



ACGC Public Schools COVID-19 Distance Learning Plan for Teachers

Providing Distance Learning During School Closure

The Governor, the Commissioner of Education, Education Minnesota, Minnesota School Boards Association, MASA, 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 ACGC has approached finding solutions and building a Distance Learning Plan has been both heartwarming and amazing! This work is extremely important! Thank you for your dedication and commitment to our students and families!!

Teacher Roles and Responsibilities

- Teachers will work their contracted 8 hours per school day. Teachers may flexibly schedule their time and may work at school or remotely. *Note: Daily schedule may be adjusted by administration
- Teachers will spend their 8 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.
- Teachers will use these daily student learning guidelines to appropriately plan for distance learning:
 - Grades PK-2 = 1-1.5 hours daily
 - Grades 3-4 = 2 hours daily
 - Grades 5-8 = 2-2.5 hours daily
 - Grades 9-12 = 2.5-3 hours daily**Please note that college level courses may require additional time.*
- All teachers will be available for office hours from 8:00am-3:30pm each school day to answer questions from students or parents via email, Remind, or other platforms as determined by the teacher. Additional office hours may be set by each teacher as needed.
- Teachers will record attendance on JMC each Friday (or last scheduled day of each week) by 3 pm.
 - 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 marking a student's attendance on the Friday (or last scheduled day) of each week. Teachers will not enter any attendance data Tuesday-Thursday.
- 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 8 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/Elementary (K-4)

- Weekly activity maps will be distributed/communicated with families by 10 am on the first school day of the week.
- Teachers will use Remind and the private Facebook pages created to communicate with students/families on a daily basis. Daily communication includes posting a daily video and/or message. An alternative communication plan will be developed by teachers for families that do not have internet access.
- Teachers will communicate with students and families 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.

Daily Interaction/Secondary (5-12)

- Teachers will communicate with students by 10 am each school day using one of the following platforms: Remind, Google Classroom, or email. An alternative communication plan will be developed by the teacher for families that do not have internet access.
- Teachers will communicate with students and families 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 respond to student or parent emails/questions and provide feedback regarding student progress in a timely manner.
- Video messages and connections via WebEx should be utilized as much as possible.

Equity

- To maintain consistency with learning, teachers who teach the same courses and/or PreK-4 grade levels 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.
- 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 doing direct instruction
 - Khan Academy/YouTube videos of other teachers shared in links
 - Projects (individual or group via Docs)
 - Virtual labs/simulations
 - Packets and Paper Copies
 - Podcasts w/supporting assignments
 - Novels/book reads with accompanying assignments
 - Textbooks home w/supporting assignments
 - Utilizing online learning apps and programs (For example - IXL, Lexia, etc.)



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.
- Dedicate appropriate time to learning:
 - Grades PK-2 = 1-1.5 hours daily
 - Grades 3-4 = 2 hours daily
 - Grades 5-8 = 2-2.5 hours daily
 - Grades 9-12 = 2.5-3 hours daily**Please note that college level courses may require additional time.*
- Engage in all learning posted with academic integrity.
- Submit all assignments in accordance with provided timelines/due dates.
- Ensure your own social and emotional balance by keeping healthy habits.
- Ask questions! Utilize office hours to connect with teachers.

Parent Roles and Responsibilities

- Tips to support your child(ren) during distance learning:
 - Provide a quiet space and dedicate appropriate time for learning.
- Engage in conversations on posted materials or assignments.
- Attendance policy: K-12 students are required to check in with teachers at least two times per week. Please contact your building secretary via email if you know your student will not be able to complete this requirement. District attendance policies regarding excused and unexcused absences will remain in place.