Providing Distance Learning During School Closure

The Governor, the Commissioner of Education, Education Minnesota, Minnesota School Boards Association, Minnesota Association of School Administrators, and other educational groups recognize that educators are part of the emergency response team that is essential for maintaining a functional and healthy society.

The positive manner in which SWWC has approached finding solutions and building a Distance Learning Plan has been both heartwarming and amazing. This work is extremely important and we thank everyone for their dedication and commitment to our students and families!

Teacher Roles and Responsibilities

- Teachers will work their contracted eight hours per school day. Teachers may have a flexible daily schedule to meet the needs of students and families, and may work at school or remotely. *Note: Daily schedule may be adjusted by administration.

- Teachers will spend their eight hours recording videos, completing weekly distance learning lesson planning guides, connecting with students and families, providing feedback on assignments, and collaborating with grade level/department colleagues.

- All teachers will be available for office hours from 10am – 2pm each school day to answer questions from students or parents via email or other platforms as determined by the teacher. Additional office hours may be set by each teacher as needed. Teachers will connect with families to determine best times to meet with students and families.

- Teachers will record attendance on JMC each Friday (or the last scheduled day of each week) by 3pm.
  - K-12 students will be considered absent for the week if they have not checked in at least two times that week.
  - Teachers will only be recording weekly student attendance on the Friday (or last scheduled day) of each week.

- Teachers will be expected to attend and participate in virtual meetings as scheduled by the building administrator.

- If teachers are unable to work their contracted eight hours, they will follow the normal leave request process. No subs will be utilized during distance learning.
  - If a teacher is unable to attend scheduled office hours, they will inform students/families.
Distance Learning Plan Requirements

Daily Interaction

- Weekly activity maps will be distributed/communicated with families.
- Teachers will use daily phone calls, texts, emails, or video conferencing to connect with families on a daily basis.
- Teachers will communicate with students and families on how to meet check in requirements for their class.
- Teachers will provide students and parents clear instructions on how to access daily instructional information.
- Teachers will provide students and parents specific guidance on how to submit required classwork.
- Teachers will provide timely feedback regarding student progress.

Equity

- To maintain consistency with learning, teachers who teach the same courses will plan distance learning collaboratively to ensure students have equitable experiences.
- An alternative communication plan will be developed by teachers for families that do not have internet access.
- Teachers will utilize the district delivery plan to distribute/receive materials to and from students.

Instructional Content - Recommendations for Teachers

- Class content, learning targets, and student learning will continue to be facilitated.
- Teachers will use consistent communication platforms.
- Teachers will use a variety of learning activities.
  - Posted discussion questions/responses
  - Videos of teacher providing direct instruction
  - Projects (individual or group via technology)
  - Virtual labs/simulations
  - Packets and paper copies
  - Podcasts with supporting assignments
  - Novel/book reads with accompanying assignments
  - Textbooks home with supporting assignments
  - Online learning apps and programs (i.e. IXL, Lexia)
Assessing Learning
• Grading and assessments may be modified for the students, but it will be intended that this model of delivery (distance learning) will meet the Minnesota State Standards that were intended to be taught in the classroom setting.
• Teachers will be responsible for using JMC for grading and/or assessing the work of their students and recording those grades in a timely manner.
• Teachers will use consistent communication platforms for assessing learning.

Student Roles and Responsibilities
• K-12 students are expected to check in with their teacher(s) at least two times per week. Students will be considered absent for the week if they have not met this requirement.
• Students will dedicate appropriate time to learning
• Students will engage in all learning posted with academic integrity.
• Students will submit all assignments in accordance with provided timelines/due dates.
• Students will ensure their own social and emotional balance by keeping healthy habits.
• Students will ask questions and utilize office hours to connect with teachers.

Parent Roles and Responsibilities
• Parents will support their child(ren) by providing a quiet space and dedicated time for learning.
• Parents will engage in conversations on posted materials or assignments.
• Parents will follow the attendance policy by making sure their K-12 student(s) check in with teachers at least two times per week. Parents will contact the building administrative assistant via email or phone if they know the student will not be able to complete this requirement. Attendance policies regarding excused and unexcused absences will remain in place.

Per Governor Walz, Distance Learning will be continuing for the remainder of the 2019-2020 school year. SWWC will continue to follow the Distance Learning Plan that we have been utilizing for students. If anyone has any concerns or questions, please reach out to your student’s Site Administrator. We will continue to provide a high quality education to all students and are committed to working with families to ensure they have what they need in order to make Distance Learning successful.