



# CLEAR LAKE SCHOOL DISTRICT

---

## DISTANCE LEARNING HANDBOOK

---

### DISTANCE LEARNING HANDBOOK

In the event of a short-term or long-term school closure, The Clear Lake School District will initiate a Distance Learning Plan. The goal of the Distance Learning Plan is to continue students' conceptual understanding and skill development and to continue planned learning as much as possible.

To support communication between families and students, Clear Lake School District will utilize email, Skyward, School Messenger, the District website, social media, Google Classroom and Seesaw.

#### **Timeline**

In the event of a short term or long term school closure, Clear Lake School District plans to follow the timing below:

##### **Day 1 of Closure:**

- No action required for students.
- Teachers will prepare communications and materials for Day 2 and beyond

##### **Day 2 and Beyond:**

- Distance Learning for students at home.

#### **Synchronous vs. Asynchronous Learning**

Synchronous learning is online or distance education that happens in real time with live teacher interaction. Asynchronous learning occurs online without real-time interaction, where students complete class activities each at their own time, often using recorded lessons and/or teacher-created materials.

Our district will provide a mix of synchronous and asynchronous learning opportunities for our students.

- Elementary students will be provided mainly with asynchronous learning through videos and activities that students can complete when parent support is available.
- Jr. / Sr. High students will have a mix of synchronous instruction, which they will be expected to attend, and asynchronous instruction that they can complete when they are able.

Teachers are responsible for communicating with their students which style will be used in their classroom.

**Online learning is meant to offer flexibility. Online teachers do take attendance. Students should do their best to log-in during scheduled meetings.**

Updated Nov. 17, 2020

## **Grading Expectations**

Traditional grading

- A-F for Jr-Sr High School
- Standards - Based or Letter Grade for JK-6

Teachers, students, and parents must all do their part to communicate and develop an understanding of grading procedures and expectations for each class.

## **Technology Use at Home**

Technology will be provided for students K-12th grade for distance learning during school closures.

- Jr. / Sr. High students are expected to take their device home daily.
- Elementary students will be advised to take their device home during the event of a school closure.

All students are expected to return school devices when school resumes.

## **Student Expectations:**

The goal of Distance Learning at the Clear Lake School District is to ensure students continue to learn and develop academic skills when learning cannot happen in a traditional classroom.

### **Preparing for Distance Learning:**

- Students should talk with families to establish a learning routine and prepare a space where they can work effectively and successfully.
  - This should include a quiet space in the home where students can participate in Google Meets and/or Zoom conversations with others, for live lessons or two-way communication with teachers.
- Routines are important for most people, so we ask students to talk with parents or guardians to prepare a daily schedule.
  - **Please keep in mind all teachers will be online and accessible from 8:30-4:00 each day, at a minimum.**
  - Most students will need more than these hours to learn and work, so plan your schedule to include enough time to complete your work and meet with your teachers.
- Engage in all learning with academic honesty and integrity.

### **Attendance**

- Attendance will be tracked for students through teachers monitoring student participation.
- Students engaging with the activities and completing work will be considered as attending.
- Whenever synchronous instruction, activities, or scheduled meetings are taking place, attendance will be monitored by the classroom teacher.

### **Illness**

- Students are expected to participate in learning activities as long as they are healthy and able.
- If a student is too ill to participate in school activities, parents should contact the school office that day to report them ill as you would normally.

## **Preparing for Success with Distance Learning:**

- Bring your device/charger home: Jr/Sr High Students - daily; Elementary students - by teacher direction.
- Follow appropriate online expectations outlined in the [Responsible Use of Technology Agreement](#) for Students.
- When internet access is available
  - Use your CLSD email address
    - Grades 7-12 - Check school email and Google Classroom daily
    - 3-6th grade- Check emails and Google Classroom for announcements daily
    - JK-2nd grade- Check Seesaw for announcements and daily work
    - Attend scheduled Google Meets
- When home internet access is limited or non-existent
  - Contact your teacher and/or school office as soon as possible
- Communicate with teacher(s)
  - Examples include: email, Google Classroom, Zoom/Google Meetings, Seesaw, or phone calls.
- Be an active learner
  - Communicate regularly with teachers
  - Do not be afraid to ask questions and seek help when you need it.
- Balance workload for each class in Google Classroom/Seesaw
  - Read daily post or discussions
  - Watch instructional videos
  - Complete work
  - Turn in for feedback
- Google Meet or Zoom expectations (when others will see you on screen)
  - Wear school appropriate attire
  - Check surroundings
  - Respect speaker
    - Mute your microphone and use the raise hand feature
    - Be a respectful and attentive participant
- Practice self-advocacy
  - Ask questions
  - Be persistent
    - Do not be afraid to ask for help
    - Tell others if you are frustrated or “lost”
    - Do not give up

