DISTANCE LEARNING AND PROFESSIONAL DEVELOPMENT PLAN
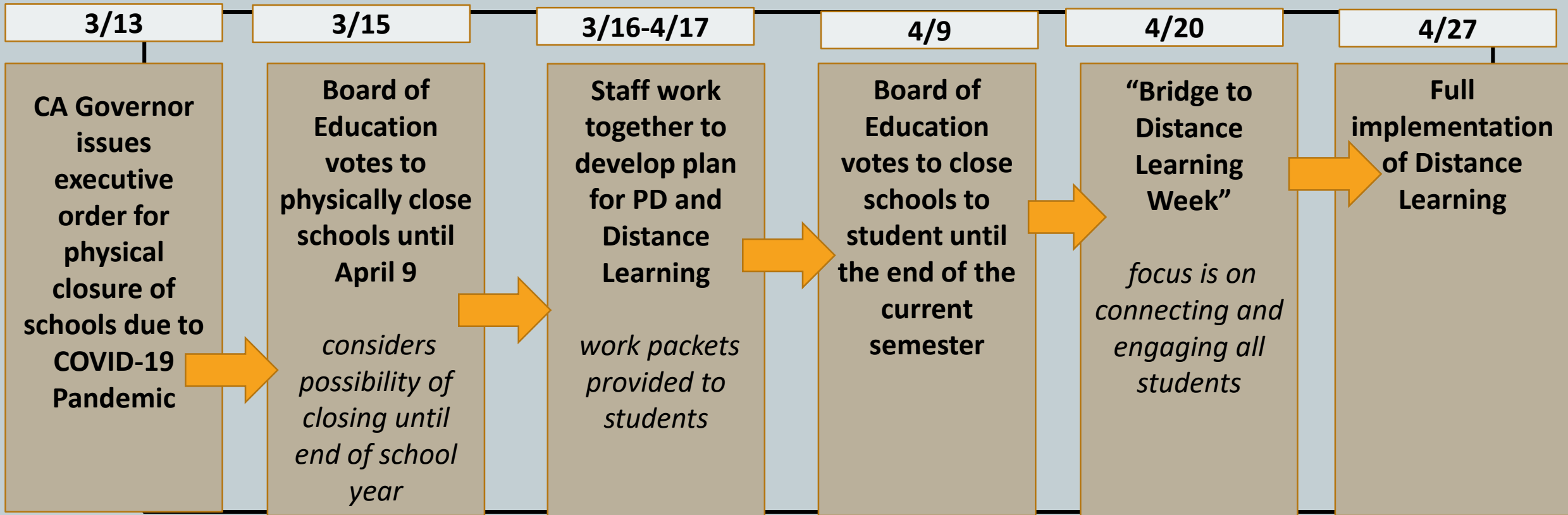
Del Norte Unified School District

April 23, 2020

BACKGROUND: *HOW WE GOT HERE*

DEL NORTE
UNIFIED SCHOOL DISTRICT

3/13	3/15	3/16-4/17	4/9	4/20	4/27
CA Governor issues executive order for physical closure of schools due to COVID-19 Pandemic	**Board of Education votes to physically close schools until April 9** *considers possibility of closing until end of school year*	**Staff work together to develop plan for PD and Distance Learning** *work packets provided to students*	**Board of Education votes to close schools to student until the end of the current semester**	**"Bridge to Distance Learning Week"** *focus is on connecting and engaging all students*	**Full implementation of Distance Learning**

GETTING STARTED: *MARCH 16TH-APRIL 24TH*

PRESCHOOL

- teachers expected to make weekly contact / check-in with families

- teachers prepare weekly work packets for distribution to all children

- district office staff upload packets content to preschool section of COVID-19 web page

GRADES TK-8

- teachers expected to make weekly contact / check-in with families teachers hold office hours (Tues-Thurs; 1-2 pm)

- teachers prepare weekly grade level standards work packets for distribution to all students

- district office staff upload packet content to grade-level section of COVID-19 web page

- teachers provide digital content that aligns with packet content.

