

# SWANVILLE SCHOOL DISTRICT DISTANCE and E- LEARNING PLAN

## Distance and E- Learning Defined:

The mission of the Swanville Public School District is to provide a meaningful education through a safe and caring environment. With this in mind, the school district has developed this distance and e- learning plan (This plan is subject to change as situations change). Distance or e-learning will be approached with this vision in mind allowing for flexibility and appropriately designed instructional activities to meet the needs of each learner. This plan may be implemented either for weather emergency days or if the need to go to distance learning due to illness and quarantine reasons.

Students will be expected to virtually attend each and every class period on time, as if they were in-person. Direct instruction time may be shortened, but teachers will be available for the class period. Students are expected to attend for the entirety of the direct instruction time. Due dates will be up to the instructors, similar to in-person expectations. Due dates will not be extended just because of distance learning.

## Distance and E- Learning Expectations for Students:

Students are expected to :

- Engage in instruction and learning activities for every course or class each day as facilitated by their teachers. Attendance will be taken as per normal for each grade level. If internet or technology issues arise, call the office ( or a designated number) to alert the school of the situation.
- Complete the learning activities/assignments for each of their classes as directed by their teachers.
- Advocate for themselves by asking questions to make sure they understand the materials and expectations.
- Students should be taking devices and chargers home if there is a chance of inclement weather.

## Distance and E-Learning Expectations for Parents:

Parents are expected to:

- Provide internet and device access to students to sufficiently participate in distance learning.
- A phone by itself is not a sufficient device to complete all work.
- Provide support to students as needed, as is possible, and as they are able.
- Have an Infinite Campus account and check it regularly. Notifications can be adjusted as needed. If you need assistance, contact Mrs. Johnson (547-5104, [sjohnson@swanville.k12.mn.us](mailto:sjohnson@swanville.k12.mn.us))
- Communicate with students' teachers and/or school office regarding extended absences.
- Communicate with school staff if experiencing difficulties with technology or other aspects of the distance learning plan.

## Distance and E- Learning Expectations for Teachers:

Teachers will be expected to:

- Provide daily instruction in a similar manner to in-person instruction.
- Receive and respond to student messages through district email, Google Classroom, Remind, Infinite Campus, and/or phone calls during school hours as time allows.
- Hours for all staff will be from 7:30 am to 3:30 pm or 8 a.m. to 4 p.m. on days school is in attendance. Hours vary by individual teachers. You may reach out via email after that, but staff may not respond until the next working day.

## **Distance or E-Learning Attendance Policy**

Teachers will enter attendance in Infinite Campus.

The administrative secretary will contact any student who is marked absent. If she does not get any response from the student or parent, the student will be counted absent for the day.

## **Distance or E-Learning Student/Family Engagement Policy**

Teachers will be available during regular office hours to take attendance, and be available for student questions, and to help students. In addition, teachers will reach out to students and families at least once per week via email, text, phone calls, zoom or WebEx, or other means of contacting parents. Teachers will attempt to make extra contact with students who are struggling.

## **Highlights of Distance or E- Learning for Preschool**

- Families will be notified by school/staff if this switch is required.
- Learning materials may be sent home and teachers would connect virtually.

### **Laurie Barthel/Maureen Miller Schedules**

- Send questions, videos, or pictures using Remind, text, or email to teachers.
- Ms. Maureen - [mmiller@midstate.k12.mn.us](mailto:mmiller@midstate.k12.mn.us)
- Ms. Laurie - [lbarthel@midstate.k12.mn.us](mailto:lbarthel@midstate.k12.mn.us)

## **Grades 3 through 12**

Grades 3-12 will be using Google Classroom and other tools as listed below. If a student does not have a device, we have devices available. Device borrowers will be required to sign damage waivers.

Please remember that staff will respond as soon as they are able to via email or video conferencing.

## Kindergarten through Grade 2

### What Distance or-E Learning and Teaching Looks Like

Instruction and attendance will be provided through the Seesaw Learning Management System. Seesaw gives students a place to document their learning, be creative and learn how to use technology. Each student will be able to add assignments, photos, videos, drawings, and notes through their account.

- Distance learning is daily academic work for students to complete at home that will be facilitated and monitored by their current teachers through Seesaw.
- School assignments will be presented to students through Seesaw on district issued devices.
- All assignments need to be completed for a grade.
- Student Contact will include one contact, phone or video call per week, if in distance learning for an extended period of time.
- Internet sites for K-2 will be included in the weekly lessons.

### K-2 Teacher Hours: You may contact your child's teacher during "office hours".

- Monday - Friday 8 am - 3 pm. Communications received after 3 pm will be addressed the following school day.

### Student Expectations

- Students are expected to complete all work assigned by teachers. If students are struggling with assignments, they should contact their teacher. Teachers will be checking in with students on a regular basis and will be monitoring work.
- Students are expected to work on assignments every day. If a student cannot work on an assignment for that day, they should contact their teacher.
- Classroom teacher will set due dates for each assignment.
- Students should be enrolled in Seesaw to complete their daily work.

### Taking Attendance

- Teachers will monitor student work and activity daily and will be keeping track of attendance through classes.
- Students must sign into Seesaw by **8:30 a.m.** for attendance.
- Students are expected to "attend" EVERY DAY Monday - Friday in the event of distance learning for an extended period of time.

