Waseca Public Schools Distance Learning Plan

Empowering each learner to thrive in an ever-changing world.

Note: This is a live document that is continuously changing. Please check back for updates and changes.

Table of Contents

COVID-19 Resources

Distance Learning

As defined by MDE: Students engaging in distance learning have access to appropriate educational materials and receive **daily interaction** with their licensed teacher(s).

How will the Distance Learning plan differ from our Flexible Learning Days?

When school is closed for inclement weather, Flexible Learning Days help bridge learning over a short period of time (1-2 days). Instruction is a **continuation of previous lessons**, not an introduction of new concepts.

With Distance Learning, school is expected to be closed for an extended period of time (weeks). In this model, **new learning targets and skills will be introduced**, scaffolded, assessed, and reported.

MDE Guidance on Distance Learning

Schools should provide materials for students to continue their learning. Each school will determine the most appropriate way to communicate and provide instruction for each student, including some/all of the following:

- Paper packets or worksheets *(delivery would have to be arranged)*
- Textbooks and print materials
- Telephone instruction
- Online resources *(take into account availability of internet access)*
- Instruction via the school's learning management system (LMS)
  - Examples: Google Classroom and Schoology

Assistance for Families Without Internet Access

If internet access is an issue for households in our district, please see if you are able to take advantage of offers from local companies:

In-Home Internet Service Provider Options

Service Provider	Phone Number	Information
Century Link	1-800-244-1111	Price dependent on the services we were to set up, the requirements to set up, qualification, etc
Mediacom Xtream	1-877-987-3260	Free equipment & 1st month free $9.95/month after that
T-Mobile	1-800-937-8997	Hotspots - $72 or $84 and then $15-90/month depending on the plan
Consolidated Communications	1-844-968-7224	2 months free - contact for service beyond that
Jaguar	800-250-1517	High-speed **rural** internet service; Starting at $69.95/month (with $150 setup/installation)
Verizon	800-225-5499	No discounts

Charter	unavailable in Waseca

Hotspots have been ordered and will be available on a limited basis. Given the high demand for hotspots everywhere, we are uncertain when they will be delivered. If you are unable to acquire internet service, please call 507-837-3652 or complete this [WPS Hotspot Request Form](#).

Daily Attendance
Daily attendance must be recorded. Daily attendance expectations:
- We expect students to "attend" school daily to interact with teachers, classmates, and content.
- At the K-6 level, attendance will be noted as "daily" attendance. At the 7-12 level, including the ALC, attendance will be taken for each class.
- Teachers will use student responses to note attendance, which may be accomplished through submission of work, participation in virtual or live discussions, or talking with a teacher.
- If a student has not participated in a course for 2 days, the teacher should reach out to the student/family.

Daily Interaction
Teachers will make daily contact with students. This daily interaction should be reciprocal. This may be accomplished by:
- Morning Meeting
- Google Form check-in
- Completion or submission of work and providing feedback
- Phone call or email
- Individual or group video chat/conference (Google Hangout or Meet)

Grading

K-6	Teachers will follow standards-based learning and grading and will assess students based on mastery of learning targets.
7-12	Teachers will grade each course as pass/fail. Individual assignments will still be graded, but final scores 60% and above will be passing.
ALC	Students will earn letter grades following the usual grading scale.

Special Education Services
Schools must make every effort to provide special education and related services to the child in accordance with the child's individualized education program (IEP) or, for students entitled to FAPE under Section 504, consistent with a plan developed to meet the requirements of Section 504. The Department understands there may be exceptional circumstances that could affect how a particular service is provided.

Early Learning Programs
School-based early care and education programs such as voluntary prekindergarten and school readiness plus are expected to be included in the district's distance learning plan.
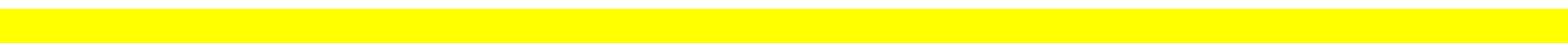
Expectations for Teachers

As a paid contract day, Certified Staff are expected to fulfill their regular contracted number of hours. Certified Staff will...
- Take daily attendance on Infinite Campus.
- Regularly check email / voicemail messages and attempt to reply within 24 hours.
- Communicate their absences due to illness or personal day on Frontline.
- Provide appropriate and reasonable accommodations for students who are serviced on an IEP or 504.
- Recognize students learn at different paces, especially when working as self-directed learners.
- Allow for reasonable extended deadlines for assignment due dates.
- Provide instruction aligned to academic content standards.
  - Provide best practice instruction that meets the needs of all learners to the extent possible.
  - Design lessons to be asynchronous, so students can complete the work as they are able.
  - Provide actionable feedback and assess learning
- Set up routines and structures that support students and families.
- When appropriate, record live presentations and discussions for students who are unable to attend live.
- Differentiate instruction to meet the needs of your students, including those who may be unable to access content online.

