**ELEMENTARY PREPARATION FOR DISTANCE LEARNING MARCH 17-27**

**DISTANCE LEARNING MARCH 30-APRIL 13**

**Priorities:**

*Quality Teaching and Learning for all…****.Equity in All We Do****. We need to ensure we bring an equity lens to all of our distance learning practices. Each of us has to advocate for our students who are the most underserved.*

Tier I: Food access, childcare, technology access, SEL support for students and staff, communication, distance learning choice board activities, material distribution, and professional development.

Tier II: Process for check-in between teachers/teams/principals

**Student and Staff Schedule:**

The following schedules are recommended by the district [Student Daily Schedule](https://docs.google.com/document/d/1WvA33mSB8YZfOa9LyqdxCb-JjoPJO9SmqT2K2tMVqHM/edit?usp=sharing) and [Teacher Daily Schedule](https://docs.google.com/document/d/1ALHuuwX-LieE3HdHJPflUXgC-bCkkSt51JeYpU1fmlQ/edit?usp=sharing). If students are not available during 9:00-11:00 or 1:00-2:30, they can do their learning another time and be held harmless.

These are the recommended schedules we will use for the first two weeks of distance learning. If this schedule does not work for a school or individual, principals can approve changes. Two things that need to be consistent include 1) staff are available to students and families four hours a day and 2) for the first four weeks of distance learning, be available from 12:00-1:00 for possible collaboration and learning.

This is subject to change overtime. We will improve in best practices in distance learning as we become more skilled and comfortable with it. We are starting small to acknowledge this will be a transition. We want to use a gradual release model as much as possible to set students and teachers up for success.

**MARCH 17-MARCH 27**

|  |  |
| --- | --- |
| Tue. March 17 | **Building Staff Meetings**: Principals  **Distance Learning Guidance:** Teaching and Learning  **Professional Learning regarding Distance Learning** - Distance Learning Landing Page |
| Wed. March 18 | **Distance Learning Work Day** |
| Th. March 19 | **Distance Learning Work Day** |
| Fri. March 20 | **Distance Learning Work Day** |
| Mon. March 23 | **Distance Learning Work Day** |
| Tue. March 24 | **Virtual Building Staff Meeting:**  Time TBD  Principals will set and lead these meetings. Possible topics include:   * District parent communication * Building-specific parent communication * Updates * Process for check-in between teachers/teams/principals, * Attendance procedures * Distance Learning Choice Board Activities * Learning resources distribution * Feedback/assessment/work collection processes,   **Distance Learning Work Time** |
| Wed. March 25 | **Grade Level Meeting Collaboration via Zoom (**Principals for each grade level, lead**)**  9:00-10:00  **Elementary Specialists Collaboration via Zoom** (Melissa Sonnek, Lead)PE 9:00-10:00 Art 11:00-12:00 Music 12:30-1:30 Media 1:30-2:30  **K-6 Social Worker, Psychologists, Behavior Coaches Meeting via Zoom 9:00-10:00** (TBD, Lead)  **K-6 English Learner Meetings** **via Zoom** (Kristina Robertson, Lead)  9:00-10:00  **K-6 Intervention Meetings** **via Zoom** (Jake VonDeLinde, Lead)  9:00-10:00  **ECSE and Elementary SPED Meetings** **via Zoom** (Jolene Moore and Jennifer Drummond, Lead)  9:00-10:00  **PreK Meetings** **via Zoom** (Tamy Reese, Lead)  9:00-10:00  Topics for above meetings: Choice Board ideas, video messages and lessons ideas, digital resources, SEL support and an opportunity to learn from each other and our collective expertise.  **Possability: LIVE WEBINAR SeeSaw** Professional Development- All Elementary Staff - Time TBD  **District/Building Communication to ALL Families on Distance Learning Overview, Expectations, Support**  **Principal Connection with Staff**: one week (possibly two weeks) of Distance Learning Lessons are ready; go live from March 30-April 10  **Distance Learning Work Time**  **Classroom Teachers-Send a practice video message to families** if you haven’t yet (SeeSaw is the district supported platform for PreK-6 and Schoology for 7-12). |
| Thu. March 26 | **Distance Learning Work Time** |
| Fri. March 27 | **District/Building Communication of Specific Details for Monday’s Start of Distance Learning to Families & Students**  **Possible Professional Development Webinars: SeeSaw, Distance Learning Best Practices & Tools**  **Distance Learning Work Time** |

**DRAFT of Weeks 1 & 2 of Distance Learning AND Weeks 3 & 4 Preparation/Planning**

This draft is subject to change quickly.

