

## NRHEG Public Schools Distance Learning Plan (DLP)

	Elementary PreK - K - 1 - 2 - 3	Elementary 4 - 5	MIDDLE / HIGH SCHOOL 6 - 7 - 8 / 9 - 10 - 11 - 12
<b>VISION</b>	We envision that on days when school is canceled due to the COVID-19 Pandemic or some other State Mandated Closure, students and teachers will utilize developmentally appropriate resources to communicate and engage in distance learning experiences that are related to current classroom curriculum goals and skills.		
<b>TEACHERS</b>  ECSE/K-6 Grade Levels 7-12 Subject Areas PreK-12 Specialists PreK-12 Special Education	<p><b>On a distance learning day, teachers will:</b></p> <ul style="list-style-type: none"> <li>● post learning activities, directions and reminders for students and families each day</li> <li>● monitor email and other digital communications to answer questions and provide feedback to students and parents between 9:00 AM and 3:00 PM</li> <li>● sign in with their administrator by 8:00 AM and sign out at 3:30 PM</li> <li>● provide a Morning Meeting/Message and direct instruction at a specified time via <i>Google Meet or another platform</i></li> <li>● take attendance via JMC at some point during the day-submit to office</li> <li>● participate in a weekly PLC/staff meeting at 7:45 a.m. on Wednesday morning</li> <li>● participate in virtual staff meetings as directed</li> </ul> <p><b>In advance, teachers will:</b></p> <ul style="list-style-type: none"> <li>● design distance learning day instruction and activities that include options for</li> </ul>	<p><b>On a distance learning day, teachers will:</b></p> <ul style="list-style-type: none"> <li>● post learning activities, directions and reminders to Schoology and SeeSaw for students and families each day</li> <li>● monitor email and Schoology to answer questions and provide feedback to students and parents between 9:00 AM and 3:00 PM</li> <li>● sign in with their administrator by 8:00 AM and sign out at 3:30 PM</li> <li>● provide a Morning Meeting/Message and direct instruction at a specified time each day via <i>Google Meet or another platform</i></li> <li>● take attendance via JMC at some point during the day-submit to office</li> <li>● participate in a weekly PLC/staff meeting at 7:45 a.m. on Wednesday morning</li> <li>● participate in virtual staff meetings as directed</li> </ul> <p><b>In advance, teachers will:</b></p>	<p><b>On a distance learning day, teachers will:</b></p> <ul style="list-style-type: none"> <li>● conduct <b>Virtual classes</b> via Google Hangouts/Meet following a regular school schedule on <b>Mondays</b></li> <li>● attendance on virtual class days can be taken as part of the video class via JMC</li> <li>● post learning goals, activities and assignments on their Schoology page by 8:30 a.m. for <b>Collaborative Learning days (Tuesday-Friday)</b></li> <li>● sign in with their administrator by 8:00 a.m. and sign out by 3:30 p.m. daily</li> <li>● contact/check-in with all students via email, Schoology message, and/or google classroom and monitor email and other digital communications to answer questions and provide feedback to students between 9:00 a.m. and 3:00 p.m. on <b>Collaborative Learning days</b></li> <li>● take attendance on <b>Collaborative Learning days</b>: students must submit</li> </ul>

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	<p>students who have Internet access and those without Internet access away from school</p> <ul style="list-style-type: none"> <li>design distance activities that provide options and choices for students to complete while utilizing the resources available to them at home</li> <li>design activities that address current standards and enhance appropriate grade level curriculum</li> <li>collaborate to develop options that incorporate specialist related activities</li> <li>collaborate to develop options that incorporate appropriate accommodations for students</li> <li>communicate activity guidelines and expectations for distance learning day activities to parents and students</li> </ul>	<ul style="list-style-type: none"> <li>design distance learning day instruction and activities that include options for students who have Internet access and those without Internet access away from school</li> <li>design distance activities that provide options and choices for students to complete while utilizing the resources available to them at home</li> <li>design activities that address current standards and enhance appropriate grade level curriculum</li> <li>collaborate to develop options that incorporate specialist related activities</li> <li>collaborate to develop options that incorporate appropriate accommodations for students</li> <li>communicate activity guidelines and expectations for distance learning day activities to parents and students</li> </ul>	<p>work via Schoology by 8:00 p.m. or contact the teacher that they are still working on the assignment. Teachers must submit attendance from the previous day by 9:00 a.m.</p> <ul style="list-style-type: none"> <li>participate in virtual staff meetings as directed</li> <li>participate virtually in PLC's twice a month</li> </ul> <p><b>In advance, teachers will:</b></p> <ul style="list-style-type: none"> <li>communicate pertinent and timely information regarding learning goals, activities and assignments to students prior to anticipated distance learning days, when appropriate</li> <li>design distance learning day assignments with realistic expectations, timelines and consideration regarding students' accessibility and workload</li> <li>design distance learning day assignments that address and enhance the course standards and benchmarks that are currently being covered in class</li> <li>design distance learning day assignments that encourage collaboration and communication and may involve formative assessments, as appropriate</li> </ul>
<p><b>NON-CLASSROOM TEACHERS</b></p>	<p><b>On a distance learning day, teachers will:</b></p> <ul style="list-style-type: none"> <li>develop an action plan and student communication plan for the day</li> </ul>		

