



## Hastings Public Schools Distance Learning March 2020

### **PURPOSE and DEFINITION**

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.

From MDE documentation:

Distance Learning Defined: Students engaging in distance learning have access to appropriate educational materials and receive daily interaction with their licensed teacher(s). It is important to note that distance learning does not always mean e-learning or online learning. It is critical to provide this learning in a format that can be equitably accessed by all students.

### **DISTANCE LEARNING OVERVIEW**

[MDE Distance Learning Consideration](#)

[MDE School Closure Guidance](#)

- Minnesota school districts and charters are preparing instructional plans that will allow meaningful, relevant equitable learning to take place while schools are closed.
- Schools are expected to develop lessons utilizing a distance learning model for every level.
- MDE expects that ALL Minnesota students continue to receive an education.
- The Minnesota Department of Education (MDE) and the State of Minnesota are committed to continuing to provide stable funding and reliable support and technical assistance to schools.

### **TIMELINE FOR IMPLEMENTATION**

The Closure Period (March 16-March 27) was meant to provide time for our schools to adequately plan for continuity of education during the COVID-19 pandemic for the purpose of preserving the health, safety, and lives of Minnesota's students, educators, and the broader public.

### **DISTANCE LEARNING PREP - March 23-27, 2020**

#### **Planning Requirements:**

- Ensuring all students in the school or district will have equitable access to the learning and required materials, including technology.
- If using an online learning system, ensure it can effectively support the district's unique learning and teaching needs, including the ability to provide differentiated instruction as well as one-on-one support for students who need it. Regardless of where the learning is happening, supports identified on a student's Individualized Education Program (IEP) or 504 Plan must be provided. Individual Learning Plans for English Language Learners must also be followed.
- Providing training to staff, students, and parents/guardians on implementation of your distance learning model and the district's expectations.
- Programming options for school nurses, school counselors, school psychologists, school

social workers, paraprofessionals, other school specialists.

- Tracking the attendance of both students and staff.
- Ensuring the distance learning model in use is secure and will not allow for the release of protected student or staff information.

## **DAILY ATTENDANCE EXPECTATIONS**

We acknowledge that learning looks different in a Distance Learning experience. Students may engage in a synchronous way (real time learning with a teacher using technology) or in an asynchronous way (watching videos and completing virtual assignments or completing hands-on academics in a paper & pencil format). Minnesota defines distance learning as, “Students engaging in distance learning have access to appropriate educational materials and receive daily interaction with their licensed teacher(s).” It is critical to provide this learning in a format that can be equitably accessed by all students. Taking attendance will look different during Distance Learning and one significant change we are making particularly at the secondary level is that attendance will be counted as “daily” attendance rather than hourly.

### **Student/Family Expectations**

- If a student is “ill”, please call the attendance line using the typical procedure.
- We expect students to “attend” school daily to interact with content shared by teachers.
- If a student does not engage with content over a period of days, a staff member will reach out to the family.
  - If you believe your child will be unable to engage with Distance Learning for a series of days, we encourage you to reach out to teachers.
  - Families are invited to check Infinite Campus occasionally to ensure accuracy of attendance recording.

### **Teacher Expectations**

- Attendance-taking teachers (see building specific procedure) will mark daily attendance
- Input daily attendance into Infinite Campus on a daily basis. Any contact a student makes will serve as evidence of “attendance”.
- You are unable to revise attendance in Infinite Campus after midnight and will be asked to update attendance as directed by your site.
- Attendance should be revised to indicate “present” if a student provides evidence in subsequent days.
- If a student has not responded to course content for more than 2 days, please reach out to families and also share the names of those students with the appropriate administrative staff (principals at elementary and attendance office and Assistant Principals at secondary schools.)

## **DEVICE ACCESSIBILITY**

Hastings Public Schools is committed to providing students and families what they need in order to ensure that every student receives an equitable education and has equal access to learning and instruction, appropriate educational materials and receives daily interaction with their licensed teacher(s). Our tiered approach will be to ensure staff have access to necessary devices first, then we’ll move to deploying devices to students in grades 5-12. After the District has evaluated the needs of elementary students, device distribution will be discussed in the coming weeks. Updated information will be shared through future district communication.