GETTING STARTED: *MARCH 16TH-APRIL 24TH (DNHS)*

Individual Contact	**Teachers generate content (review, makeup & enrichment)**	**Teachers create Google Classrooms**	**Counselors create systems to contact all students**	**Staff connects with all seniors in credit retrieval**	**5 satellite locations established around the county**	**Chrome-books handed out to students**	**Packets /modules (2 weeks at a time) developed**
with (260) Special Education students, 504 students and seniors in credit retrieval	Packets created for students needing paper copies; work posted online for students with internet	school creates & arranges training around Google Classrooms, calendaring & screen castify		establishes supports to keep them working toward graduation	times set for students to come and work on credit retrieval or get other academic support	launch distance learning model	for students unable to access web based program

PROFESSIONAL DEVELOPMENT

Digital Learning Platforms:

➢ Grade level teachers select a Learning Management System (LMS) or digital learning platform to be the primary method of instruction and communication for distance learning. Use "Alludo" as the tool to learn how to operate that LMS or platform

➢ District Standard: Grades TK-2: **Seesaw;** Grades 3 -12: **Google Classroom**

➢ Teachers may select to pilot **Canvas**-a robust LMS that provides analytics regarding student engagement and accountability

➢ Teachers who desire to a different digital learning platform may do so after consulting with their site administrator and the district's Director of Innovation and Special Programs

PROFESSIONAL DEVELOPMENT TIMELINE

4/6-4/10	4/20-4/24	4/27-6/11
PD Plan shared district wide (Principals' meeting, grade level facilitator/admin meeting, grade level meetings on Monday) Teachers select a platform from district recommendations to use to facilitate distance learning for the remainder of the year (4/27-end of term) Access to Alludo by the end of the week (4/10) Access to Canvas LMS pilot by end of the week (4/10)	Teachers continue with personalized PD in Alludo (Bigfoot Trax Game) Teachers continue using or plan to launch distance learning platform to facilitate teaching students Teachers add site administrator and at least one co-teacher from their grade level to their distance learning classroom	Teachers interactively using online platforms to instruct students For students who don't have access to the internet, teachers will continue to provide individualized instruction

PRESCHOOL

❑ Teachers and support staff participate in professional development through the Alludo platform; and select interactive modality to provide weekly instruction to children and their parents / families

❑ Teachers continue to provide weekly packets of work to children and families and make contact with every family at least once every 2 weeks (more often for those who need additional support)

❑ Children with Individualized Education Plans (IEP's) receive more frequent contact from their support providers in addition to their teachers

GRADES TK-12: WEEK OF APRIL 20TH - 24TH

Bridge to Distance Learning

❑ Teachers focus on connecting with all students and ensuring the routines, procedures, and processes to support Distance Learning are in place. teachers continue with professional development to support them as they transition to teaching online;

❑ Teachers, administrators, and support staff continue to reach out to students to determine exactly who still needs support with connectivity. For those who still have challenges with accessing the internet, staff will make every effort to assist them with accessing content;

❑ Teachers continue to hold office hours from 1-2 on Tuesday, Wednesday, and Thursday to engage with / answer questions from families and students;

❑ Work packets still available for all students in grades TK-8

GRADES TK-12: APRIL 27TH – END OF TERM

Distance Learning Program (teacher expectations):

❑ Provide direct instruction through a digital learning platform (See-Saw, Google Classroom, Canvas)

❑ Post recorded asynchronous instruction videos within digital learning platform (at least 2X per week)

❑ Host digital video instruction (in ½ hour blocks)

❑ Hold office hours from 1-2 pm (Tues-Thurs) to engage with / answer questions from families & students

❑ Attempt to provide feedback to students and record this in their student feedback forms