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SOCIAL WORKERS GUIDANCE COUNSELORS SPEECH MEDIA SPECIALIST TECHNOLOGY COORDINATOR TOSAs NURSES	<ul style="list-style-type: none"> <li>● communicate their action and communication plans to their respective principal or supervisor by 10 AM</li> <li>● reflect on their accomplishments for the day and communicate via email to their respective principal or supervisor by 3 PM</li> <li>● utilize digital communication protocols to conduct virtual meetings, as appropriate</li> </ul>		
<b>STUDENTS</b>  PreK K-1-2-3  4-5  6-7-8 9-10-11-12	<p><b>On a distance learning day, students will:</b></p> <ul style="list-style-type: none"> <li>● participate in the Morning Message and direct classroom instruction</li> <li>● complete assignments and activities as directed by their teachers</li> </ul> <p><b>In advance, students will:</b></p> <ul style="list-style-type: none"> <li>● know where to access and be prepared to complete distance learning day activities</li> </ul>	<p><b>On a distance learning day, students will:</b></p> <ul style="list-style-type: none"> <li>● participate in the Morning Message and direct classroom instruction</li> <li>● complete assignments and activities as directed by their teachers</li> </ul> <p><b>In advance, students will:</b></p> <ul style="list-style-type: none"> <li>● know where to access and be able to log in to their Schoology course</li> </ul>	<p><b>On a distance learning day, students will:</b></p> <ul style="list-style-type: none"> <li>● access their Schoology courses</li> <li>● complete distance learning day assignments</li> <li>● participate in distance learning day activities</li> <li>● communicate questions for teachers via email or other appropriate digital medium</li> <li>● attend <b>Virtual Classes</b> via Google Hangouts/Meet following a regular school schedule on <b>Mondays</b></li> <li>● submit coursework/assignments for <b>Collaborative Learning days</b> (Tuesday-Friday) by <b>11:00 p.m.</b> (submitted coursework is how you get marked present for the day) or participate in other class teachings as determined by the teacher (i.e. watch flipped classroom video, participate in a class discussion, etc.)</li> <li>● follow the attendance policy (Truancy will be enforced)</li> <li>● follow classroom expectations (failure to do so will result in no credit for the day and/or further</li> </ul>

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			<p>disciplinary measures implemented)</p> <ul style="list-style-type: none"> <li>observe good virtual etiquette</li> </ul> <p><b>In advance, students will:</b></p> <ul style="list-style-type: none"> <li>know where to access and be able to log in to their appropriate Schoology courses</li> <li>know how to access their district issued email</li> </ul>
<b>PARENTS</b>	<p><b>On a distance learning day, parents will:</b></p> <ul style="list-style-type: none"> <li>monitor student progress on distance learning day activities</li> <li>communicate questions for teachers via email</li> <li>E-mail their child’s teacher in the event their child is ill or will not be attending the Morning Message and instruction</li> </ul>	<p><b>On a distance learning day, parents will:</b></p> <ul style="list-style-type: none"> <li>monitor student progress on distance learning day activities, as appropriate</li> <li>communicate questions for teachers via email</li> <li>E-mail their child’s teacher in the event their child is ill or will not be attending the Morning Message and instruction</li> </ul>	<p><b>On a distance learning day, parents will:</b></p> <ul style="list-style-type: none"> <li>monitor student progress on distance learning day activities, as appropriate</li> <li>email <a href="mailto:tkormann@nrheg.k12.mn.us">tkormann@nrheg.k12.mn.us</a> or call attendance line at 507-417-2677 to report excusable absences</li> <li>communicate with teachers as needed</li> <li>monitor student attendance in JMC</li> </ul>

