



# Staples-Motley School District

## Distance Learning Plan 2020

March 30-May 22, 2020

For Publication - Updated May 1, 2020

### Staples-Motley School District Mission and Vision

The Mission of Staples-Motley School District is to support all learners to grow and rise to new challenges through a culture of pride in academics, arts, athletics, and community. Our vision states that we are here to educate, equip, and empower all students to achieve their full potential, and succeed in the classroom and beyond.

The purpose of Distance Learning is to continue providing meaningful learning with an alternative delivery method for all students during the Coronavirus outbreak. Distance Learning will be crafted and implemented with this mission and vision in mind, allowing for flexibility and equity to design appropriate instructional activities to meet the needs of each learner and household.

Distance Learning will require teachers and students to work with a great deal of flexibility throughout a week of learning. This is not expected to look like a typical school day with class periods and structured lessons, but rather with expectations of academic engagement that can be implemented at home both independently and with support from parents. Teachers will be planning instruction with maximum flexibility each week, and working to make connections and interact with students in a variety of ways daily.

### ***Through the implementation of our Distance Learning Plan....***

***We will make RELATIONSHIPS a Priority by*** connecting with students consistently and checking in on both academic progress and social emotional well-being.

***We will make RESPECT a Priority by*** understanding the need for flexibility and equitable access to learning for all of our students and families.

***We will make EXCELLENCE a Priority by*** developing learning targets, delivering engaging academic activities and providing meaningful feedback.

***We will make INTEGRITY a Priority by*** following our outlined Distance Learning plan and communicating adjustments to students and families as they occur.

***We will make PRIDE a Priority by*** holding a virtual Cardinal Pride day every Friday! "Though we can't be side by side, we still have our Cardinal Pride!"

***We will make COMMUNICATION a Priority by*** utilizing Skyward, Facebook, phone calls, District Website, and other means of communication to keep students and families connected with all vital information.

### **May 1, 2020 Updates:**

#### **Communication Pathways with Students and Families, including Input on Student Needs:**

Throughout this Distance Learning period, the school district has made a concerted effort to determine the best means of communication for each individual family and student. Initial surveys were conducted regarding internet access, technology/device access, and general support needed from school to home. This information helped teachers and staff determine the best path for connection with students and families. These connections included but are not limited to:

- Daily student contact from teachers and other adults from the school district.
  - *Google Classroom, Class Dojo, Seesaw, Email, text, Remind, or Phone Calls*
- Social workers, special education teachers, and grade level teams are collaborating to ensure that needs are met in all households, and that someone is regularly checking with students of concern

#### **Outreach Opportunities:**

The district has worked with area organizations to provide resources and opportunities for students and families to fill gaps where needed. These partnerships continue to grow and staff have been innovative in their pursuit of resources and tools to support families.

The district has also continued to:

#### **Support and Engage with Students and Families:**

In addition to differentiated means of communication and contact with students, staff participate in weekly deliveries of distance learning materials as well as meal distribution. This allows staff to make socially distant connections with students, especially those of concern for various reasons.

Many staff have spent their work hours engaged in phone calls offering instruction, tutoring, answering questions, or just checking in on the well-being of students and families during this time. For those with internet and technology access, students have been able to participate in large group online meetings and have the chance to connect with other students in that way. For those without this access, staff have been intentional about making contact and speaking with those students who have not been able to connect digitally.

#### **May 1 and 4 - State-mandated planning days for staff**

Teachers will spend May 1 and 4 collaborating with teams and planning for the concluding weeks of Distance Learning for 2019-20. These conversations include the following guidance:

- Plan for final communications with students during the week of May 18-22. This will include closure of the course, feedback on Distance Learning, feedback on their progress, and discussions about transitions to next year.
- Plan for the last two weeks of instruction and assignments. No assignments should be due past May 15.
- May 18-22 will be used as time for completing missing work (as approved), giving feedback, and returning materials.
- Administrators will send out other guidance and recommendations as needed

Timeline for the remainder of Distance Learning:

April 28	Distance Learning Delivery Day
May 1	State-Mandated Planning Day - No Student Contact, principals will provide planning guidance

May 4	State-Mandated Planning Day - No Student Contact, principals will provide planning guidance
May 5	Distance Learning Delivery Day
May 12	Distance Learning Delivery Day for final assignments through the 15th.
May 18-22	Last Week Items: -End of year wrap-up for students -Collection of school-owned materials/equipment -Communication with families regarding transitions and registration for the upcoming school year.

A Schedule and procedures for collection of materials May 18-22 will be shared when devised.