## INTERNET ACCESSIBILITY

As we determine the need for devices, we also determined the need for internet accessibility. Families may access the internet using the following options:

- Xfinity WiFi Free For Everyone: Xfinity WiFi hotspots across the country will be available to anyone who needs them for free – including non-Xfinity Internet subscribers. For a map of Xfinity WiFi hotspots, visit [www.xfinity.com/wifi](http://www.xfinity.com/wifi) . Once at a hotspot, consumers should select the “xfinitywifi” network name in the list of available hotspots, and then launch a browser.
- Hotspot (Kajeets) - Hastings School District has a limited number of Hotspot devices that will be distributed as needed.

## ELEMENTARY GUIDELINES

Students and families are encouraged to access the daily learning using Seesaw. In the event a family does not use technology, students will participate in activities in a non-digital form. All elementary teachers will deliver Distance Learning through Seesaw and will provide for Distance Learning without technology to families who need modifications.

Link: [Elementary Parent Communication Letter with Instruction around Distance Learning](#)

### Elementary Daily Learning Schedule:

- Teachers will be working from 7:30-10:00am to prepare lessons, collaborate with teachers, and answer student and parent emails.
- By 10:00 a.m. activities will be posted in Seesaw. Teachers will be available for support between the hours of 10:00-12:00 and 1:00-3:00
- School staff and grade level teams will post activities based on the following weekly guidelines:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Grades K-1</b>	Classroom Teacher:  Literacy Math Content Time <sup>1</sup>  Specialists: Physical Education	Classroom Teacher:  Literacy Math  Specialists: Art	Classroom Teacher:  Literacy Math Content Time <sup>1</sup>  Specialists: Physical Education	Classroom Teacher:  Literacy Math Content Time <sup>1</sup>  Specialists: Music	Classroom Teacher:  Literacy Math  Creative Challenge <sup>2</sup>
<b>Grades 2-4</b>	Classroom Teacher:  Literacy Math Content Time <sup>1</sup>  Specialists: Music	Classroom Teacher:  Literacy Math  Specialists: Physical Education	Classroom Teacher:  Literacy Math Content Time <sup>1</sup>  Specialists: Art	Classroom Teacher:  Literacy Math Content Time <sup>1</sup>  Specialists: Physical Education	Classroom Teacher:  Literacy Math  Creative Challenge <sup>2</sup>

<sup>1</sup> Content Time: Science/Social Studies/Writing

<sup>2</sup> Creative Challenge: School wide STEAM based activity

Here is a sample schedule that could be implemented by families:

TIME	ACTIVITY	EXAMPLES
10:00-12:00	Academic Time <i>District Teachers available via email and Seesaw</i>	Seesaw: Classroom Activities
12:00-12:30	Lunch	
12:30-1:00	Household Tasks, Quiet Time and/or Outdoor Time	Assigned Household Chores Quiet Time Examples: Read to Self, Yoga, Mindfulness Activities, Rest
1:00-3:00	Academic Time <i>District Teachers available via email and Seesaw</i>	Seesaw: Classroom Activities, Specialists, Creative Challenge
3:00-3:30	Creative Time	Legos, drawing, coloring, play music, cook, bake, outdoor activity

## MIDDLE SCHOOL GUIDELINES

Students and families are encouraged to access the daily learning using Schoology. In the event a family does not use technology, students will participate in activities in a non-digital form. All middle school teachers will deliver Distance Learning through Schoology and will provide packets of work for Distance Learning without technology to families who request modifications.

Link: [MS Communication letter with instruction around Distance Learning](#)

### Middle School Daily Learning Schedule:

	A Day Classes	B Day Classes
	*Students will still follow an A and B day rotation with Monday, March 30th being an A day	
7:30-9:00	Department/ Course Collaboration	
9:00 - 10:00	Teacher Planning Time	
Daily assignments and any pre-recorded videos will be posted on Schoology by 10:00AM each day		
10:00 - 12:00	Teachers Available During work time, teachers may be hosting live learning sessions. Teachers will communicate with students ahead of time if they will be live. All live learning sessions will be recorded and posted for later viewing by students. It is essential that every student checks in with their advisory teacher each day for attendance purposes!	

