

COVID-19 DISTANCE LEARNING PLAN FOR 6-12 STUDENTS AT BENSON

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, Benson Public Schools (BPS) 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, adaptability, and perseverance.

What are the goals of BPS 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 ensure Distance Learning is equitable for all students.
- To allow BPS grades 6-12 students an opportunity to practice the kind of alternative learning that is increasingly part of both college study and workplace training.
- To maximize the use of technology with our students.

FOR STUDENTS

Students in grades 6-12: will complete assignments posted on Google Classroom.

- Assignments will be posted daily by 9:00 a.m. on Google Classroom
- We will be using a block schedule where students will have their classes every other day. We understand that older students may be providing care for younger siblings or working in the community during this time, and students can access their lessons and assignments throughout the day/night. **Daily Schedule** posted below:
- **Students need to check their school email daily for assignments or messages from teachers.**

	Grades 7-12 Distance Learning A = M-W-EOF		Grades 7-12 Distance Learning B = T-Th-EOF
8:00 - 9:00	PREP/Team/Department Meetings	8:00 - 9:00	PREP/Team/Department Meetings
9:00	Teachers have all learning posted to Google Classroom	9:00	Teachers have all learning posted to Google Classroom
9:00-10:00	Learner Work Time/Teacher/Specialist Virtual Office Hours	9:00-10:00	Learner Work Time/Teacher/Specialist Virtual Office Hours
	Classroom Instruction		Classroom Instruction
10:00-10:30	Period 1 (Band/Choir 7/8)	10:00-10:30	Period 5
10:30-10:45	Break	10:30-10:45	Break

10:45-11:15	Period 2	10:45-11:15	Period 6
11:15-11:30	Break	11:15-11:30	Break
11:30-12:00	Period 3	11:30-12:00	Period 7
12:00-1:00	Lunch/Social Connecting	12:00-1:00	Lunch/Social Connecting
1:00-1:30	Period 4	1:00-1:30	Period 8
1:30-3:30	Teacher Virtual Office Hours	1:30-3:30	Teacher Virtual Office Hours
	6th Grade Distance Learning A = M-W-EOF		6th Grade Distance Learning B = T-Th-EOF
8:00 - 9:00	PREP/Team/Department Meetings	8:00 - 9:00	PREP/Team/Department Meetings
9:00	Teachers have all learning posted to Google Classroom	9:00	Teachers have all learning posted to Google Classroom
9:00-10:00	Learner Work Time/Teacher Virtual Office Hours	9:00-10:00	Learner Work Time/Teacher Virtual Office Hours
	Classroom Instruction		Classroom Instruction
10:00-10:30	Math	10:00-10:30	Reading
10:30-10:45	Break	10:30-10:45	Break
10:45-11:15	Language Arts/Spelling	10:45-11:15	Social Studies
11:15-11:30	Break	11:15-11:30	Break
11:30-12:00	Science	11:30-12:00	Phy. Ed.
12:00-1:00	Lunch/Social Connecting	12:00-1:00	Lunch/Social Connecting
1:00-1:30	Music	1:00-1:30	Computers
1:30-3:30	Teacher/Specialist Virtual Office Hours	1:30-3:30	Teacher/Specialist Virtual Office Hours

- We will be using an “A” / “B” rotation for days. We have created the rotation for the remainder of the school year, but hope school can resume before the last day of May 14, 2020. See **Daily Rotation** below:

Date	A Day or B Day		Date	A Day or B Day		Date	A Day or B Day	
March 30	A Day		April 17	A Day	Friday	May 4	A Day	
March 31	B Day		April 20	A Day		May 5	B Day	
April 1	A Day		April 21	B Day		May 6	A Day	
April 2	B Day		April 22	A Day		May 7	B Day	

April 3	B Day	Friday	April 23	B Day		May 8	B Day	Friday
April 6	A Day		April 24	B Day	Friday	May 11	A Day	
April 7	B Day		April 27	A Day		May 12	B Day	
April 8	A Day		April 28	B Day		May 13	A Day	
April 14	B Day		April 29	A Day		May 14	Last Day - Different schedule	
April 15	A Day		April 30	B Day				
April 16	B Day		May 1	A Day	Friday			

Teachers will be available to answer questions via email or school phone from 9:00 - 10:00 a.m. and 1:30 - 3:30 pm. Daily.

It is understood that students might have a wide variety of responsibilities at home during *Distance Learning Days* and that some may not have access to the internet. Staff members understand this and will be flexible and provide instruction that meets the needs of all learners. The expectation is that students will complete the work in a timely manner as developed between student and teacher.

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

- 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 other related service, then the specialist teacher will provide the instruction/material for that specific service.
- When a Distance Learning plan cannot completely replicate an in-session school day, educators will 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 by 9:00 am with teachers available to answer questions via email throughout the day until 3:30 pm.

FOR PARENTS

- Parents should visit with their child's teachers regarding the expectation for Distance Learning. If required, special arrangements for students should be worked out prior to the first Distance Learning day.
- 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.
 - Parents can email teachers through the Parent Portal and by clicking on the teacher name highlighted in blue. This will open up an email to that teacher.
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FOR TEACHERS

In preparation for COVID-19 Distance Learning Days, teachers in grades PK-12 have been asked to:

- Familiarize students with Google Classroom so they will be able to access and complete any online assignments.
- Provide a timely plan, posting work for the day by 9:00 am.
- Plan for self-directed, independent learning with specific consideration for age and individual learning needs.
- Anticipate time requirements recognizing students learn at different paces, especially in an independent setting.
- Customize learning opportunities with a focus on supporting troubleshooting for students with digital challenges.
- Communicate with colleagues to ensure common expectations, communications, and protocols

During contracted hours on Flex Days, all teachers have been asked to:

- Check email throughout the **Distance Learning days from 8:00 am to 3:00 pm.**
- Reply to student and parent communication in a timely manner.
- **Professional Development:** This contracted time should also be utilized to continue staff development goals:
 - **Proficiency Scales** -- Staff should use time throughout the day to work individually or in teams (virtual teaming through Google Hangouts is a great option) to continue developing proficiency scales for each learning target.
 - **Google Classroom** -- Staff should use open time throughout the day to work on Google Classroom.

DISTANCE LEARNING ESSENTIALS

Structure & routines

Building structure is important for all of us as we navigate more time at home together. A good structure provides comfort and certainty for everyone.