be available during this time.

Prioritized Essential Learnings: Our classroom teachers, through consultation with building principal, will re-prioritize our essential learning targets. Not all of the learning targets remaining in our curriculums will be met through our remote learning plan. The teachers will need to emphasize the most essential of those targets remaining. This planning will account for learning time per week through the end of the year. If we are able to return later, we will re-evaluate our remaining time. A minimum expectation will be meeting the graduation requirements still outstanding.

Graduation: Niobrara County School District #1 will host a graduation celebration for our completing senior in one form or another. With that in mind, our seniors will be required to meet the existing graduation requirements. If problems arise due to our new remote learning plan, we will re-emphasize the most essential requirements. The re-emphasis will incorporate discussions with teachers, senior parents and students, and the administration. The district will be accommodating to all circumstances except for lack of effort or participation.

Special Education, ELL, and Title Teachers: These teachers will establish their own Canvas classrooms for small group/individualized instruction. Teachers will work with general education teacher groups to make lessons accessible and provide opportunities for co-teaching. It will look individual, but all SPED, ELL and Title I teachers can support instruction of the essentials through use of their own organized classrooms, collaboration with classroom teachers, communicating with (and documenting) students and families, and providing services through individualized opportunities. Classroom teachers will be addressing students with 504 accommodations directly through their instruction. Classroom teachers may ask for assistance with these needs from other staff members as needed.

Paraprofessionals: Paraprofessionals can assist teachers through established Canvas classrooms to provide support to students in a variety of ways. Paraprofessionals will continue working with classroom teachers to find opportunities to take notes during video/online opportunities to send to students, communicate to students and families in conjunction with the classroom teacher, read aloud or with students, support student writing in real-time, etc.

Counselors: Counselors will continue providing services, primarily in a one-on-one format, throughout the course of each workday. Counseling staff will be available to help support students who are absent/cannot participate and may choose to lead small groups online for study sessions, tutorials, or personal support. Counselors will work with administrators to communicate with families about attendance/participation concerns and support students in getting back on track. In the early grades, counselors should work with administrators and teachers to provide virtual ‘check-ins’ with students to help promote connections and reduce potential feelings of isolation.

Administrators: The Principal will send weekly communication to students and email with updates, announcements, and reminders that school is still in session. Staff members can expect administrators to be engaged in weekly meetings and PLCs, so please make sure all individuals are included on scheduled Zoom meetings. They will virtually ‘walk the halls’ by checking Canvas and joining classes via Zoom when possible. Administrators and administrative staff will monitor student absences so teachers can plan and teach. As teachers take attendance, administrators will work with teachers to follow up as to why the student has not attended/participated, identify any potential obstacles, offer necessary solutions, and continue to follow statute on attendance.

Contingency Plans if you’re sick and can’t facilitate class: If you are unable to facilitate your class, please communicate with your administrator and department/grade-level team. Your administrators, department members, and grade-level colleagues should have access to your Canvas classes to potentially step in and help facilitate the classes for that day. Please make arrangements ahead of time for a team member to temporarily take over your course(s) if necessary, in the event of any illness. Please log your sick time into TMS. If you require additional support, please discuss when you contact your administrator.

Remember, we’re all in this together. We will all be asked to step in and help our colleagues through this. As with students and their learning, don’t expect flawless implementation your first time trying anything new, and express the same level of patience and encouragement with your students when they are attempting new learning and expectations. You’ll try different things, learn from what you do, get ideas on improvement from your students and peers, and end up with a new set of tools and ideas that may prove helpful for years to come as you work to reach the next student. Be proud of the work you’ve done, celebrate the victories (large and small), and continue to shine.

