



Albany Area Schools

Distance Learning Plan Overview

Our Focus

- Ensuring the physical health and safety of our students and staff
- Providing access to an equitable & robust education via distance learning during COVID-19 pandemic
 - Supporting students and families as needs arise

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Equity Considerations

- Do we have technology and internet access available for every family?
 - Families were surveyed upon the governor's closing of schools.
 - Follow-up phone calls were made by buildings to check in with EVERY family in the district
 - Plans were developed to provide technology where needed to students.
 - The district is working collaboratively with Albany Mutual Telephone as well as other resources to supply access to internet to families in need
 - Hot spots have been provided to families not covered in the Albany Mutual Telephone coverage area. (Updated 5.1.20)
- Do we have supports in place for delivery of instructional materials to homes as needed?
 - We will have biweekly pick-up times for families as needed throughout the closure period.
 - In cases where families are not able to come to the school site, transportation staff and paraprofessionals will deliver the learning materials to the home. Families are encouraged to contact their school building. If there is not timely contact, the school will reach out to the family with a phone call.

Emergency Services

- Families who need nutritional support should reach out to Albany Area Schools' food service director at (320)845-5065. Free breakfast and lunch meals are available for pick-up in ~~four~~ twelve different district locations. Details are on the Albany Area Schools website. (Updated 5.1.20)
- Emergency child care is available to those who hold critical community roles (health care and emergency personnel) during the period of school closure. Details can be found on the Albany Area Schools website.

Instructional Delivery

	PreK-Grade 5	Grades 6-8	Grades 9-12
Overview	Teachers will provide learning resources to students via activity bags/packets, Seesaw, and Google Classroom as appropriate to grade level and task. Weekly updates regarding progress as well as upcoming activities will be provided to families.	Teachers will use Schoology, our online learning management platform to deliver targeted standards instruction for students. Students will have a daily interaction with their advisor. Teachers will be available to students between 8 a.m. and 3 p.m. for questions and feedback. Teachers will collaborate via a shared planning document to provide a rigorous educational experience that remains manageable for students in a distance learning environment.	Teachers will use Schoology, our online learning management platform to deliver instruction for students. Teachers will be available to students between 8 a.m. and 3 p.m. for scheduled interaction sessions, questions, and feedback. Students and parents can track student progress via Schoology and the Infinite Campus gradebook.
Tools and Technology	<ul style="list-style-type: none"> • Devices supplied to students grades 1-5 • Chromebooks and iPads • Seesaw and Google Classroom 	<ul style="list-style-type: none"> • 1:1 Chromebooks • Schoology LMS 	<ul style="list-style-type: none"> • 1:1 Chromebooks • Schoology LMS
Schedule Notes (Updated 5.1.20)	Fridays will be focused on outreach, feedback, and support for all students. No new instruction or assignments should occur on Fridays.	Fridays will be focused on outreach, feedback, and support for all students. No new instruction or assignments should occur on Fridays.	Fridays will be focused on outreach, feedback, and support for all students. No new instruction or assignments should occur on Fridays.

Attendance Reporting

PreK-Grade 5	Grades 6-8	Grades 9-12
<p>ALE will use a daily Google Form as a method of taking student attendance.</p> <p>AVE will use a daily Seesaw or Google Classroom activity as a method of student check-in.</p>	<p>AAMS will use a daily Google Form as a method of student check-in during their Advisory meeting at 8:45 a.m. Parents are encouraged to call the school office if students are ill or unavailable for distance learning on a given day.</p>	<p>AAHS will use student logins to Schoology at 8:30 a.m. for attendance check-ins. Parents are encouraged to call the school office if students are ill or unavailable for distance learning on a given day.</p>

Teacher Communication to Students and Parents

PreK-Grade 5	Grades 6-8	Grades 9-12
<p>Teachers will be available via email and Seesaw/Google Classroom from 8 a.m. to 3 p.m.</p> <p>Teachers will also provide weekly updates via a classroom newsletter.</p> <p>Teachers will respond to student and parent emails within one school day.</p>	<p>Teachers will be available via email and Schoology from 8 a.m. to 3 p.m.</p> <p>Teachers will connect with advisory students daily at 8:45 a.m.</p> <p>Teachers will provide daily feedback on student work.</p> <p>Teachers will respond to student and parent emails within one school day.</p>	<p>Teachers will be available via email and Schoology from 8 a.m. to 3 p.m.</p> <p>Teachers will provide feedback to students via Schoology and the Infinite Campus gradebook.</p> <p>Teachers will respond to student and parent emails within one school day.</p>

- If teachers are not able to connect with a specific student after two days, the school office should be notified.

Student Communication to Teachers

PreK-Grade 5	Grades 6-8	Grades 9-12
Students should use Seesaw or Google Classroom to communicate with teachers.	Students should use email or Schoology to communicate with teachers. Students will also meet daily online with their advisory.	Students should use email or Schoology to communicate with teachers.

- Link to [district directory](#) of emails
- If students are having difficulty connecting with teachers, they or their parents should call the school office for assistance.

