

# **Glencoe-Silver Lake School District #2859**

## **COVID-19 Distance Learning Plan**

*Proudly serving the communities of:  
Biscay, Brownton, Glencoe, New Auburn, Plato, and Silver Lake*

**March/April of 2020**

# Distance Learning 2020

## Expectations for our staff

During an extended school closure, certified staff will need to provide meaningful and relevant instruction to their students while meeting their required 7.5 hour duty day. Certified staff who are unable to work remotely due to illness or personal leave must enter their absence in AESOP and communicate as such with their students/parents and building principals.

### 1. Required Daily Activities

a. Teachers may complete their 7.5 hours in a flexible arrangement

i. **Instructional Time**

1. Grades E-6: Assignments posted, videos posted, interaction via Seesaw, Google classroom, prepared packets, email, and voicemail.
2. Grades 7-12: Assignments posted, videos posted, interaction via google classroom, email, and voicemail. Preparing packets for students who do not have access to the online curriculum.

ii. **Office Hours**

1. All staff will be available throughout their contracted day to respond to emails and voicemails (within 24 hours) as well as connect directly with students/parents.

iii. **Attendance**

1. Grades K-6 attendance will be taken in Infinite Campus daily by 3:30 PM. Attendance will be verified by a student logging into Seesaw (K-2) or Google Classroom (3-6) at least one time each day. For families without the internet, a daily phone call from the teacher to the parent will be made. Assignments do not need to be submitted for students to be counted present.

a. Any student who is absent from school for any reason must contact their school's main office.

i. Lincoln 864-2666

ii. Lakeside 864-2500

2. Grades 7-12 attendance will be recorded by RAP advisors daily by 3:30 PM in Infinite Campus. RAP advisors will begin the instructional day with a generic question posted to their Google Classroom.

Student replies will be used to take daily attendance. If unable to record attendance in Infinite Campus, RAP advisors will submit their attendance to Angela Templin within 24 hours. If students do not have internet access, the RAP advisor will call and connect with the student/parent for check-in.

- a. Any student who will be absent from school for any reason should contact the attendance line at 320-864-2411.

iv. **Planning, grading, and housekeeping**

1. Can be completed anytime during the day (Flexible Time)

2. **Communication**

- a. **Please communicate what students will do:** The learning tasks, assignments, and due dates students will be working on that day/week. Tasks might be an extension of previous days' work.

Teachers will focus on essential learning - this is the most critical learning to make things manageable for everyone. This does not mean that students will be working on academics for the same duration of time as a face-to-face school day.

1. Grades K-12, guidelines for students' daily workloads are:

- a. **K-1** 45 minutes
- b. **2-3** 60 minutes
- c. **4-5** 75 minutes
- d. **6** 90 minutes
- e. **7 - 12** 120 minutes

- i. Be cognizant that these minutes represent the amount of time students will be working across **ALL** content areas.

- ii. **How students will show their work:** Classroom instructors are expected to provide clear instructions on how assignments will be collected and how feedback will be provided.

- iii. **When can students/parents get their questions answered:** Staff are expected to respond to emails and voicemails within 24 hours.
  - 1. Continue communication with parents and students (when age-appropriate) if students are falling behind in their distance learning work. This method of instruction is new to everyone. Proactive communication is required to keep parents and students aware of progress and participation.

**b. Communication**

- i. Grades K-2 will use Seesaw & Grades 3-6 will use Google Classroom
  - 1. Begin the instructional day with a Morning Message & Question.
  - 2. Student replies will be used to take daily attendance.
- ii. Grades 7-12 will use Google Classroom.
  - 1. RAP advisors will begin the instructional day with a generic question posted to their Google Classroom.
  - 2. Student replies will be used to take daily attendance.

**3. Attend all school, district, and PLC meetings**

- a. These virtual meetings will be scheduled by building administration.

## **Distance Learning 2020 Expectations for Students/Parents**

During an extended school closure, students will receive meaningful and relevant instruction through a blend of online and printed material.

**1. Daily Attendance**

- a. Teachers will post a question on their digital platform (K-2 Seesaw, 3 - 12 Google Classroom) each morning. Students need to respond to this question by 3:30 the same day. Attendance will be taken from this response.
  - i. Please communicate with the classroom teacher (K-6) or RAP teacher (7-12) if you do not have the ability to respond within the traditional 8-3 learning day.

- ii. If your student is sick or going to be absent, please contact the following:
  - 1. Lincoln - 320-864-2666
  - 2. Lakeside - 320-864-2500
  - 3. Junior/Senior High - 320-864-2421

## 2. Communication

- a. **What students will do:** Staff will inform students of the learning tasks, assignments, and due dates for that day/week. Tasks might be an extension of previous days' work.
  - i. K - 2: This information will be shared via Seesaw
  - ii. 3 - 12: This information will be shared via Google Classroom

Teachers will focus on essential learning - this is the most critical learning to make things manageable for everyone. This does not mean that students will be working on academics for the same duration of time as a face-to-face, traditional school day.

- 1. Grades K-12, guidelines for students' daily workloads are:
  - a. **K-1** 45 minutes
  - b. **2-3** 60 minutes
  - c. **4-5** 75 minutes
  - d. **6** 90 minutes
  - e. **7 - 12** 120 minutes
    - i. Be cognizant that these minutes represent the amount of time students will be working across **ALL** content areas.
- iii. **How students will show their work:** Teachers will provide clear instructions on how assignments will be collected and how feedback will be provided.
  - 1. K - 2: This information will be shared via Seesaw
  - 2. 3 - 12: This information will be shared via Google Classroom
- iv. **When can students/parents get their questions answered:**

1. Teaching staff will be available from 7:30-3:30 to respond to emails and voicemails (within 24 hours) as well as connect directly with you.

**If your child needs Google Classroom Codes (Lakeside and Jr/Sr High School)....use the links below for assistance. If, for some reason, a teacher is not on the list, students are asked to send email to teacher.**

- **Lakeside (3-6)**
  - <https://docs.google.com/spreadsheets/d/e/2PACX-1vStTq8h9ef04CVDYY5RPbqCBZVEdxZd7k4HW1gClqodFCRxsV9IE-Okqrihx5w1P4h3KnvGPTe6X3am/pubhtml?gid=2124798433&single=true>
- **Jr/Sr High**
  - <https://docs.google.com/spreadsheets/d/e/2PACX-1vStTq8h9ef04CVDYY5RPbqCBZVEdxZd7k4HW1gClqodFCRxsV9IE-Okqrihx5w1P4h3KnvGPTe6X3am/pubhtml?gid=1995694930&single=true>