### Support for student struggling with an assignment or have questions

- Students can contact their teacher via email, office phone or Seesaw, and the teacher will respond within a day during business hours.
- Teachers will be monitoring student work and will be providing feedback.
- Teachers may also have a specific time in their day for live distance student contact.

### Tips to Support Your Child During Distance Learning

- Establish routines and expectations to maintain a familiar rhythm of the day

- Balance on screen time and non screen time
- Students should take brain breaks and move regularly as they engage in the activities and study
- Discuss what your child is learning and ask questions
- Establish times for quiet and meditation

#### WEBSITES:

[www.mobymax.com](http://www.mobymax.com)

[www.student.freckle.com](http://www.student.freckle.com)

[www.espark.app](http://www.espark.app)

[www.starfall.com](http://www.starfall.com)

[www.abcmouse.com](http://www.abcmouse.com)

<https://explore.org/livecams>

<https://mysteryscience.com>

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## Grades 3-6

**Attendance:** Each teacher will take attendance and enter it into Infinite Campus. Students will be “present” virtually, and will be online until dismissed by the teacher for each lesson. Students may be online for the duration of the school day, or on and off at the direction of their teacher(s). Attendance will be taken morning and afternoon and during changes in teachers (i.e. music, physical education, etc).

**Assignments:** Assignments may be given by the teacher daily. The due date for each assignment will be communicated by the teacher. Some assignments may be due the same day or the next day, while other assignments may be given more time for completion. Assignments will be posted on Google Classroom.

**Websites:** If the teacher chooses to use a website for which usernames and/or passwords are required, each student will be set up with a username: firstname.lastname, passwords will be set as the student’s lunch number.

**Contact/Teacher Availability:** Teachers will be available from 8 a.m. to 3 p.m.

**Using Google Classroom as the posting, tracking and communication center:**

- Teachers will provide verbal and visual instruction through Zoom and Youtube.
- Students may be given assignments and tasks via other resources (all posted in their Google Classrooms) including but not limited to Study Island, BrainPOP, Zinc Learning Labs, Delta Math, Khan Academy, Smart Music, PhET Simulations, and other online platforms.

**Guardianship on Google Classrooms:** Parents can receive updates and notifications for their child(ren)’s Google Classroom account as a way to monitor their work and assignments. Teachers can invite parents/guardians via email. Please let your child’s teacher know that you would like to be added. With the request, please let them know the email you’d like the link shared to. Depending on parents’ preferences, they can use their own link, or just sign in with the student’s account.

## High School/Grades 7-12

All instructional materials, assignments, web and resource links, etc will be posted in Google Classroom. Students should check their school email addresses and their Google Classrooms every weekday, preferably twice (morning and afternoon).

- Physical material delivery will be arranged as needed for those with limited or no internet or device access. Other materials may be delivered--i.e. shop supplies, novels, paper materials, art supplies, and instructional DVDs--as necessary. This will occur only if in distance learning for extended periods of time.
- Devices are being checked out to students by request.
- Attendance: Each teacher will take attendance every hour and enter it into Infinite Campus. Students will be "present" virtually, and will be online until dismissed by the teacher for each lesson/class
- Assignments may be given by the teacher daily. The due date for each assignment will be communicated by the teacher. Some assignments may be due the same day or the next day, while other assignments may be given more time for completion. Assignments will be posted on Google Classroom.
- Using Google Classroom as the posting, tracking, and communication center:
  - Teachers will provide verbal and visual instruction through Zoom and Youtube.
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### High School Teacher Working Hours

- Teacher hours: 8 a.m. to 3 p.m.  
Working Hour Exceptions (teachers with varied schedules or a mix of grade levels)
  - Mr. McKinley: M-F--8am-2 pm
  - Ms. Osberg: 8:30 am-3pm
  - Mr. Stueven: 9:15 am-3:15 pm
  - Mrs. Schmidt 8:00 am-10:15 am
- Students will be "present" virtually, and will be online until dismissed by each teacher for each lesson/class. Each teacher will take attendance and enter it into Infinite Campus for each class period.

### ITV courses

Mr. Weber's classes (Psychology, Human Development, Sociology, Social Problems): Information will be posted on my classes on D2L since our communication is already on this venue. Please contact Mrs. Johnson if you have any questions.

- Mr. Klug's World History, (American Economics and American Gov't and Politics): students have been contacted to arrange delivery.
- Composition students should check their D2L.
- Online courses will continue with their usual delivery.

## **English Language (EL) Services**

- Services for EL students will continue but will be delivered remotely through phone calls, video chats, email, online classrooms, and other platforms as necessary
- EL staff will continue to directly instruct students as well as collaborate with general education teachers to make a concerted effort to make the content accessible to the EL student. Exited students who are on monitor status will continue to be monitored either directly by EL staff or through collaboration with the general education teachers.
- EL staff and general education teachers will continue to make contact with parents regarding progress and any changes in programming via phone call, email or text messages, and video chat with the understanding that technology might be unknown or unfamiliar to families of EL students

## **ADSIS (Alternative Delivery of Specialized Services (needs revising))**

- Weekly video intervention sessions
- Individualized educational game-based learning

ADSIS students will receive one-on-one instruction from ADSIS teachers and paraprofessionals, once or twice per week, based on need. One-on-one interventions will be provided through an online platform such as Zoom or WebEx. In addition, supplemental online reading and math activities will be provided weekly using Reading Eggspress.