Expectations for Students

Distance learning will look different for each student according to their age and ability to self-direct learning.

- On-line learning requires basic internet etiquette or digital citizenship.
- Teacher office hours will be provided by each individual teacher to foster direct lines of communication.
- K-6: If students are unable to complete the distance learning expectations, they should communicate that with their homeroom teacher.
- 7-12: If students are unable to complete the distance learning expectations, a parent should contact the office (507-835-5470) with a reason for the "absence."
- In most cases, K-6th grade students will participate through Google Classroom and/or SeeSaw.
- Grades 7-12 will log into their Schoology courses to connect with their teachers.
- Assignment due dates will be determined by each teacher, just as they would on a regular school day.
- Contact the teacher via Google Classroom/Schoology, email or voicemail if you have any questions about coursework.

Note to students: If you are able to join, you may be invited to join a live session with your teacher(s) using Google Meet. All online interaction is an extension of the physical classroom, and expectations of your behavior online is the same as we would expect in the classroom. When joining a live session, please mute your microphone. If you would like to speak, we ask that you use the built-in chat tool and request to be unmuted. This will assist your teacher in providing the best learning experience possible. If you would prefer to join only by audio, you can click the webcam [Off] button.

Expectations for Parents

To ensure the success of distance learning will require the full cooperation of students, teachers, and parents.
- Stay involved with your child's distance learning by reviewing their materials and assignments. Monitor technology use to ensure use of technology is for educational purposes.
- On-line Acceptable Usage Policy and Responsible Usage Agreements still apply with Distance Learning.
- Parents of Jr and Sr. High school students are encouraged to check Campus Portal for updates.
- Please contact your child's teacher if you have questions or need additional support.

- It is important to maintain routines and schedules the best that you can when navigating distance learning. Here are some tips and tricks to help.
- Talk with your student(s) about the importance of learning during these unusual circumstances.

Note to Parents: Your child's teacher(s) may offer "live" webinar sessions using Google Meet. This will be a chance for your child to ask questions from their teacher and interact with their classmates. This is a valuable tool for distance learning as it helps to maintain the student-teacher relationship and enhance learning. Live sessions may be recorded by the teacher and posted on Google Classroom / Schoology for students who are unable to attend the live session. If you would prefer your child joins only by audio, they can click the webcam [Off] button.

These checklists could be used to help you support your child in completing their expectations for Distance Learning:

- Early Childhood Checklist

- Elementary Checklist (K-6)

- Secondary Checklist (7-12)

Expectations for Additional Staff

Paraprofessionals, clerical, food service, and custodial staff should report to work as directed by their supervisor.

Paraprofessionals	Paraprofessionals will report to work as directed by their supervisor. *
Clerical	Clerical staff will report to work as directed by their supervisor. *
Food Service	Food service staff are expected to report to work daily. *
Custodial	Custodial staff are expected to report to work daily. *
Building Techs	Building techs are expected to report to work daily. *

* Stay home if you are ill, have a compromised immune system, have underlying health conditions, or have been exposed to COVID-19.

Online Tools & Resources

Reading Tools	Math Tools	Instructional Tools	Other Subjects	Feedback and Communication
Leveled Reading Passages ● CommonLit ● Newsela ● ReadWorks		Common Sense Media virtual lessons, educational activities, and resources	Move This World SEL	Actively Learn
Online Texts ● Epic ● Cricket eBooks ● MackinVIA (WIS) ● Vooks ● Audible ● Storyline Online ● Funbrain ● Storynory		PBS Learning Media high school	MN Partnership Collaborative Curriculum Standard-aligned pre-made lessons	**Video & Screen Recording** ● Screencastify ● Screencastomatic ● Vidyard ● Zoom
Learning A to Z			Discovery Education	
			Adaptive, Self-Paced, Individualized Practice ● ScootPad ●	

Distance Learning Toolkits

The grade-level toolkits on the following pages list resources from WPS teachers. These are the essential tools recommended for distance learning.