❑ Keep anecdotal notes of student participation and progress toward grade level standards that will be used for the end of the 3rd trimester feedback

GRADES LEVEL DEPARTMENT EXPECTATIONS

❑ Continue to collaborate around the essential standards taught/reviewed/practiced for the current week

❑ Provide additional opportunities to practice or extend the learning through the district digital option and the paper packets posted on the website

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STUDENT EXPECTATIONS

- ❑ Complete all assigned tasks
- ❑ Participate in all learning opportunities (digital or paper)
- ❑ Communicate with teacher(s) at least twice per week (phone, email, Zoom, digital learning platform, etc.…)

DISTANCE LEARNING AND SPECIAL EDUCATION

- All Special Education Teachers and DIS Staff participate in the creation and regular review of the individualized Distance Learning Plans (for all students that they serve) during school site closures;

- By 4/27, begin providing instruction using distance learning platforms;

- Case carriers and support providers can use the SELPA Distance Learning Plan (DLP) form to document work/contacts with students and families; and communicate regularly as a team

Distance Learning Platforms:

- Special Education staff will also be trained on Alludo and expected to use online learning platforms (such as See-Saw, Google Classroom or Canvas)

- All providers will be working with students via video conference/phone in small groups and individually addressing IEP goals

- As some students can only access their instructional content through paper packets due to their disability, we will plan to work with these families to provide the necessary consultation and coaching so their students can to the fullest extent possible access their education.

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GRADING GUIDELINES (TK-8)

No numerical or letter grades for submitted assignments in trimester 3. In addition to teacher feedback, the following criteria will be used for each assignment.

- **Completed =** Student has executed the task required, evidencing progress toward grade-level standard
- **Progressing =** Student has attempted the task, demonstrating effort toward meeting grade level standard
- **Missing =** Student has not yet submitted the assignment

Engagement/Participation Included in Comments
- Teachers keep track of weekly student contact (Zoom, phone, email, digital learning platform, etc..) and participation.
- Standardized form provided to all teachers by April 20th

GRADING GUIDELINES (9-12) DNHS

Grades *will* count; students can improve their semester grade

1. **A-D grading scale for the semester.** For students who already receive a credit/no credit system
- Only exception will be for students who earned an "F" grade in the first 6 weeks. If they do not engage in school during the rest of the semester, they may receive an "F" grade for the semester.
- Students who had a passing grade at the 6 week grading period, but do not re engage for the remainder of the semester, may see as much as a letter drop in their grades, but will not receive lower than a "D" grade for the semester

2. In a few courses a "C" or better will be required to move forward to a course dependent on skills acquired in the prerequisite course i.e. Alg 2 ---> Pre-cal

3. **Appeal Process:** for students who can show compelling reasons why they were not able to return, we will provide an appeal process to be approved by an administrator. If approved these students could receive an Incomplete and be allowed to complete coursework in the fall to pass the course.

SUNSET HIGH SCHOOL UPDATE

3/16: Sunset started setting up individual student folders, based on student credit needs.

Staff agreed to collect student work, and re-fill the folders each Wednesday with "Paper/Packet" assignments that could be completed independently, at-home, without necessarily the need of technology, nor teacher supervision.

Teachers regularly update their Google Classrooms with on-line credit-earning options in their respective subject areas

Staff have been hosting Zoom sessions (with varied degrees of participation) for Advisory students, other subject area groups (Writer's Workshop, Sources of Strength, Vet Science, etc).

Sunset utilized its van to make home visits to deliver and pick-up student work (and food) several days per week. Target has been students who are homeless, live in outlying areas or lack the transportation to make it out to our school site.

Staff checked out Chromebooks (about 30 so far) to all students who expressed a need and desire for a device

School has been hosting a weekly school-wide assembly via Zoom. "Grading" has not changed, since teachers grade student work that is returned via online or paper/packet.

Staff awards participation points to students who participate in any Zoom session, or even contacts via email or Google Classroom