Digital Resources for Niobrara County School District

Digital Resource	Description	Grade-Level	Link
Canvas	Learning Management System	K-12	https://ncsd.instructure.com/
Gsuite for Education	Learning Management System/Productivity Tools	K-12	https://gsuite.google.com/
Microsoft Office	Productivity Tools	K-12	https://www.office.com/
Pearson Realize	Online access for ELA and Math curriculum resources	K-12	https://www.pearsonrealize.com
Achieve 3000	ELA intervention/enrichment	7-12	https://portal.achieve3000.com/index
Quill	ELA Grammar & writing practice	9-12	https://www.quill.org/session/new
Nearpod	Multi-subject presentation and assessment tool	K-12	https://nearpod.com/library/
IXL	Multi-subject instruction and practice	K-12	https://www.ixl.com/
Prodigy	Online math practice tool	K-6	https://play.prodigygame.com/
Khan Academy	Multi-subject instruction and practice	K-12	https://www.khanacademy.org/
Moby Max	Multi-subject instruction & practice	K-8	https://www.moby-max.com/signin
Kahoot	Formative assessment tool	K-12	https://kahoot.com
Quizziz	Formative assessment tool	K-12	https://quizziz.com/
ABC Mouse	Multi-subject digital practice & activities	K-2	https://www.abcmouse.com/globalschools/en/home
ABCYA	Multi-subject digital practice & activities	K-5	https://www.abcya.com/

Starfall	Multi-subject digital practice & activities	K-2	https://www.starfall.com/h/
Waterford	Early literacy & math intervention/enrichment	K-3	https://www.waterford.org/
Arcademics	Multi-subject digital practice & activities	3-8	https://www.arcademics.com/
Freckle	Multi-subject instruction & practice	K-8	https://www.freckle.com/
Renaissance Place	Digital assessment tool (AR, Math Facts, STAR)	1-12	https://hosted38.renlearn.com/248936/
Epic	E-books and Videos	K-5	https://www.getepic.com/
Education.com	Multi-subject instruction & practice	K-5	https://www.education.com/
CK-12	Multi-subject online instruction/practice/e-textbooks	5-12	https://www.ck12.org/student/
National Geographic for Kids	Online educational resources	K-5	https://kids.nationalgeographic.com/
PBS Kids	Online educational resources	K-5	https://pbskids.org/
Code.org	Online computer science tools	K-12	https://code.org/
Typing Club	Online keyboarding instruction and practice	K-5	https://www.typingclub.com/

Additional Guidance:

Resources for Teaching Online due to School Closures (blog):

<https://www.theedublogger.com/teaching-online-school-closures/#daily>

Communicating with Students Effectively During Online Learning:

<https://inservice.ascd.org/communicating-with-students-effectively-during-online-learning/>

Three Strategies for Better Online Discussions: <https://inservice.ascd.org/three-strategies-for-better-online-discussions/>

Canvas in the primary grades: <http://www.primarytechteaching.com/blog/canvas-in-the-primary-grades>

Ideas for early years at home learning (Twitter): <https://www.theedublogger.com/teaching-online-school-closures/#daily>

Best Practices for Teaching Online: <https://teachonline.asu.edu/2018/09/best-practices-for-teaching-online/>

10 Best Practices to be an Effective Online Teacher: <https://elearningindustry.com/10-best-practices-effective-online-teacher>

One Minute Zoom Tutorials: <https://zoom.us/resources>

For Parents & Students:

Zoom Directions for Students: <https://www.thetechteacher.net/2020/03/i-just-wanted-to-pass-along-some.html?m=1>

Student Quick Start Guide for Canvas: https://www.youtube.com/watch?v=pmPkFT4v_cY

Canvas Overview for Students: <https://community.canvaslms.com/videos/1124-canvas-overview-students>

How to Use Canvas - for Parents of Elementary Students:

[https://www.phmschools.org/sites/phmschools.org/files/pdffiles/tutorials/how to use canvas for parents web tip sheet.pdf](https://www.phmschools.org/sites/phmschools.org/files/pdffiles/tutorials/how%20to%20use%20canvas%20for%20parents%20web%20tip%20sheet.pdf)

Online Resources:

Audible (currently free for students): <https://stories.audible.com/start-listen>

Thanks to all online sharing of all resources and materials related to implementation of continuous and remote learning!

Two specific resources:

https://docs.google.com/document/d/1or708YNDyFIYRX4RQyAthIZAD20Igc_2Lgee7wELs0o/mobilebasic

https://docs.google.com/document/d/1qddyIcmFRG3DJw890Q5cvHbDogEK_VbPaM7N-VsQFK0/edit