**Priorities:**

Connection with students and families, technology access, classroom and specialist choice board resources,, SEL support for students, communication, preparing for weeks 3 &4 attendance procedures, professional development and feedback/assessment/work collection processes.

**DRAFT of MARCH 30-APRIL 13**

This draft is subject to change quickly.

|  |  |
| --- | --- |
| Mon. March 30 | **First Two Weeks of Distance Learning Begins SeeSaw Lesson Postings/E-mail Communication by 9:00 (paper copies provided, TBD)**  The first two weeks of distance learning will include:   * A video message. Remember SeeSaw is the district supported platform. It will include directions for using the Choice Card or subject specific lessons and the electronic links for students academic time from 1:00-2:30 * Choice Boards or subject specific lessons will include Reading, Writing, Math, Health/Science/Social Studies, Movement/Creativity and Social & Emotional Learning * Links for student academic time online from 1:00-2:30   **Staff Availability for Students/Families: 9:00-11:00 & 1:00-3:00**  **Distance Learning Work Time**  **Weekly SEL videos or messages for staff** from the districtwill begin.The intent is to share them to spread hope, spread love and to cultivate emotionally resilient educators. |
| Tue. March 31 | **Distance Learning Work Time**  **Staff Availability for Students/Families: 9:00-11:00 & 1:00-3:00**  **Building Staff Meeting:**  Time TBD  Possible topics could include:   * Check In-How did our first two days of distance learning go? * Questions, issues and opportunities * Technology access needs * Attendance information * Communication methods and expectations with students/families * Expectations for Weeks 3 & 4: April 13-24 * Preparation/planning for April 13-24 with focus on creating and implementing daily routines/ schedules of learning activities (deepening of learning experiences building upon choice boards) |
| Wed. April 1 | **Distance Learning Work Time**  **Staff Availability for Students/Families: 9:00-11:00 & 1:00-3:00**  **Professional Development Webinars begin. Collaboration time with English Learner Development and Special Education teachers (or as scheduled during the week.)** |
| Thu. April 2 | **Virtual Building Staff Meetings** |
| Fri. April 3 | **Distance Learning Work Time**  **Staff Availability for Students/Families: 9:00-11:00 & 1:00-3:00**  **Professional Development Webinars, continued** |
| Mon. April 6 | **Distance Learning Work Time**  **Staff Availability for Students/Families: 9:00-11:00 & 1:00-3:00**  **Professional Development Webinars, continued** |
| Tue. April 7 | **Grade Level/Department Meetings**  **Elementary Specialists Collaboration via Zoom** (Melissa Sonnek, Lead)PE Art Music Media |
| Wed. April 8 | **Distance Learning Work Time**  **Principal Connection with Staff**: two weeks of Distance Learning Lessons are ready; go live from April 13-24  **Staff Availability for Students/Families: 9:00-11:00 & 1:00-3:00**  **Professional Development Webinars, continued** |
| Thu. April 9 | **Distance Learning Work Time**  **Staff Availability for Students/Families: 9:00-11:00 & 1:00-3:00**  **Professional Development Webinars, continued** |
| Fri. April 10 | **Holiday-No School Day** |
| Mon. April 13 | **Weeks 3 & 4 April 13-24 Distance Learning Begins**  **SeeSaw Lesson Postings/E-mail Communication by 9:00 (paper copies provided, TBD)** |

**Parameters & Guidelines**

MDE DISTANCE LEARNING - Distance Learning Executive Order 20.02, Governor Walz

*Ensure that every student in the state of Minnesota received an equitable education and has equal access to learning and instruction during the COVID-19 pandemic. Students engaging in distance learning have access to appropriate educational materials and receive daily interaction with their licensed teacher(s)*

*Note-Learning Statute or Flexible Learning Days. This is part of a special Executive Order from the Governor and is referred to as Distance Learning, not e-Learning.*

Distance Learning Planning

Plan for self-directed, independent learning with consideration to age, learning need and learning level. Professional development will be provided as we progress through this transitional learning environment.

Daily Interaction Required

Post daily communication (and lessons when applicable) by 9 a.m. daily. At this time, *do not post outside this time period*. We want students and families to know that there will be a consistent time frame in which posting will occur. Click [here](https://docs.google.com/document/d/1ALHuuwX-LieE3HdHJPflUXgC-bCkkSt51JeYpU1fmlQ/edit?usp=sharing) to see the time frame and when you should be available to students and families. **If students are not available during 9:00-11:00 or 1:00-2:30, they can do their learning another time and be held harmless.**

Staff Availability

Staff Availability via SeeSaw, email, office phone for Students/Families: **9:00-11:00 & 1:00-3:00**

You may need to be flexible with times of parent contacts if parents are not available during the time frame listed above. However, you must be available during the assigned four hours listed above.

