

# Blackduck Public Schools Temporary Distance Learning Plan

Students, Parents and Staff,

We now know that schools will be closed until at least May 4, and we also know that this will create many challenges for families. We would prefer to be greeting your children at our doors over the next few weeks but in the interests of community well-being, that will not be possible. Blackduck Public Schools is committed to supporting families as we work together to continue learning experiences for students during this extended closure.

Over a very short time, district office staff, principals, teachers, and support staff have come together to develop a Temporary Distance Learning Plan (TDLP).

We understand the stressful and difficult time that has come upon us. We hope to continue providing quality education and support services to your children in the most effective way.

In the coming pages, we discuss some of the implications for potential significant, though temporary, adaptations in your teaching and learning practices. We want to begin by acknowledging that we all function differently when it comes to taking in a lot of information at once, especially in times of uncertainty. For some of us, the amount of information shared in this document, as well as the conditions of uncertainty, may cause anxiety, concern, frustration, or agitation. For others of us, having all the available information actually helps us begin to feel more comfortable about planning for the possibilities.

## **In The Event of School Closure**

The school will be closed and all students will be learning remotely. Faculty and staff may also be working remotely, but could work from school unless there is a campus closure. This determination is made by the administration of the school.

In the case of a closure this will be announced by School Reach. The way we teach fundamentally changes. Tools used by Blackduck Schools to enhance a distance learning education will be (but are not limited to) Synergy, Schoology, gmail, google classroom, google apps, and Zoom. Staff at Blackduck Schools will take time to check-in on every student individually. During this time it is super easy to fall behind virtually and hide in the back of the virtual classroom. Take the time to double-down on checking for understanding and touch points.

**Thorough Update in Synergy, Schoology or Google Classroom.** With every step away from the physical classroom and into the virtual one, updates in Synergy, Schoology or Google Classroom need to be more comprehensive and detailed. Blackduck teachers will give context for the week's worth of work, including your objectives (in student-facing language), expectations for learning, a preview of the assignments, and where to find the resources, assignments, and assessments. Think: Lesson Planning 101. Start with the end in mind: what do my students need to know and how will I know they learned this? If you do one big post with everything in it, you will help students plan out their week. If the unit spans several weeks, you will still need weekly updates with assignment checkpoints to ensure they are progressing and not waiting until the very end.

**Youtube.** Once the overview of the week is set up, it is recommended that teachers youtube themselves walking students through the post, just as they would in class. This is the chance to tell students verbally what they will be doing that week/unit and what the expectations are. This practice is especially important if students are working for multiple weeks on one project or one unit. They need to know where they are headed in their learning, not just what is due right now. Post the Youtube link in the LMS update. Importantly, as a school where fostering relationships with students is core to our pedagogy, a video with the teacher's voice will help make a switch to distance learning feel less impersonal and more relational.

**Assessments.** Assessments with online students require careful planning. Traditional assessments can put remote students in a tricky position where a quick Google search makes cheating both easy and tempting. It's our job to create a learning environment that sets students up for success rather than for a moral dilemma. This is a good time to consider other types of assessment. If a traditional test is out, how else can you evaluate what students understand? How else can you assess the development of a key skill? Project based learning, with multiple checkpoints along the way, is a great fit for remote learning.

**Check in points.** Staff will make sure they are checking in with students. Make sure this is done before posting attendance on Friday. Attending zoom sessions, posting to google classroom, email, submitting assignments, etc., all constitute check-ins. The point is that we want to know students are working and not falling behind. If they are not checking in, we want to catch them early.

**Flexibility.** This is the time to adjust curriculum to fit into a virtual school world. Staff will make plans, lay out the course, take a deep breath, and be flexible. If something doesn't work, just like in the classroom teaching, adjust and go back or move on. We can do this...together.

## Weekly Schedule if School is Closed

We will run a modified weekly schedule if school moves from on-campus to distance learning. Distance learning is, by nature, more independent and self-paced. We tried to balance the need for predictability and structure with the need for flexibility... and some grace. This is a pandemic, after all. Teacher hours of availability will be 7:50 to 4:30 Tuesday through Friday.