Note: Securly internet filters still apply for students off campus. Teachers have access to student chromebooks during normal school hours. However, grade level teachers that share students should be cognizant that other teachers will not have access to those students when you start a class. If a educational website is being blocked please email Brian Hering for assistance (herb@waseca.k12.mn.us)

Student Google Accounts: When students try to log into their school Google accounts at home, they often struggle. Students user accounts are: first 4 letters of last name and first 4 letters of first name. Students email address is username@waseca.k12.mn.us When using school accounts students will need to be logged in using their school accounts.

Cloud Access for School Wide Tools: Students should use Cloud access to use any on-line program needed. This can be found on our website under students or staff. www.waseca.k12.mn.us All programs are apart of our Single Sign On (SSO) so students and staff do not need to enter usernames and passwords.

Tips for Success for Teachers

There is an abundance of technology tools available to assist with distance learning. Teachers are encouraged to utilize the tools that are most familiar to students. This will provide the greatest opportunities for success.

1. **Welcome Students / Families to Your Virtual Classroom**
   Send a welcome message to your students and families, just as you would prior to the first day of the school year. In many ways, this will be very similar to starting a new school year.

2. **Identify Students / Families without Internet Access**
   Knowing which students do not have access to the internet or technology will help determine who needs alternative resources and / or support. This may include a phone call home to the parents.

3. **Set Clear Routines & Expectations**
   As a teacher, you know the power of setting clear routines and expectations in your classroom. The benefits are magnified with distance learning. For example, require students to mute their mics.

4. **Be Laser Focused on Your Learning Target(s)**
   The attention span of an adolescent is short, but it's even shorter online. Live or pre-recorded video sessions should be as brief as possible; never longer than 25 minutes.

5. **Organize Your Online Materials**
   When using Seesaw, Google Classroom, or Moodle, organize your content so the materials are easily located. Online communication is difficult; reduce student frustration by providing detailed instructions.

6. **Promote Interaction & Collaboration**
   Learning online can feel very isolating; provide activities that promote interaction. For example, provide discussion board questions or collaborative projects on Google Docs, Slides, or Sheets.

7. **Provide Clear Instructions with Limited Text**
   Short, written text lectures or materials are okay. However, a large amount of text will not generally be read by

most students. Consider using audio, slide presentations, or videos to convey information.

8. **Mix a Variety of Digital & Traditional Activities**
   Provide opportunities away from screen time. For example, ask students to interview a parent or sibling, construct a project from cardboard, or draw a scene from a book; variety is best.

Early Childhood

Preschool: Starting on Monday, March 30, materials will be delivered or available for pickup each Monday for them to work on throughout the week. Teachers will be making contact with each child by phone each day they were to have class to check in.

Resources & Tools			
Distance Learning Matrix for Center-Based Classrooms	Distance Learning Matrix for Step Into Preschool	Preschool for 3s Distance Learning Matrix	Preschool for 4s Distance Learning Matrix
Distance Learning Matrix for Birth to Three-Year-Olds	Distance Learning Matrix for ECFE	ECIPs	

Special Education

Special Education: Special Education Distance Learning Plan will be posted by next week.

Resources & Tools			
BookShare	Accessibility Features		

K-6th Grade Tools

Purpose	Instructional Approaches	Tools	Support Materials
Communication	● Clear communication reduces confusion and follow-up questions. ● Check email / voicemail hourly. ● Attempt to reply within 24-hours.	● Infinite Campus ● Gmail ● Google Voice ● Phone/Voicemail	● IC User Guide ● Getting Started ● Creating a Google Voice Number (need to use your personal phone number)
Learning Management System (LMS)	● Class "portal" for teaching & learning. ● Online lessons, activities, readings, discussions, assignments, & quizzes.	● Google Classroom ● Seesaw	● Teacher's Guide to Google Classroom ● "First Day" Training ● Getting Started
Live Instruction & Collaboration	● Meet with the entire class, a small group, or individuals; record session.	● Google Meet	● "First Day" Training
On-Demand	● Pre-record video clips which allow students to watch & replay lessons.	● Screencastify ●	● 1-hour PD Course ●

