

Distance Learning
Week 1

April 3, 2020

Good afternoon parents/guardians,

The landscape keeps evolving from week to week. As you heard earlier in the week, Governor Mills has enhanced the “quarantine” protocol in the state of Maine. Some of what she said has a direct impact on education. As a school, our plan is also evolving: students should be completing assessments and moving forward in their targets.

Components of the Order that have a direct impact on our learning community:

- **Prohibits** classroom or other in-person instruction until at least **May 1, 2020**.
- **Permits as essential business:** “Traveling to and from an educational institution for purposes of receiving meals or instructional materials for distance learning.”
- **Requires of everyone:** When out of the home or when at work at an essential business, all individuals shall **maintain a minimum distance of six feet from other persons**.

This past week we rolled out distance learning where they are tied to learning targets and assessed as so. Like everything that is new we have some adjustments to make. In some parts of the building, similar to Goldilocks and the Three Bears, the work was too much, in others it was just right, and for some maybe not enough. Being our first week of rolling pieces of it out we knew there would be some checking and adjusting. We will continue tweaking some processes and look to work out some kinks.

Our goal, moving forward, will be to get an email out to students at the beginning of the week. The middle school teachers will try to send out a team email. High school teachers will send Emails teacher-by-teacher. The email will include an overarching plan for the week. Our goal is to reduce email traffic. Each MS team will determine what the students' week will look like and students will access the team website for lessons and work. At the high school we will compile the teachers by department with each teacher's website or link to their Google Classroom.

Thank you, in advance for your patience. Our teachers, ed techs, and secretarial staff are working hard to make this work.

Many thanks,

Mark

See Below for remainder of letter.

Below are some expectations and guidelines as school is in session and we move forward:

What will instruction and scoring (grading, assessment) entail?

- Student interaction with class instruction and materials may be asynchronous (may not occur simultaneously).
 - May include pre-recorded direct instruction that students can access individually at different times, at anytime
 - Will include specific course resources that will be provided by teachers
- Teachers will be available during posted “office hours” for Q & A, direct instruction, mini lessons, and/or group instruction. These hours will vary between teachers and will take place between 8 a.m. to 6 p.m. Monday through Friday.
- Additional individual student times for small group instruction and academic assistance with a teacher, or other staff, can be scheduled in advance

Overarching Learning Goal: Students will demonstrate evidence of their knowledge and skills connected to their required graduation standards and individual programs of study.

- Required Courses (MS: Core Content / HS: Courses required for graduation):
 - Students must complete all Measurement Topics assigned to the course
- General Elective Courses (MS: Visual and performing arts and Physical Education / HS: Courses not required for graduation):
 - Students will continue to advance in elective courses as prescribed by the instructor.
 - Seniors have a separate plan that was sent in earlier correspondence.
- High School Dual Enrollment and AP Courses
 - Students will complete these courses under the individual university’s and/or College Board policies. Our teachers will continue to provide instruction and scoring.
- High School CATC Students: CATC is working with the Maine Department of Education to determine how program standards will be met.
 - Students must complete assigned learning in their CATC program
 - CATC teachers are posting daily digital assignments
 - Please contact your CATC teacher with any questions

Attendance/Participation

- Students are expected to participate regularly in the Hall-Dale MS/HS distance learning plan.
- Evidence of Consistent Attendance/Participation: The student is putting forth effort, engaging in learning activities, and demonstrating academic progress in courses on a consistent basis.
- ** If a student/family is facing a particular hardship that interferes with the ability to access lessons, do school work, attend instructional sessions and/or advisory please contact the teacher and Mr. Tinkham.

Communicating Student Progress With Parents and/or Guardians

- Teachers remain the primary contact for you to receive up-to-date information regarding your students academic progress and participation. Please contact your student's teacher.

Roles for Students and Families in Distance Learning

Please note: The use of video conferencing, specifically Google Meets, may be used to provide live instruction and to hold virtual meetings (advisory, school endorsed co-curricular groups) if the teacher chooses to go this route of instruction. This means the teacher may be instructing a large or small group while students participate remotely (including classroom chat).

Student's Role in Distance Learning

- Check your school email and Google Classroom each day.
- Students are responsible for completing distance learning assignments.
- Establish a daily routine to help manage your time and work.
- Attend, log into, and participate with requests for live lessons, small group lessons, and advisory etc. (Google Meets).
- Dress appropriately for video conferencing (i.e. Google Meet). Appropriate dress is defined as the HD Dress Code.
- Be aware of the background environment during any video conferencing.
- Be respectful in your interactions with students and teachers. See our Standard Operating Procedure (SOP) at the end of this letter.
- Communicate with your teachers often. (Do not be afraid to email for assistance.)
- We understand many are experiencing stress and anxiety. Like always, we want to support you. Please do not hesitate to contact your teacher, counselor, principal, athletic director, or another trusted adult.

Family Role in Distance Learning

- Talk with your student regularly. Ask about their learning, upcoming deadlines, how they are progressing, and simply how they are feeling. Like most of us, they may experience anxiety and stress during this time.
- Help your student develop and/or maintain daily routines.
- Help ensure that your student dresses appropriately and chooses a learning location that is

suitable to be seen by peers and teachers when video conferencing.

- Communicate any questions or concerns you may have with your young student's teacher, case manager, or counselor via email.
- Finally, as always, feel free to contact Mark Tinkham, Principal, or Doug Bourget, Assistant Principal, with any questions or concerns.

SOP for Video Conferencing with Students

- Microphones muted unless asking a question or answering a question.
- The chat is used only to pose questions to the instructor.
- Raise hands when wanting to pose a question or comment.
- Be in a public place in the house, like the kitchen or family room.
- Classroom behavior should be observed.
- Flagrant or repeated violations of the SOP will result in a video conferencing lesson with the parent/guardian or lessons simply provided via email and with videos of the lesson.
 - Videoconferencing can be a useful instructional tool but is a privilege, not a right.
- If there are more than 15 participants, students should turn off their cameras so as to provide equal access. Some students cannot handle the required bandwidth.