

Lanesboro Secondary Distance Learning Plan (Grades 7-12)

General Information About the Distance Learning Plan:

DISTANCE LEARNING: The MN Department of Education defines distance learning as the following: *“Students engaging in distance learning have access to appropriate educational materials and receive daily interaction with their licensed teacher(s).”* Students are expected to be online each day, interacting with their teacher, and engaging in learning. Classes will be aligned to the MN Standards. MDE expects that students who participate in distance learning have full access to appropriate educational materials.

Learning Platforms: Teachers will be using Google Classroom to deliver online content in their respective classes. Teachers will post their assignments on or before their normally scheduled classes. Students are expected to check course updates by 8:05 each day to communicate with their teachers with any questions about posted work for the day. Google Classroom will be utilized by all staff and students will be notified there how to get to other educational tools that may be utilized.

Teleconferencing: Teachers will provide direct face to face instruction and interaction with students. Most teachers will use zoom software or Google Meet. The specific instructions will be in Google Classroom or emailed to them on Monday, March 30th.

Face to Face Time with teachers. Class periods of 1st, 3rd, 5th, and 7th hours will meet face to face with their teachers on Monday and Wednesday and 2nd, 4th, 6th and 8th hours will meet on Tuesday and Thursday. Friday will be a day to catch up, turn in work and connect with staff as needed in small groups or in some cases individual check ins.

OFFICE HOURS: The school is available by phone at 507-467-2229 or also by email at office@lanesboro.k12.mn.us The daily hours for the school office will be 8:00 a.m. to 3:30 p.m.

CLASS ATTENDANCE: Attendance will be taken weekly on Friday and based on weekly task completion. Our intention is to lessen daily anxiety while still holding students accountable for assigned tasks such as zoom meetings and other tasks assigned by teachers. Daily attendance is important but will be reported based on task completion by your child’s teacher.

STUDENT ABSENCE: If students are ill or have an appointment, parents should still notify the office. Unless students are called in they will be expected to be online each day and complete and turn in daily classroom activities. Teachers will be notified of students who are called in as absent from their parents.

STUDENT SUPPORT: All teachers and other staff will be available to provide support and assistance for students from 8:05am - 3:30pm each school day. Our school psychologist, administrators as well as other staff will work with students and/or parents to ensure continuity of services are provided.

TEACHER WORKDAY: Teachers will be able to work from home or school. They can work from home if they can perform their Distance Learning teaching duties. The teacher workday will continue to be from 7:30am - 3:30 pm.

TEACHER ABSENCE: If a teacher is unable to be present for class (illness, personal leave, appointment, etc.), they will leave student expectations for the day on their learning platform such as Google Classroom, much like they would leave for a substitute, but they would not be present to answer questions or help students on this day. Students will be notified of this in their platform or through email.

STUDENTS WITHOUT INTERNET ACCESS: Please email brettclarke@lanesboroschools.com as soon as you can to see if we can get internet access to your house. In the event that access is not possible we will design an alternate way to gain access to educational materials.

SPECIAL EDUCATION LEARNERS: The specific needs of each special education student are outlined in the student's Individual Education Plan (IEP). Teachers will continue to apply the accommodations and modifications required for each student per their IEP. During a district closure, special education teachers will be in contact with students and/or parents on a daily basis to ensure the continuity of service is provided as is appropriate. Students on IEPs will continue to receive support services. SPED case managers will continue to address individual IEP goals.

BREAKFAST AND LUNCH: All children ages 18 and under in our school district have the opportunity to get a FREE breakfast and lunch during distance learning. Lunch and Breakfast will be delivered together and will be curbside pickup at the front door of the school 11:00am - 12:00pm on Mondays. We ask that you notify the school by the preceding Friday afternoon of your intentions. Students and families who cannot do curbside pickup may request it to be delivered and we will accommodate those we can.

DAMAGED CHROMEBOOK: If you have a damaged or inoperable chromebook please email brettclarke@lanesboroschools.com

Friday each week will be a Student Support day. It is a time for teachers to connect with individual or small groups of students. Students will still have regular coursework and academic expectations on this day.

Sample Agenda for 1st Hour Class

| Day of the Week | Daily Goals, Activities, and Tasks |
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| Monday | <ul style="list-style-type: none"> ● Zoom Session - 1st hour (within 8:05-8:50 time slot) (link provided) ● Complete Task #1 ● Complete Task #2 |
| Tuesday | <ul style="list-style-type: none"> ● Complete Task #3: Watch the following video: link provided |
| Wednesday | <ul style="list-style-type: none"> ● Zoom Session @ 1st Hour (8:05-8:50 time slot) (link provided) ● Google Doc |
| Thursday | <ul style="list-style-type: none"> ● Complete Task #4: Complete responses in the following |
| Friday | <ul style="list-style-type: none"> ● Arrange and attend a 1-on-1 conference with the teacher to ask questions and/or get help (if needed) ● Complete Task #5 |