Collaboration

Teachers are required to collaborate weekly with English Language (EL) and Special Education teachers to ensure equitable access to learning and consistent connections with students. EL teachers and classroom teachers will align their instruction to plan for language development within content learning.

Part-Time Licensed Employees

Work with your principal to set your schedule and availability hours. If for example, your FTE is .5, you would be available to students and families for two hours each day, rather than four hours each day. Time can be flexible across the week with administrator approval. Communicate this to families once confirmed.

Common Platforms & Resources  
SeeSaw is the district supported platform for communication. Although SeeSaw is the district supported platform for communicating, posting and organizing learning, Google Apps and other tools students are already using through your class may be utilized to support learning. At this time we do not encourage you to sign up for free online services, new tools, etc. We want to coordinate this district-wide to guarantee equitable learning as well as consistency of experience for students and families.

Choice Board and Materials Distribution

Schools and the district will partner to organize delivery of materials to families. We are anticipating paper delivery of choice boards or learning materials at the Elementary level for the first two weeks at a minimum. This is an evolving need, so communicate with your building principal about your needs.

Consistency

During this unprecedented time, it is important that we work together as a staff and provide consistent learning across the district. Please follow the plan set out by your principal.

Class Work Load

In these initial two weeks, the general guideline for independent, distance learning is that workload per class is no more than 60% of the regular instructional class period. This may vary depending upon the content/class but cannot exceed 60%. We will progress into a more formative daily routine if Distance Learning continues past the first two weeks.

No Instruction Until March 30

Statute is clear that learning does not begin until March 30, 2020. There should be no lesson posting, assignment collection, follow-up, etc. with students/classes. Governor Walz has officially cancelled school.

Device Accessibility & Connection

We will be working to ensure that all students have devices and access to internet connection. We have sent families a survey to gauge the need. The Tech department is working on supporting students to remove barriers to distance learning. If after March 27 you know of a student who does not have access to a device, contact your building principal.

Elementary Attendance

Student attendance will be taken as required by MDE. Teachers will take attendance for the previous day by 10:00 AM. More information will be communicated.

Feedback & Assessment

We will collect formative assessments and provide feedback (weeks 3+). PD will be offered to enhance opportunities for assessment and meaningful feedback via Distance Learning. SeeSaw will be the district supported platform. We will provide professional development and tech support for SeeSaw.

Paper copies of materials

Determining process for copying of materials and distribution to students. Buses may drop off supplies, copies, food, etc. More information will be communicated.

Staff Absences

Teachers should have one week of Distance Learning lessons prepared, including a plan for if you are not available on a specific day. We understand there will be days when teachers are not available due to illness or personal reasons. Contact your building secretary if you are unable to work. Your plans for students could be pre-recorded videos or a message saying you are not available today and sharing student learning materials (ex-Choice Board). If you are not able to work for a prolonged period of time, please contact your building principals and HR.

Specialists

Specialists will be collaborating as departments across the district with the support of Teaching and Learning. More information will be coming soon.

Special Education

See [Special Education Staff Distance Learning Plan](https://docs.google.com/document/d/1kLpWv--d8uJa7t2hQ9OrslE8JcFxhilksAqXFUcbLgI/edit) for detailed guidance.

504 Accommodation Plans

See [504 Accommodation Plans](https://drive.google.com/file/d/1tK9o6OguA4tO6nfSpxY0sBcQ32JStkRp/view?usp=sharing) for detailed guidance.

Social Emotional Learning

Students are likely to be more stressed than usual. It is important to build relationships with students and make time for connections such as student conferencing. SEL should be included daily.

Communication

Recognizing the importance of personal interactions and teacher assistance with learning, the goal is to respond to student questions as quickly as possible. Maximum response time should be 24 hours.

Elementary Interventionists

Intervention staff will be invited to an online meeting to review intervention services. More information will be communicated.

English Learners

English Language Development teachers will be part of grade level instructional teams and/or collaborate with identified teachers to provide differentiated instruction in at least one subject area. See [EL Distance Learning document](https://drive.google.com/open?id=1FNUC7i2IwC2GFN7VSea8-JGgyuL-UwON) for detailed guidance.

Translation & Interpretation Needs

Connect with your bilingual families weekly using Dialog One interpreter app or phone line. Every person in the district has an account. Please see this [getting started guide](https://drive.google.com/open?id=1sCpxMtU8yPmNiJjQiEdC44B7gKrmV9TJEYQOzGy4g3Q) and this tutorial on how to use the tool.