7th-12th Grade Tools

Purpose	Instructional Approaches	Tools	Support Materials
Communication	● Clear communication reduces confusion and follow-up questions. ● Check email / voicemail hourly. ● Attempt to reply within 24 hours.	● Infinite Campus ● Gmail ● Phone/Voicemail	● IC User Guide ● Getting Started ●
Learning Management System (LMS)	● Class "portal" for teaching & learning. ● Online lessons, activities, readings, discussions, assignments, & quizzes.	● Schoology ●	● A Beginner's Guide to Using Schoology ●
Live Instruction & Collaboration	● Meet with the entire class, a small group, or individuals. ● Record the session (if applicable) and send it to students to view when they are able.	● Google Meet	● "First Day" Training
On-Demand	● Pre-record video clips which allow students to watch & replay lessons. ● Interact by posting questions that spark thoughtful video responses.	● Screencastify | Help ● EDpuzzle ● Flipgrid	● Vidyard ● Getting Started ● Getting Started

Distance Learning Plan - Waseca JHHS

Grades	Delivery Tool(s)	Instructional Approaches	Content Options	Student/Family Communication
7-12	Schoology	● Interactive HyperDocs ● Web-based Activities ● Recorded reading selections ● Screencastify Video Lessons ● Google Meet - Video Conferencing, Virtual Office Hours ● Online Discussions ● Formative and Summative Activities and Online Assessments	● Content will be delivered through Schoology for all courses. ● Many course textbooks are available online.	**How:** Google Meet, Phone Calls, E-mail, Schoology Messenger, Infinite Campus Messenger **How often:** Weekly

Frequently Asked Questions

If you have a question not listed below, please submit it on the Distance Learning FAQ Form.

For Teachers

1. **Q: Who do I contact if I need tech support?**
   A: If you run into technical difficulties, submit a Help Desk ticket through Cloud Access or contact your building tech.

2. **Q: Will MCA/MTAS assessments still be administered?**
   A: The Minnesota Department of Education announced that it would not enforce federal standardized testing requirements for K-12 students this academic year. Minnesota has received an initial waiver approval for this move, meaning state and local leaders should focus on students' immediate educational needs.

3. **Q: What happens if I am ill or absent and unable to teach during a distance learning day?**
   A: If you are ill/absent, you would be required to create a plan and post this for your students, as you would for a traditional school day. Make sure to communicate with your students that you will not be accessible that day. Please enter your absence on Frontline as you normally would.

4. **Q: When can I come to the building?**
   A: You are able to enter the buildings at any time using your fob.

For Students and Families

1. **Q: Who do I contact if I need tech support?**
   A: First, check with the teacher for the class. If the teacher is unable to help, contact the building office by phone or email the building tech from your child's building:

General Question	Building Offices
	    a. **Hartley**: 507-835-2248
	    b. **WIS**: 507-835-3000
	    c. **JSHS**: 507-835-5470
	    d. **Central**: 507-835-2500

Technology Question (ex: Internet or Chromebook issue)	Contact the Building Office or email helpdesk@waseca.k12.mn.us
Hotspot Questions	Contact Clint Link 507-837-5537 OR Brooke McGuire 507-837-3652
Schoolwork Question	Start with your teacher(s). Tutor help lines will be set up soon.
Health-Related Questions	Deb Wobschall wobd@waseca.k12.mn.us 507-837-5563

2. **Q: What should I do if I am sick and unable to complete the distance learning expectations?**
   A: Contact the office of the building where your child is a student:
       e. Hartley: 507-835-2248
       f. WIS: 507-835-3000
       g. JSHS: 507-835-5470
       h. Central: 507-835-2500

3. **Q: When can I come to the building?**
   A: The buildings are not open to students and families. If there is something at the school you need to pick up, contact the building office.

References & Acknowledgements

This document was created by a variety of educators who energetically collaborated for the benefit of all students and is licensed under a [Creative Commons Attribution-NonCommercial 4.0 International License](#). Please feel free to share and adapt this resource to meet the needs of your school district.

- [Coronavirus (COVID-19) Response Plan - Minnetonka Public Schools](#)
- [Distance Learning Options Matrix - Bloomington Public Schools](#)
- [Flexible Plan for Instructional Continuity - Sacred Heart Preparatory](#)
- [Key Instructional Contacts (KIC) and Sean Beaverson](#)
- [MDE - School Guidance Framework for Distance Learning](#)
- [Online Learning March 2020 Considerations/Planning](#)

This structure was borrowed from the incredibly talented Shawn Brandt with New Prague Public Schools. Resources were also borrowed from Hastings Public Schools and Bloomington Public Schools.

Revisions / Updates Log

As the distance learning plan is updated, use this log to view any changes and revisions in the plan.

03.25.20
- Details and resources added

03.24.20
- Plan was revised.
- Input from admin.

03.23.20
- Plan was developed.