



Brandon/Evansville Public Schools

COVID-19 Distance Learning Plan

Revised: March 27, 2020

What is COVID-19 Distance Learning?

Beginning **Tuesday, March 31st** the students of Brandon/Evansville will receive instruction through our Distance Learning Plan. This may look different from one grade level to the other but each child in our district will continue to receive a high level of instruction during this time. Distance Learning involves carefully planned and organized online lessons or materials being delivered to families which students can complete when away from the physical school building during this school closure time.

What are the goals of the Brandon/Evansville Public Schools Distance Learning Plan?

- To ensure that every Brandon/Evansville student receives an equitable education and has equal access to learning and instruction during the COVID-19 pandemic.
- Brandon/Evansville school staff are preparing instructional plans that will allow meaningful, relevant learning to take place while school is closed.
- To continue to provide a high quality education to our students, and provide ample time for students to communicate with teachers during distance learning.

Parent Roles and Expectations:

- Families are asked to inform the teacher or office personnel if they are having internet access issues or other technology issues.
- 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 the requirements.
- Parents should contact teachers directly with any questions or concerns they may have regarding Distance Learning assignments.
- Engage in conversations and guidance of your student's materials and assignments.
- Attendance continues to be required during distance learning. Please contact the attendance line at 320-524-2263 if your child is ill or unable to fulfill their Distant Learning requirements for the day. District attendance policies regarding excused and unexcused absences will remain in place.

Student Expectations/Daily Interaction: (Grades PreK-5)

- General Guideline for Distance Learning Timeframe/week: (PreK-5)

- Preschool = 1-2 hours weekly
- K-2 = 30 minutes -1 hour daily
- 3-5 = 1.5-2 hours daily
- **Attendance** in PreK-5 will be assignment based and using 3 contacts per week as a baseline. Elementary teachers will take attendance at the end of the week based on assignments and contacts throughout the week.
- Weekly Resources: resources will be available for pickup in the respective buildings or will be delivered on Friday afternoons using our bus transportation route.
- Distance learning materials will be delivered Friday afternoons for the upcoming week or online plans will be shared/communicated on the classroom online site on Monday morning by 10:00 AM.
- Teachers will use their communication platforms to connect with students and families on a daily basis including but not limited to: daily videos, messages, emails, assignments, etc.
- Teachers will provide students and parents clear instructions on how to access daily instructional information, specific guidance on submitting classwork, and other information.
- Teacher Office hours: 10:00 AM - 2:00 PM

Student Expectations/Daily Interaction: (Grades 6-12)

- General Distance Learning Timeframe/week: (6-12)
 - 6-8 = 2-2.5 hours daily
 - 9-12 = 2.5-3 hours daily
- **Attendance** continues to be required during distant learning. Students will need to check in with their advisory teacher on a daily basis by 12:00 PM. Your advisory teacher will send a question through Google Forms by 8:30 AM daily, which the student will have until noon to submit the answer. An automated phone call will be generated via Synergy in the event that the student fails to complete the question in time.
- Students are expected each day to go to their online platform and find out the classwork for the day.
- Class lessons will be posted by 10:00 AM each day.
- All completed work must be submitted through the online platform as directed by the classroom teacher.
- 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 students 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 via email or their online platform.
- Course work can be completed on student's own time, but students must keep pace and complete unit/lesson deadlines directed by the classroom teacher.
- If 6-12th grade teachers choose to send home materials or resources, they will notify the student and use the bus delivery system on Fridays.

- Teacher Office hours: 10:00 AM - 2:00 PM

Teacher Roles and Responsibilities:

- Teachers will work their contracted school day.
- Teachers will spend their contracted time preparing distance unit and lesson plans, recording videos, connecting with students and families, providing feedback on assignments, responding to student and parent questions, and collaborating with other colleagues.
- All teachers will be available for office hours from 10:00 AM - 2:00 PM each school day to answer questions from students or parents via email, Dojo, or other forms of communication set up by the teacher. Additional office hours may be set by each teacher as needed.
- Weekly Video Interaction with Students
 - Teachers are to have at least 3 personal video interactions with students per week. Examples: a greeting, reading a story, working through an algebra equation, reading a short story, working through a lesson, etc.
- Teachers will be expected to attend and participate in meetings which could become virtual as scheduled by the building administrator.
- If teachers are unable to work their contracted hours, they will follow the normal leave request process through AESOP. No subs will be used during distance learning.
 - If a teacher is unable to attend office hours, they will inform students/families and their administrator.

Instruction

- Instruction will be delivered from a variety of resources; google classroom, schoology, dojo, paper packets, powerpoint slides for lesson plans/weekly unit plans and many other instruction platforms
- Examples of learning activities
 - Ed puzzles
 - Posted discussions/responses
 - Flipgrids
 - Teacher videos of direct instruction
 - Youtube videos of shared links/Khan Academy
 - Projects
 - Virtual labs/simulation
 - Packets
 - Film study with assignments
 - Podcasts
 - Novels/book reads with assignments
 - Textbook assignments
 - Online learning apps/programs and other online resources
- **Grading**

- Grading and assessments may be modified for students, but the intent will be to have equivalent or similar to what students would have in school.
- Individual teachers will be responsible for grading the work of their students and recording those grades and keeping up to date on grades similar to our current expectations.
- **Special Education and other support services**
 - Special Education teachers need to continue to communicate with general education staff to support student work in the general education class as well as schedule direct instruction to meet the IEP service minutes.
 - Case managers will communicate with parents the necessary steps to continue to provide services during Distance Learning