## Expectations For Classroom Teachers/Students

**Communication** Teachers are expected to be in their courses on Schoology, Google Classroom or Gmail every school day. Post all instructions, assignments, and learning materials to your assignment board. Each week, post an update with an overview of the learning objectives and expectations. It pays dividends to be overly-clear; we don't have the benefit of reading the room and clarifying on the fly. Please answer emails within 24 hours.

**Work Load.** Assign no more than 90 minutes per week of classwork, per core subject, and 60 minutes per week of classwork per elective class including: time for reading/watching/listening, engaging with peers via discussion boards and docs, assignments/learning tasks, etc. Advanced Placement courses may assign additional work or practice tests as needed. Given the dramatic shift in teaching and learning, students, families, and counselors will rely on the grade book to track progress. Please post and grade assignments weekly (it's up to you how big or small these are), spread out over the week. We'd like to avoid students feeling slammed on Fridays. In order to help students plan their week and schedule their time, please strive to post all work for the week by 8:30 am on Tuesday.

## Homework Plan

### Requirement at all levels:

**Core Classes:** Assign no more than 90 minutes per week of classwork, to include what they watch, what they read, and what they do.

**Elective Classes:** Assign no more than 60 minutes per week of classwork, to include what they watch, what they read, and what they do.

### FOR PACKAGING:

Pre-K to 1 <sup>st</sup> Grade:	Grades 2-12:
Mailed to students – no work returned	All students who are offline:

<ul style="list-style-type: none"> <li>- Paper in sealed manila envelopes</li> <li>- Mailing supplies provided by office</li> <li>- Address labels provided by the office (tell Lori how many you need in advance).</li> </ul> <p>*No ziplock bags due to longer lifespan of potential virus on plastic as opposed to paper/cardboard.</p> <p>*Post Boxes (8.5 x 11 x 5.5) will be provided for the first mailing of supplies. They are ordered - please be patient. Manila envelopes are available in offices. (If we can't get the boxes immediately, non-paper supplies may have to wait until the second week for mailing).</p>	<ul style="list-style-type: none"> <li>- Paper in folders and sealed manila envelopes</li> <li>- Flash drives in a secure envelope.</li> <li>- Mailing supplies provided by the office.</li> <li>- Address labels provided by office (tell Martha for grades 7-12, tell Lori for grades 2-6 how many you need in advance).</li> </ul> <hr/> <p>As Needed:</p> <ul style="list-style-type: none"> <li>- Books in secure bag/box, etc. so as not to become loose in transport, see Nate for Chromebook approved packaging.</li> </ul> <p>How do people let us know if a Chromebook needs repair?</p> <ul style="list-style-type: none"> <li>- Fill out the form as you would for normal repairs if possible. Follow the link under "Technology", on the School Website.</li> <li>- If there is no internet, families can call the high school or elementary office with information.</li> <li>- Repair link: <a href="https://blackduck.k12.mn.us/help">blackduck.k12.mn.us/help</a></li> </ul> <p>Could set up a dedicated phone line with voice mail for repair needs if school is closed (as per Nate)</p>
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**LABELING WORK AND ENVELOPES:**

<b>Pre-K to 6th Grade:</b>	<b>Grades 7-12:</b>
<b>INDIVIDUAL WORK:</b> Student name written, stamped, or labeled on the first page of stapled packet.	<b>INDIVIDUAL WORK:</b> Student name written, stamped, or labeled on every piece of paper or on the first page of every stapled packet.

**DATE AND TIME DEADLINES FOR WORK TO BE SENT:**

With team recommendation, U.S. Mail will be utilized for sending and returning student work as necessary.

<b>Grades Pre-K to 6th:</b>	<b>Grades 7-12:</b>
Deliver labeled packages to the District Office by 10:00 AM on Friday. (These are the available mailing	Deliver labeled packages to the District Office by 10:00 AM on Friday. (These are the available mailing dates, everyone is not