School-owned items include:

- Chromebooks (grades 8-12)
- Textbooks
- Library Books
- Elementary classroom library books

**3/27/2020**

### **Expectations for Students**

- Students are expected to engage in learning activities for each course or subject throughout a distance learning week as facilitated and directed by your teachers.
- This is a general guideline for the amount of expected academic engagement time for students at each grade level:
  - Kindergarten - 45 minutes to 1 hour
  - 1st-3rd grade - 1 to 2 hours
  - 4th grade - 2 to 3 hours
  - 5th-12th Grade - 25-30 minutes per Class, average of 3-4 hours per day
- Communicate consistently regarding your progress and learning activities. Teachers will share specific expectations for communication.
- Complete learning activities and assignments for each class as directed by teachers.
- Ask questions and ask for support as needed if you don't understand an expectation, assignment, or concept.
- Students and teachers will use their **school email** for communication for distance learning unless another method of contact is agreed upon.

### **Student Attendance Policy**

- Student Attendance – reported weekly on the last student contact day of the week.
- Teachers will call any student/parent by phone that has not engaged or communicated within three days and report the student as absent (for the week) if unable to reach them.
  - If a student has responded to teacher communication during the week, a student will be considered present for the week.
  - If a student has NOT responded to teacher communication at all that week, they are considered absent for the week.

### **Expectations for Parents**

- Provide support to students as needed and as you are able.
- Communicate with teachers as needed and when possible. Teachers will be focused on interaction with students, but in many cases, especially with Elementary students, communication with parents will be necessary and welcome.

- Communicate with teachers if your child will be “absent” or unable to complete learning activities for an extended period of time.
- Communicate with teachers about any individual circumstances that exist for child, family, or household.
- Keep textbooks and other school-owned instructional supplies in a central location so they can be sent back to school when Distance Learning is complete.

### **Teacher Communication**

- Work Day and Accessibility
  - Teachers are to be available to students and parents electronically from **7:45 am to 3:45 pm** each distance learning day, with some exceptions depending on individual situations. If parents send messages outside of those hours, teachers may choose to communicate back or wait until the next day.
  - Teacher “office hours” and contact info will be shared directly to students.
  - Teachers will respond to student contact the same day when possible, but will not respond on weekends.
  - Teachers may choose to communicate through apps such as Remind, Skyward, ClassDojo, Google Classroom, Zoom, etc. Teachers will not communicate through Social Media platforms such as Facetime via cellphone, SnapChat, Facebook, or others.
  - Teachers will be flexible and understanding of individual family circumstances.
  - Teachers will connect with students in a variety of ways. They will call students and parents directly by phone if students are not engaged in learning or making contact within the learning week.

### **Mental Health Support For Students**

School Social Workers are regularly connecting with students and families who need mental health services and supports. They will share community resources and make connections with mental health providers if needed.

### **Special Education**

Special education services will be provided through an Individualized Distance Learning Plan (IDLDP) for the duration of the COVID-19 school closure. An IDLP will be developed for each student receiving special education services and will temporarily replace the child's current IEP. All current IEP's will automatically go back into effect upon the conclusion of the COVID-19 closure.

### **English Learners**

Support for English Learners will be provided through a Distance Learning model for the duration of the closure. EL Support teachers will make connections with English Learners to support them throughout Distance Learning.

### **Internet Access**

- A district-wide survey was completed to determine families who do not have devices or internet access at their home.
- Students in grades 8-12 have district-issued devices at home.
- Students in grade K-7 are having work delivered with an equitable balance of online resources and paper assignments.
- Teachers have communicated directly with families to determine specific household situations and making accommodations when needed.

### **Delivery of Materials**

- Learning Materials will be delivered to students at their home or designated location on Tuesdays each week via bus routes, even if the student did not previously ride a bus to school. Delivery will begin on March 31.
- All precautions will be taken when packaging materials to ensure health and safety of students and staff.
- Organization plans will be implemented by building office staff.
- There will be no pick up of completed distance learning materials until after April 10. If it is decided that any work needs to be picked up, the process for this will be communicated to families.

### Meal Delivery

- Meals will continue to be delivered through the week with an addition of Friday delivery of weekend meals. Meal delivery is available for ALL children ages 18 and under. Parents can call Lori or Blake at 218-894-5400 x3120 or x3171 if they have not had meals delivered and want to start. Please do the same if you no longer want meals delivered.

### Childcare

- The district will continue to provide childcare for children of essential workers. Childcare is located at Staples-Motley Elementary School and Staples-Motley Early Learning Center.

