

COVID-19 Distance Learning Plan

Ashby Public School 2019-2020

March 30th, 2020



Ashby Public School

Beginning on Monday, March 30th, all students in grades PreK-12 will receive instruction through our COVID-19 Distance Learning Model. Below you will read specific details on a variety of topics related to this plan.

COVID-19 DISTANCE LEARNING DETAILS

What is COVID-19 Distance Learning?

Distance Learning involves planned online or teacher-prepared lessons that students complete when away from the physical school building. Using one-to-one devices and making provisions for students without such devices, Ashby Public School recognizes that education can continue even when students and teachers are not in the same location. Along with emphasizing the value of learning, using Distance Learning encourages character growth in the areas of self-sufficiency, responsibility, adaptability, and perseverance.

What are the goals of APS COVID-19 Distance Learning?

- ❑ To minimize the disruption to academic progress caused by **planned and extended school closures** by making those out-of-school days as educationally productive and engaging as possible.
- ❑ To allow APS students an opportunity to practice the kind of online learning and communication that is increasingly part of both college study and workplace training.
- ❑ To allow students to connect and engage with teachers and classmates for support and a semblance of normalcy.
- ❑ To maximize the use of Ashby Public School's one-to-one technology.

Parent Expectations:

- ❑ *Families are asked to inform the teacher if they do not have Internet access at home since APS teachers will be utilizing online platforms to deliver instruction.*
- ❑ Parents, along with teachers and students, are asked to remember that distance learning days are designed to be flexible: if a child struggles with a concept or assignment and is unable to complete the work that day, parents should remind their student to communicate with the teacher about how to meet requirements.
- ❑ Parents should contact teachers directly with any questions or concerns they may have regarding Distance Learning assignments.
- ❑ Daily attendance continues to be required during distance learning. Please follow teacher guidelines for daily attendance.

Student Expectations:

Elementary (PreK-5)

- ❑ Students are expected to check their Learning Platform on school days (*ClassDojo, SeeSaw, or Google Classroom*)
- ❑ Weekly resources:
 - ❑ In town families - resources will be available for pick-up (Mondays 10:00 am - 1:00 pm) and drop-off (Fridays 10:00 am - 1:00 pm) in the school cafeteria (please use door #12 by the cafeteria only)
 - ❑ Out of town families - resources will be delivered to homes on Mondays and picked up on Fridays using the meal routes currently in place.
- ❑ Each weekday our students will be involved with Language Arts and Math, plus one other subject area (Science, Social Studies, Handwriting, etc.)
 - ❑ Your child's teacher will communicate expectations for completing and returning school work.
 - ❑ Not all distance learning will look the same. Your child's teacher will continue to teach to their unique strengths.
 - ❑ Daily work will be posted by 10:00 am.
- ❑ If you or your child have questions for teachers, please send a message in ClassDojo / SeeSaw, call the school or send an email. Teachers will be available daily from 10:00-3:00.

Middle and High School Expectations (Grades 6-12)

- ❑ Students are expected each school day to go to their online Google Classroom to find out the classwork for the day.
- ❑ Class lessons will be posted by 10 a.m. each day.
- ❑ Teachers will be available online from 10 a.m. until 3 p.m. for questions and clarifications. Questions asked after hours will be answered by the next school day.
- ❑ All completed work must be submitted through Google Classroom or as directed by the classroom teacher.
- ❑ Graded work will go on the 4th quarter report card.
- ❑ Students will be encouraged to be part of the face-to-face time with their classroom teacher when it is available. (Sessions will be recorded for families who are unable to view the session in real-time.)
 - ❑ Classroom teachers will inform students of when this will occur within their platform.
- ❑ If students or parents have questions for their teachers, they should send a message in Google Classroom, Class DoJo, Email, or call the school;
- ❑ For individual help, further clarification, etc. students can communicate with their teachers via email or by setting up an individual Google Meet with the teacher.
- ❑ Course work can be completed on student's own time, but students must keep pace and complete unit deadlines.
- ❑ If a 6-12th grade teacher chooses to send home resources, they will notify the student and the following protocol will be used:
 - ❑ In town families - resources will be available for pick-up (Mondays 10:00 am - 1:00 pm) and drop-off (Fridays 10:00 am - 1:00 pm) in the school cafeteria (please use door #12 by the cafeteria only).
 - ❑ Out of town families - resources will be delivered to homes on Mondays and picked up on Fridays using the meal routes currently in place.

Students with disabilities: as required under Chapter 125A, will have assignments designed to meet the needs of IEP/504 plans.

- Early in the academic year, the key stakeholders (case manager, parent, teacher and student) will collaborate to create the plan in an IEP meeting, other face-to-face meetings, or through email.
- Throughout Distance Learning, the classroom teacher will be the main resource for help on assignments and lessons. If a child ordinarily leaves the classroom and goes to another teacher for math, reading, or some other subject, then that teacher should design the online assignment for that particular area.
- When a Distance Learning plan cannot completely replicate an in-session school day, efforts will be made to provide the support needed by particular students. For instance, if reading is a challenge for a student and the student has online access, the teacher may assign tasks on sites that will read text aloud.
- All assignments will be posted on Google Classroom by 10:00 a.m. with teachers available to answer questions via email throughout the day until 3:00 p.m. See the above guidelines for further classroom specifics.

Staff Expectations:

Contracted Hours:

- Staff will work during contracted hours;
- Staff will be available during online office hours of 10:00 a.m. - 3:00 p.m.
Online office hours are defined as online and available to students;
- Prep time will be used for lesson planning, assessments, curriculum alignment, etc.

Communication:

- Teachers will deliver instruction to students through a combination of Google Classroom, ClassDojo, and Seesaw;
- Teachers are available to communicate with parents and students through, email, ClassDojo / Seesaw, Google Classroom and by school phone;
- Teachers will give students clear expectations and instructions on assignments and projects.

Availability of Technology and Materials:

- The district is pursuing options for providing internet connectivity and computers for those who may currently not have access;
- Textbooks and instructional materials will be made available as needed.

Instruction:

- Daily lessons will be posted to Google Classroom, Seesaw or ClassDojo by 10:00 a.m.;
- Learning targets will be followed according to the curriculum standards;
- Staff will use a variety of instructional methods such as videos, discussion posts, virtual simulations, etc.
- Staff will conduct assessments for learning units;
- Staff will communicate with parents of students who are not keeping pace with unit deadlines.

Materials:

- Physical classroom materials needed for instruction (packets, supplies, etc) will be delivered Monday mornings with the meal routes currently in place.
- Physical classroom materials needed to be picked up for grading will be collected on Fridays using the meal routes currently in place.

Attendance:

- Staff will track student attendance daily via Google Classroom, ClassDojo, or Seesaw.