



MHUSD's Flexible Learning Plan: Elementary Parent/Student Information

The focus of MHUSD's **Flexible Learning Plan** is to support the teaching and learning for students. During the closure of our schools, MHUSD is committed to delivering high-quality educational opportunities to students to the extent feasible through, among other options, flexible distance learning. Flexibility is the key to the on-going learning of all students.

Student Classes

Teachers will be communicating with families and students to provide guidance on continued learning options. The school day will encompass learning activities for the range of times suggested below:

TK/K: should include a minimum of 2 hours per school day of extended enrichment activities including independent work

1st-2nd: should include a minimum of 3 hours per school day of extended enrichment activities including independent work

3rd-5th: should include a minimum of 4 hours per school day of extended enrichment activities including independent work

Teachers have a variety of tools for reaching out to families and students. With younger students, these may be packets of work or pages from textbooks that align with learning goals and the adopted curriculum of the district. They might also provide resources that parents can access online or with their phones. The aim of these efforts is to support families in using the materials provided for learning while not overwhelming them with a list of tasks that have to be done.

Included below are a few sample schedules. Parents may want to design their own schedule, including recess and lunch as these routines are comforting to students who are anxious about the fact that school is different during these weeks of sheltering in place. Your schedule can be as creative and fun as you can make it given your circumstances. We offer these samples as

models but your version can be similar or uniquely original!

[Three Daily Schedule Models](#)

[Sample of a Paper Packet \(4th Grade \)](#)

Student Classes Check-in: Each week, teachers will conduct class check-ins with students. These check-ins may be conducted through an online meeting or some other method the teacher has specified to set the week's assignment and to facilitate engagement for learning. See below for examples of what a class check-in could look like.

Example of a Class Check-in:

***Please note the schedule for K-2: 3-5 and 6-8 differ slightly.**

1. **Set the week's assignment:** Provide and describe resources, answer questions, communicate the date of completion as applicable.
2. **Student engagement:** All students respond to a question, prompted or posted by the teacher.
 - ❑ A basic format for class time interactions might look like: A photo of work emailed to the teacher, a Google chat, a discussion in a shared Google doc, posts to Padlet, post in chat box, a phone call, etc.
 - ❑ A more advanced check-in might look like a live video discussion in small groups using Zoom or Google Hangout.
 - ❑ Teachers will check in with parents if a student does not check in with the teacher or participate in learning options.

Class Assignments: Assignments should reflect the common core standards from the curricular areas that are assigned. Teachers are encouraged to design lessons that are easily accessible for all students. These may include options from the district shared resources, district texts, and other creative activities. Thinking about ways that students can engage with their natural environment to expand their knowledge of the core content will encourage learning in new and deeper ways. **For example:** kindergarteners can do a scavenger hunt in their homes for all things that start with the letter A and make a list using words and or pictures.

To provide maximum flexibility for families, teachers are encouraged to delineate lessons in one week units. MHUSD recommends teachers structure assignments for an estimated amount of time, depending on grade levels. For students from third grade through fifth grades, MHUSD recommends a minimum of 4 hours per day, 5 days a week, excluding holidays and breaks.

The District and its teachers appreciate all the work you are currently doing to help learning to continue during these extraordinary circumstances. Please feel free to reach out to teachers for any clarification or concerns you may have. All school websites include a directory of teacher emails that will be useful if you do not already know your child's teacher's contact information.

Virtual Office Hours: Teachers will send parents and students notice of a time when they are available for virtual office hours. During this time, all teachers will be online and available for students to drop in with questions and for parents to ask questions. Teachers will establish their own methods for conducting Office Hours. They have an array of options such as Zoom, Google Hangout, email, or phone calls.

If using email for Office Hours, teachers will attempt to respond within 24 hours or sooner if possible. If the response needs more time than that, they will let you know that they are working on it and will get back to you as soon as possible.

Support for Students and Parents

Communication with school:

- ❑ Contact the teacher and school with questions or concerns
- ❑ Teachers will check-in with students weekly and to reach out to students/parents who were not observed participating at least once per week.
- ❑ Connect with the teacher or principal if you need materials to support your child's learning.

Digital Citizenship

- ❑ Conduct online will be in accordance with acceptable use agreements.
 - [MHUSD Telecommunications Use Agreement \(English\)](#)
 - [MHUSD Telecommunications Use Agreement \(Spanish\)](#)

Protection of Student Privacy:

- ❑ All staff are required to adhere to ([FERPA](#)) and Child Online Protection and Privacy Act ([COPPA](#)) guidelines for protecting student privacy. This means not disclosing personal identifiable information about students with third parties or to other students or parents.

MHUSD: Stronger Together

Thank you for all your flexibility during this unprecedented time in which we are all working together to support MHUSD students and families. It is through all of our collective efforts we will continue to support students, parents, and each other during this time.