12:00 - 1:00	Lunch and break
1:00 - 3:00	Teachers Available All teachers will be online and available for questions and answers as needed through Schoology, email or other video conferencing sites.

Middle School students will still follow their typical A and B day schedule.

- Teachers will be working from 7:30-10:00am to prepare lessons, collaborate with colleagues, and answer student and parent emails.
- All school day assignments and activities will be posted by 10:00 a.m. in Schoology.
- Teachers will be available for support between the hours of 10:00-12:00 and 1:00-3:00 and accessible via [Schoology](#).
- Students should plan for self-directed, independent learning. The time required for Distance Learning activities will vary dependent on the course and the current topics of instruction.
  - A general guideline to anticipate work load for secondary students is approximately 50% to 60% of the typical instructional time.
- Teachers will be flexible and reasonable on due dates for assignments. Continued communication with teachers is essential for success during Distance Learning.
- Please make sure that your contact information is up to date in [Parent Portal](#) so teachers can stay in contact as needed. To update your information, log onto Parent Portal and click on the menu on the upper left and choose “More”. Under the More tab, you will see a section for Family Information. It is in this section that you can update any information that may be out of date or missing. There is also a place to enter your students phone number if you would like the teachers to contact them directly.

#### Middle School Device/ Resource Accessibility

Students who do not have access to a device will have the opportunity to check out one from the school. See the distribution schedule below.

<b>THURSDAY, March 26</b> A-H from 8:00 - 10:00 I-Q from 10:00 - 12:00 R-Z from 1:00 - 3:00	<b>FRIDAY, March 27</b> R-Z from 8:00 - 10:00 A-H 10:00 - 12:00 I-Q from 1:00 - 3:00
HMS (Use Auditorium Doors)	HMS (Use Auditorium Doors)

#### Pick up procedure:

- Families are asked to check the schedule above to check out student devices if needed. We will have devices available for check out for each section of the alphabet to minimize the number of families in contact with one another.
- In order to manage social distancing and potential demand for devices, we ask that you scheduled your pick up during the allotted times. If neither of the times allocated to you, choose one that best fits your schedule.
- Please enter the auditorium doors and follow the signage to find what you need.

## HIGH SCHOOL GUIDELINES

Students and families are encouraged to access the daily learning using Schoology. In the event a family does not use technology, students will participate in activities in a non-digital form. All high school teachers will deliver Distance Learning through Schoology and will be providing customized learning opportunities for students without access to the internet.

[Link: HS Communication Letter with Instruction around Distance Learning](#)

### High School Daily Learning Schedule:

The following components will be in place to ensure the program meets the requirements of the legislation and aids the learning process for secondary students:

- Teachers will be working from 7:30-10:00am to prepare lessons, collaborate with teachers, and answer student and parent emails.
- By 10:00 a.m. teachers will post via Schoology the daily “event” or “assignment” update for lesson directives (right hand side bar of each class page).
- Teachers will be available between 10:00 am-12:00 pm and 1:00-3:00 p.m for individual class instruction per the schedule posted below (this may be a Schoology Conference, video and assignment, office hours, or other activities to be determined); in addition teachers will post on class Schoology pages their personal prep/duty hours for additional “Office Hours” contact during times not actively teaching synchronous classes.

	Day A	Day B
7:30-9:00	Department/Course Collaboration	
9:00-10:00	Teacher Plan Time	
	Assignments posted by 10:00am	
10:00-11:00	1st Hour Class	5th Hour Class
11:00-12:00	2nd Hour Class	6th Hour Class
12:00-1:00	Lunch/Social Connecting	
1:00-2:00	3rd Hour Class	7th Hour Class
2:00-3:00	4th Hour Class	Office Hours

- Students should plan for self-directed, independent learning with specific consideration to age and individual learning needs. The time required for Distance Learning activities will vary dependent on the course and the current topics of instruction. Anticipate time requirements for course work recognizing students learn at different paces, especially in an independent context.
  - A general guideline to anticipate work load for secondary students is approximately 50% to 60% of the typical instructional time.
- Teachers will be providing customized learning opportunities for students without access to the internet.