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<p><b>CONDITIONS</b></p> <p>TIMELINES FLEXIBILITY PLATFORMS MATERIALS</p>	<p><b>Distance learning days activities will:</b></p> <ul style="list-style-type: none"> <li>● provide appropriate grade level daily instruction</li> <li>● consist of activities that are best suited to the resources that are available for students at home</li> <li>● utilize Google Meet/See Saw or another tool as the platform for instruction</li> </ul>	<p><b>Distance learning days activities will:</b></p> <ul style="list-style-type: none"> <li>● provide appropriate grade level daily instruction</li> <li>● consist of activities that are best suited to the resources that are available for students at home</li> <li>● utilize Google Meet/SeeSaw or another tool as the platform for instruction</li> </ul>	<p><b>Distance learning days activities will:</b></p> <ul style="list-style-type: none"> <li>● provide Internet options</li> <li>● utilize teachers' predetermined course Schoology site</li> <li>● utilize multiple types of material formats that may include online videos, online articles, Google Docs, and other collaborative media and communication platforms</li> </ul>
<p><b>COMMUNICATION</b></p>	<p><b>Communication regarding distance learning days will:</b></p> <ul style="list-style-type: none"> <li>● initially initiated via an email to families</li> <li>● consist of direct instruction, student support and individual practice</li> </ul>	<p><b>Communication regarding distance learning days will:</b></p> <ul style="list-style-type: none"> <li>● initially initiated via an email to families</li> <li>● consist of direct instruction, student support and individual practice</li> </ul>	<p><b>Communication regarding distance learning days will:</b></p> <ul style="list-style-type: none"> <li>● initially initiated via an email to families</li> <li>● utilize communication tools built into class Schoology pages or email</li> </ul>

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<b>COMMUNICATION PLAN</b>	<p><b>CLASSROOM:</b></p> <ul style="list-style-type: none"> <li>Teachers will communicate with students and families via email</li> <li>Teachers will provide updates and progress reports to families</li> <li>Teachers share assignments/activities with principal</li> </ul> <p><b>BUILDING:</b></p> <ul style="list-style-type: none"> <li>Teachers will post necessary assignments and expectations to families</li> </ul> <p><b>DISTRICT:</b></p> <ul style="list-style-type: none"> <li>Link to distance learning plan on district website</li> <li>JMC will be used to notify families of closure and distance learning day (if needed)</li> </ul>	<p><b>CLASSROOM:</b></p> <ul style="list-style-type: none"> <li>Teachers will communicate with students and families via email</li> <li>Invite &amp; re-invite parents to Schoology</li> <li>Teachers share assignment/activity to principal via Schoology</li> <li>Teachers will provide updates and progress reports to families</li> </ul> <p><b>BUILDING:</b></p> <ul style="list-style-type: none"> <li>Teachers will post necessary assignments and expectations to families</li> </ul> <p><b>DISTRICT:</b></p> <ul style="list-style-type: none"> <li>Link to distance learning day plan on district website</li> <li>JMC will be used to notify families of closure and distance learning day (if needed)</li> </ul>	<p><b>CLASSROOM:</b></p> <ul style="list-style-type: none"> <li>Teachers will communicate with students and families via email</li> <li>Invite and re-invite parents to Schoology</li> <li>Teachers share assignment/activity to principal via Schoology</li> <li>Teachers will provide updates and progress reports to families</li> <li>Notify students of additional activities on <b>Collaborative Learning days</b></li> <li>Provide Google Hangouts/Meet Information to students</li> </ul> <p><b>BUILDING:</b></p> <ul style="list-style-type: none"> <li>Teachers will post necessary assignments and expectations to families</li> </ul> <p><b>DISTRICT:</b></p> <ul style="list-style-type: none"> <li>Link to distance learning plan on district website</li> <li>JMC call to notify of closure and distance learning day (if needed)</li> </ul>
<b>TRAINING PLAN</b>	<p><b>CLASSROOM:</b></p> <ul style="list-style-type: none"> <li>Review expectations for DLP to students</li> </ul>	<p><b>CLASSROOM:</b></p> <ul style="list-style-type: none"> <li>Review expectations for DLP to students</li> </ul>	<p><b>CLASSROOM:</b></p> <ul style="list-style-type: none"> <li>Teach expectations for DLP to students</li> <li>Students and teachers will practice using Schoology, prior to DLD</li> </ul>