Parent Communication to Teachers

PreK-Grade 5	Grades 6-8	Grades 9-12
Parents are encouraged to use email to connect with teachers.	Parents are encouraged to use email to connect with teachers.	Parents are encouraged to use email to connect with teachers.

- All parents should regularly check email for school communication and remind students to check their email (if appropriate) for messages from the school and teachers.
- Parents are invited to take advantage of teachers' virtual "office hours" to connect, ask questions, and check in on student progress. Outside of office hours, teachers will still be checking email regularly and will respond within 2 school days.
- Link to [district directory](#) of emails

Mental Health Supports

PreK-Grade 5	Grades 6-8	Grades 9-12
<p>Social workers and counselors will continue to work with students via phone calls and video conferencing.</p> <p>Teachers with concerns about students' mental health during distance learning should reach out to the social workers.</p>	<p>Social workers and counselors will continue to work with students via phone calls and video conferencing.</p> <p>Teachers with concerns about students' mental health during distance learning should reach out to the social workers and/or counselors.</p>	<p>Counselors will continue to work with students via phone calls and video conferencing.</p> <p>Teachers with concerns about students' mental health during distance learning should reach out to the counselors.</p>

Students with IEPs

PreK-Grade 5	Grades 6-8	Grades 9-12
<p>SPED education teachers will provide support to students via distance learning model as noted in each student's distance learning appendix of the IEP.</p> <p>Paraprofessionals will work with SPED educators to provide these supports in the distance learning model.</p> <p>Teachers who provide core instruction to students with IEPs will work in collaboration with SPED teachers to continue to provide accommodations and modifications for those students.</p>	<p>SPED education teachers will provide support to students via distance learning model as noted in each student's distance learning appendix of the IEP.</p> <p>Paraprofessionals will work with SPED educators to provide these supports in the distance learning model.</p> <p>Teachers who provide core instruction to students with IEPs will work in collaboration with SPED teachers to continue to provide accommodations and modifications for those students.</p>	<p>SPED education teachers will provide support to students via distance learning model as noted in each student's distance learning appendix of the IEP.</p> <p>Paraprofessionals will work with SPED educators to provide these supports in the distance learning model.</p> <p>Teachers who provide core instruction to students with IEPs will work in collaboration with SPED teachers to continue to provide accommodations and modifications for those students.</p>

English Learners

PreK-Grade 5	Grades 6-8	Grades 9-12
<p>Support for students receiving EL services will be provided by the EL teacher via a distance learning model.</p> <p>The EL teacher will communicate the schedule and mode of support with each EL student's family.</p> <p>Mainstream teachers will provide appropriate supports and accommodations as needed for the learner within the distance learning model.</p>	<p>Support for students receiving EL services will be provided by the EL teacher via a distance learning model.</p> <p>The EL teacher will communicate the schedule and mode of support with each EL student's family.</p> <p>Mainstream teachers will provide appropriate supports and accommodations as needed for the learner within the distance learning model.</p>	<p>Support for students receiving EL services will be provided by the EL teacher via a distance learning model.</p> <p>The EL teacher will communicate the schedule and mode of support with each EL student's family.</p> <p>Mainstream teachers will provide appropriate supports and accommodations as needed for the learner within the distance learning model.</p>

Early Learning

PREK I	PREK II
<p>Teachers are creating age-appropriate choice boards aligned to the Early Childhood Indicators of Progress. Teachers will also support parents with links and programs to guide learning at home during this time.</p> <p>Choice board opportunities will include simple directions/recommendations for adults who are supporting the learner at home.</p> <p>Parents should reach out to their child's classroom teacher with questions and concerns.</p>	<p>Teachers are creating age-appropriate choice boards aligned to the Early Childhood Indicators of Progress. Teachers will also support parents with links and programs to guide learning at home during this time.</p> <p>Choice board opportunities will include simple directions/recommendations for adults who are supporting the learner at home.</p> <p>Parents should reach out to their child's classroom teacher with questions and concerns.</p>

Assessment

PreK-Grade 5	Grades 6-8	Grades 9-12
<p>Assessments are tools by students, parents, and teachers to measure and reflect upon learning. Albany Area Schools believes that there are multiple ways to measure learning. During distance learning, teachers will use multiple assessment tools to adjust their instruction as they focus on delivering learning to students in a new way.</p> <p>Students and parents are strongly encouraged to look at the feedback provided by teachers within Seesaw, Google Classroom, and Infinite Campus.</p>	<p>Assessments are tools by students, parents, and teachers to measure and reflect upon learning. Albany Area Schools believes that there are multiple ways to measure learning. During distance learning, teachers will use multiple assessment tools to adjust their instruction as they focus on delivering learning to students in a new way.</p> <p>Students and parents are strongly encouraged to look at the feedback provided by teachers within Schoology and Infinite Campus.</p>	<p>Assessments are tools by students, parents, and teachers to measure and reflect upon learning. Albany Area Schools believes that there are multiple ways to measure learning. During distance learning, teachers will use multiple assessment tools to adjust their instruction as they focus on delivering learning to students in a new way.</p> <p>Students and parents are strongly encouraged to look at the feedback provided by teachers within Schoology and Infinite Campus.</p>