### High School Device/ Resource Accessibility

Students who do not have access to a device have the opportunity to check out one from the school. See the distribution schedule below.

<b>THURSDAY</b> <b>March 26</b> <b>A-H from 8:00 - 10:00</b> <b>I-Q from 10:00 - 12:00</b> <b>R-Z from 1:00 - 3:00</b>	<b>FRIDAY</b> <b>March 27</b> <b>R-Z from 8:00 - 10:00</b> <b>A-H 10:00 - 12:00</b> <b>I-Q from 1:00 - 3:00</b>
HHS (Use Commons Door 22)	HHS (Use Commons Door 22)

**Pick up procedure:**

- Families are asked to use the schedule above to check out student devices if needed. We will have devices available for check out for each section of the alphabet to minimize the number of families in contact with one another.
- In order to manage social distancing and potential demand for devices, we ask that you scheduled your pick up during the allotted times. If neither of the times allocated to you, choose one that best fits your schedule.
- Please enter the commons doors and follow the signage.

## **SPECIAL SERVICES**

- Special Education
  - Special Education Teachers will be following the building level schedule and provide services during those hours to meet needs identified through the IEP process during the school year and in a way similar to being delivered through general education , but individualized to meet specialized instruction.
  - Collaboration will still be done between special education and general education to support student accommodation needs and progress within the general education curriculum.
  - Special education staff, including related services and paraprofessional support, will be providing Distance Learning through various formats to support students such as in-person online instruction using various technology platforms, pre-recorded video, phone calls, physical products (such as paper and manipulatives).
    - Arrangements will be made between the case manager and family for materials that need to be on-hand for learning.
  - Evaluations and IEP meetings will still occur during Distance Learning. The case manager will work with families and IEP team members to support the process.
- English Learners (EL)
  - The EL department will be working with students and families to provide instruction, services and support to meet the needs of our students. This will be done in collaboration with general education staff and with special education staff as needed.
- Gifted Education
  - Cluster teachers at the elementary and honors/ accelerated courses at the secondary will continue to provide differentiated support as appropriate and applicable.
- Reading Intervention/Reading Lab (Title I & ADSIS)
  - Reading teachers will create asynchronous lessons for elementary students in a few categories:
    - Phonics
    - Fluency
    - Vocabulary
    - Comprehension
  - Materials will be delivered to students on Wednesday bus routes; Reading teachers will let families know when new materials will be delivered
  - Middle School Reading Lab will follow the academic schedule to provide lessons
  - Families will hear from reading teachers at least weekly (via email, phone or Zoom)
  - Maintain the same method of data collection as typical
  - Support staff will be involved as appropriate

## **TEACHER ABSENCES**

If a teacher is unavailable to provide Distance Learning, they are strongly encouraged to lean on a colleague for support. However, in the event an absence is unavoidable please see the points below for guidance:

- In the event the teacher is not available due to an appointment or illness, the teacher is responsible for posting learning plans (similar to substitute plans) along with



communication to students and parents/guardians that they will not be available throughout the day.

- In the event a teacher is unable to communicate with students and families, they should notify their supervisor immediately.

## RESOURCES

The following are meant to serve as a resource in preparing for distance learning.

**All staff need to be able to use the following tools:**

- [Webmail](#)
- [Schoology - Secondary staff](#)
  - Schoology PD Support Page: grades 5-12 Course Access Code: M647M-PG5NR
- [SeeSaw - Elementary](#)
- [Google Apps](#) (Forms, Docs, Sheets, etc)
- [Zoom intro](#)
- Translation and Interpretation
  - [Language Line](#) (Call the number at the bottom of the page. Explain who you are and what language you need and for whom and when. If you want the language company to contact the family and set the appointment up, provide the parent contact information and then they can assist.)

### Resources for families

- Elementary Curriculum Resources
  - [Scholastic "Learn at Home" Resources](#)
  - [Scholastic News](#)
  - [StoryWorks](#) / [StoryWorks Jr.](#)
  - [Raz Kids](#)
  - [Bridges Educator Site](#)
  - [Dreambox](#)
  - [EPIC](#)
  - [Readworks](#)