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	<b>BUILDING: DISTRICT:</b>	<b>BUILDING: DISTRICT:</b>	<ul style="list-style-type: none"><li>● Provide reminder information that details step-by-step instruction for accessing Schoology and email</li></ul>
<b>LOGISTICS PLAN</b>	<b>CLASSROOM:</b> <ul style="list-style-type: none"><li>● Create the weekly packets/activities that will be sent home</li><li>● Gather and send materials home</li><li>● Determine how assignments and class work will be collected from students and families</li><li>● Teachers should identify students who potentially will not be able to access DLP away from school (no Internet, device, etc.?)</li></ul>	<b>CLASSROOM:</b> <ul style="list-style-type: none"><li>● Create the weekly packets/activities that will be sent home</li><li>● Gather and send materials home</li><li>● Teachers should identify students who potentially will not be able to access DLP away from school (no Internet, device, etc.)</li><li>● Determine how assignments and class work will be collected from students and families</li></ul>	<b>CLASSROOM:</b> <ul style="list-style-type: none"><li>● Set up Google Hangouts/Meet</li><li>● Obtain and implement necessary resources</li></ul>
<b>DAYCARE OPPORTUNITIES</b>	<ul style="list-style-type: none"><li>● The NRHEG School District will provide daycare services to those families who are considered to be an emergency worker (1.e. Health Care Worker, First Responder, Health and Human Services, etc. Your child must be in kindergarten through 12 years of age. Daycare is provided from 7:30 a.m.-4:30 p.m.</li><li>● Daycare opportunities are available at both the elementary and secondary school</li></ul>	<ul style="list-style-type: none"><li>● The NRHEG School District will provide daycare services to those families who are considered to be an emergency worker (1.e. Health Care Worker, First Responder, Health and Human Services, etc. Your child must be in kindergarten through 12 years of age. Daycare is provided from 7:30 a.m.-4:30 p.m.</li><li>● Daycare opportunities are available at both the elementary and secondary school</li></ul>	<ul style="list-style-type: none"><li>● The NRHEG School District will provide daycare services to those families who are considered to be an emergency worker (1.e. Health Care Worker, First Responder, Health and Human Services, etc. Your child must be in kindergarten through 12 years of age. Daycare is provided from 7:30 a.m.-4:30 p.m.</li><li>● Daycare opportunities are available at both the elementary and secondary school</li></ul>

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<p><b>Breakfast and Lunch Program</b></p>	<ul style="list-style-type: none"> <li>● Access to the District link may be found below: <a href="https://forms.gle/CBdL6141MWMaXpsb6">https://forms.gle/CBdL6141MWMaXpsb6</a></li>   <li>● The NRHEG School District is providing all children ages 1-18 with free meals while schools are closed. Non-resident families should sign up with their home district. Meals can be picked up Monday through Friday from 11:00 a.m. to 12:00 p.m. while schools are closed. The meal will be a grab and go cold meal. Please complete the form below if you would like to participate.</li> </ul> <p style="text-align: center;"><a href="https://forms.gle/CBdL6141MWMaXpsb6">https://forms.gle/CBdL6141MWMaXpsb6</a></p>	<ul style="list-style-type: none"> <li>● Access to the District link may be found below: <a href="https://forms.gle/CBdL6141MWMaXpsb6">https://forms.gle/CBdL6141MWMaXpsb6</a></li>   <li>● The NRHEG School District is providing all children ages 1-18 with free meals while schools are closed. Non-resident families should sign up with their home district. Meals can be picked up Monday through Friday from 11:00 a.m. to 12:00 p.m. while schools are closed. The meal will be a grab and go cold meal. Please complete the form below if you would like to participate.</li> </ul> <p style="text-align: center;"><a href="https://forms.gle/CBdL6141MWMaXpsb6">https://forms.gle/CBdL6141MWMaXpsb6</a></p>	<ul style="list-style-type: none"> <li>● Access to the District link may be found below: <a href="https://forms.gle/CBdL6141MWMaXpsb6">https://forms.gle/CBdL6141MWMaXpsb6</a></li>   <li>● The NRHEG School District is providing all children ages 1-18 with free meals while schools are closed. Non-resident families should sign up with their home district. Meals can be picked up Monday through Friday from 11:00 a.m. to 12:00 p.m. while schools are closed. The meal will be a grab and go cold meal. Please complete the form below if you would like to participate.</li> </ul> <p style="text-align: center;"><a href="https://forms.gle/CBdL6141MWMaXpsb6">https://forms.gle/CBdL6141MWMaXpsb6</a></p>
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