

## **School at Home Continuous Learning Plan USD 434 Santa Fe Trail**

The Continuous Learning Task Force in Kansas has issued a guidance document to all schools, which provides the outline for planning and administration of learning for the remainder of the 2019-2020 school year. USD 434 will closely follow the guidance provided. We will use a digital instructional system and paper-pencil homework packets for those who do not have digital access. We will be contacting each student household to determine what the needs are for each student. Learning materials will be provided for students based on needs identified.

**Listed below are the maximum daily minutes which include teacher instruction and homework time.**

PreK Grades 30 minutes

K-1 Grades 45 minutes

2-3 Grades 60 minutes

4-5 Grades 90 minutes

6-12 Grades 30 minutes per teacher (3 hours max in a day)

**PreK-12th grade students will begin on Monday, March 30th with the plan outlined below:**

All students PK-12 will have the opportunity to pick up a device (Chromebook/iPad) during lunch distribution at their child's school from 11:00 am - 12:30 pm, Wednesday, March 25, Thursday, March 26, and Friday, March 27. This will ensure students have what they need and are ready to learn Monday, March 30. (Reminder: There is no food distribution at the high school, but it will be available for drive-thru Chromebook pick-up if needed on the dates and times listed above.)

At this time, students will ONLY be picking up their device. They will not be allowed in the building. All other student items remaining at the school will be picked up at a later date. This includes items in their lockers and instruments, etc.

### **Preschool:**

Preschool teachers will use SeeSaw to deliver instructional materials to students/parents. Teachers will post a daily lesson on SeeSaw with activities that incorporate multiple areas of development. Parents can do these activities at home with their children and they should take no more than 30 minutes. Teachers may also post videos of themselves demonstrating an activity for the students. SeeSaw will also be the primary source for communication with parents. Preschool teachers have established office hours (listed in table below) at which time parents may contact the teacher with questions and for help for their child. Preschool lessons/activities will be provided Monday through Thursday, to match our normal school schedule for the spring semester. Teachers will still be available during office hours on Fridays.

### **District-Wide System of Delivery:**

Students will access Google Classroom for instruction, communication with their teacher, and live Zoom interactions. Parent correspondence will be done via email or phone call as well as through Google Classroom during teacher "office hours." Zoom links will be provided through Google Classroom. If at any time there is a technology problem or the teacher is unavailable, the student will shift to independent work until the next class opportunity.

All teachers will communicate through Google Classroom by posting assignments, links, documents, and other related materials. They may also prepare short videos of instruction. They will also set up Zoom meetings, which are meetings that they can hold with students or an entire class live. The GoGuardian software will also

still be active and teachers will be able to monitor websites and activities through the Chromebooks. GoGuardian does not extend to the iPads, so parents will need a plan to monitor appropriate usage.

### **Professional development plan:**

We will use a variety of methods to assist our teachers as they prepare for continuous learning in an online setting. We have some local experts who are willing to help their colleagues. In addition, we have identified resources for our teachers and online instruction for their use. We are also collaborating with Greenbush professional development providers to provide a consistent training. We are conducting at least weekly collaboration meetings virtually with staff in an effort to learn what their needs are and provide support in those areas. We have limited the platforms we will use to those most familiar to our staff and students. By limiting these options, we hope to reduce the need for professional devotement in this area.

Technology support for teachers will be provided as needed to instruct them on the use of the required tools above. Teaches are to contact their building principal if support is needed and the principal will set up a training session by sending a tech request. Tech staff will then set up a training for all staff who need the training. Zoom will be used for these training sessions or if possible, an instructional video will be sent to staff to assist them. Staff are also encouraged to talk to other staff members who are familiar with the technology and seek help from them. We must all support one another as we work our way through this.

### **Technology Support for Students:**

Students who are experiencing difficulties will be asked to communicate with their teachers and inform them of the problem. Their teacher will make a request for assistance through a tech request. Tech staff will then contact the student to provide the needed assistance. We are also posting some trouble shooting tips on our website that may help solve some issues. We are also posting instructional videos online that will assist with some issues.

### **Special Education:**

Special education services and support will be provided to all students with an IEP. We will have a support system for students through telephone or via the internet. Students will be able to join a Zoom meeting where support staff will be available to answer questions and get instruction as needed. In addition, students without internet service will receive resource packets and teachers will make themselves available via telephone. Teachers will set a schedule for the Zoom meetings and telephone calls to compliment the online classes set by regular education teachers. To provide instruction the special education teachers will be providing instruction through the use of Google Classroom and packets specialized to the needs of the students they teach. Support for these students will be handled via telephone call and if available, Zoom will also be used. It should be noted that special education staff will communicate with preschool students/parents through the use of SeeSaw. Students/parents will be given "choice boards" created to give families options to choose from a list of activities that work best their child and will give practice on their child's specific needs. Related services will collaborate with teachers and families on how best to incorporate activities for their goals.

### **Social/Emotional Support:**

Counselors will maintain regular meeting schedules checking in with students who have existing needs. In addition, as teachers, parents, and students express concerns relevant to newly identified needs, counselors will accept referrals and check in on those students as well ensuring students have the resources and support necessary through this critical time. We will also provide helpful tips to alleviate stress and promote a healthy mindset at home. We will post these on Facebook, our district website and send them out through our teachers Google Classroom which students will check daily. We will also provide contact information for Crosswinds Counseling and Wellness (PH: 620-343-2211, 608 Holliday Street, Osage City, KS 66523). Crosswinds currently has an office in our buildings and serves some of our students. We want those services to continue uninterrupted. Crosswinds has also told us that they are setting up a team to assist all families who need their services during this crisis.

**Office hours scheduled by grade level/subject area:** Teachers will be available during this time through Google Classroom, email, phone, and if set up by the teacher, Zoom.

Monday - Friday		
Grade / Subject	First Session	Second Session
Preschool	10:00-11:00	2:00-3:00
Kindergarten	8:00-9:00	11:00-12:00
1st Grade	9:00-10:00	12:00-1:00
2nd Grade / Title	10:00-11:00	1:00-2:00
3rd Grade / WIN	11:00-12:00	2:00-3:00
4th Grade	8:00-9:00	11:00-12:00
5th Grade	9:00-10:00	12:00-1:00
6th Grade / Title	10:00-11:00	1:00-2:00
7-12th Math K-12 Band, Vocal & Art	8:00-9:00	11:00-12:00
7-12th Science K-12 PE, Spanish	9:00-10:00	12:00-1:00
7-12th Social Studies Business, Shop	10:00-11:00	1:00-2:00
7-12th English Drama, FACS	11:00-12:00	2:00-3:00

**Communication plan:**

Our official communication outlets during this time are the USD 434 messenger, USD 434 Facebook page, and school website at [www.usd434.org](http://www.usd434.org).

**When technology or learning issues arise for students, please email the classroom teacher directly and allow them some time to work with you to resolve the issue.**

John Denk, Superintendent

Patrick Graham, SFT High School Principal

Diane Faflick, CAC Principal

Zach Harwood, CAC Assistant Principal

Vici Jennings, OAC Principal

Sean Nelson, Technology Director

Regan Erickson, SFT Athletic Director