<p>dates, everyone is not required to mail on every date.)</p> <p style="text-align: center;">Mar-27 Apr-10 Apr-24 May-8</p> <p>Packages will be delivered to the post office on the Monday after, to allow the recommended time to ensure no virus is living on the paper surfaces.</p> <p>If you want a return envelope to be included, it is your responsibility to contact Sharon Tuey prior to each mailing.</p>	<p>required to mail on every date.)</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">Mar-27</td> <td>Apr-3</td> </tr> <tr> <td style="padding-right: 20px;">Apr-10</td> <td>Apr-17</td> </tr> <tr> <td style="padding-right: 20px;">Apr-24</td> <td>May-1</td> </tr> <tr> <td style="padding-right: 20px;">May-8</td> <td>May-15</td> </tr> </table> <p>Packages will be delivered to the post office on the Monday after, to allow the recommended time to ensure no virus is living on the paper surfaces.</p> <p>If you want a return envelope to be included, it is your responsibility to contact Sharon Tuey prior to each mailing.</p>	Mar-27	Apr-3	Apr-10	Apr-17	Apr-24	May-1	May-8	May-15
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## Attendance.

Teachers will have daily check-ins with students Tuesday through Friday.

### High School Attendance

Blackduck High School teachers are providing many different ways to be in contact with students. These points of contact are; Google classroom, Schoology, and email. Students must make contact with each of their teachers. Attendance will be taken for all classes. If contact is not made by noon on Friday, they will be marked absent for that week. Teachers may require more contact for participation points, but that will not affect student attendance.

### Elementary School Attendance

Elementary teachers in PreK - 2 will make contact with students via phone, remind, facebook, google classroom, text, or email (with parents) for attendance and academic purposes.

Elementary teachers in grades 3 - 6 will have contact via chromebook with students who have the internet. Students without the internet will be contacted by phone, text, or remind. If no contact is made by noon on Friday, students will be marked absent for that week. Absences will be recorded by classroom teachers.

**Office Hours.** Plan on being available to answer student questions for the duration of Office Hours. You may choose to host office hours via email, 1:1 zoom meetings, Google Hangouts, the chat function within Google Docs, GoGuardian -- or any

combination of these methods. Please post an update on Schoology, Google Classroom or email explaining to students where they can reach you and/or how they can schedule time with you during Office Hours.

## **Expectations For Counselors, ADSIS, Mental Health & Cultural Liaison Staff**

Counselors and ADSIS Staff will be available during Office Hours to meet/work with students. They will continue providing services to their caseloads, primarily in a one-on-one format, throughout the course of each work day. Both ADSIS and Counseling staff will be available to help support students who are absent/cannot participate, and may choose to lead small groups online for study sessions, tutorials, or personal support. Counselors will work with the Administration, including the Dean's Office, to communicate with families about attendance/participation concerns and support students in getting back on track.

## **Special Education**

In the event of an extended statewide school closure, Blackduck Public Schools will conduct IEP team meetings virtually or by telephone conference call. At this time the team can agree (in writing) to excuse members of the IEP team.

## **What You Can Expect From Administrators**

The Principal will send a weekly communication to students and staff with updates, announcements, and a reminder that school is still in session. They will "walk the virtual halls" by checking with individual teachers/classes when possible.

Administration and administrative staff will monitor student absences so teachers can plan and teach. This means that while teachers will take attendance one time each week, administration/administrative staff will follow up as to why the student has not attended.

## **Grade Level Plans**

Pre-K - 1st Grade - Bi-weekly packets will be provided to students, along with communication through Remind, Facebook, Seesaw, and Email.

2nd - 6th Grade - Packets of core curriculum as needed with the use of Google Classroom for means of communication along with links and video lessons. Communication can be done through Remind, Facebook and Email.

Junior High/ High School Core Classes (Math, Science, English, History): Students will be using a school gmail account, Google Classroom, Google Hangout,

Schoology, Quizlet Khan Academy, and Newsela to receive and complete assignments.

Junior High/High School Electives (classes other than core) One assignment will be given per week per elective. Assignments will be provided on Google Classroom, Schoology or email.

Mental Health Support Mrs. Loehlein, Mr. Stomberg and Ms. Lund will be available by email for support services during this time. We will be checking our emails regularly, so feel free to contact us if you need anything. If you would like us to call you, please provide your number in your email. We hope to be available to all students as much as possible.

Special Education - The special education department will use paper copies, along with communication through Google Classroom, email, zoom, Khan Academy, and phone calls. At any time, please feel free to contact your students' case manager with any questions.