**Students are expected to complete all assigned classwork during the extended closure.**

## **Teacher Expectations:**

As we continue to adapt to distance learning, our teacher’s priorities remain to ensure that everyone is safe and supported. Teachers will establish and identify a successful mode of communication for easy contact with their students.

Updated Nov. 17, 2020

**Prior to Distance Learning teachers will teach students:**

- How to organize their Drive, create folders, and name documents
- How to access established platforms for learning
- How to communicate and respond to learning
- On-line behavior expectations
- Different means of turning in completed work for feedback
- How to download academic learning materials to their Chromebook or iPad
- What to expect back from the teacher regarding feedback, grading, etc

**When Distance Learning is in place teachers will:**

- The default expectation is that teachers will report to their assigned building and work from their classroom during a pandemic-related closure.
- On a daily basis, provide at least one assignment or activity which is supported by instruction which addresses relevant essential academic standards for the class.
- On a weekly basis, teachers will provide at least one live/interactive opportunity for students and/or parents to access in person communication with the teacher (e.g. Zoom, Google Meet, etc.)
  - a. Teachers will post videos of themselves to help students feel connected and to maintain the sense of community when not physically in school.
  - b. Provide individual instruction videos for assignments in modalities such as Zoom, Meet, etc.
- Provide (weekly, at minimum) communication to parents via email, Google Classroom, or Seesaw
- Provide opportunities for individual live communication or tutorial help via video or phone.
- Provide posted office hours in Google Classroom/Seesaw (8:30 am - 4:00 pm)
- Provide parents an opportunity for clarification about assignments and advocating for their student's needs. Appointments can be made to accommodate individual schedules.
- Continue providing feedback/grades for student work and engagement on a weekly basis.
- Special Education and Title teachers will provide support and extension per the student's identified and individualized plans.
- During an absence from teaching, teachers will notify students/families via email and within their respective learning platforms (Google Classroom, Seesaw, Zoom, etc.) of their unavailability and an expected return date. Teachers will communicate with families regarding updates to their status.

**Sample language for teachers to share when they will be absent:**

- "Unfortunately, I am unable to work today and unavailable to provide instruction. All new coursework will be "on hold" until **insert date here**. Please continue to work on previously assigned coursework and check at least daily, for Google Classroom or email updates from me.

**Parent and/or Guardian Expectations:**

Parents and guardians are essential to the success of distance learning, however, we know there are limits to what most families can successfully juggle at one time. Below are some suggested tips which can help parents assist their child to be successful during an extended school closure.

Please be sure the main office has updated phone numbers and email addresses for your family.

### **Parents and/or Guardians are encouraged to:**

- Establish an “At Home Learning” schedule and routine
- Help their child prepare an effective learning space
  - It is important that students prepare a space for effective learning, and parents/guardians can be helpful in establishing this space. Be sure that you are able to monitor their online activity.
- Review appropriate digital citizenship expectations with your student
  - [Clear Lake School District Student Technology Responsible Use & Internet Safety Policy](#)
  - Online learning presents new challenges and new opportunities. Please remind students they should engage in all learning with academic honesty and integrity. Students should avoid sharing too much information about themselves, and students may not falsify information nor impersonate others online.
- Communicate with your child’s teacher(s).
  - Encourage your child to contact their teacher for support; or contact the teacher yourself if your child is experiencing challenges, so they can better support them.
- If a student is too ill to participate in school activities, parents should contact the school office that day to report them ill as you would normally.
- Check with your student to see how their meetings are going with their teacher. Consider making this a daily check-in.
- Reference “parent tip” resources for additional support in:
  - Helping your student access their email
  - How to access and use your [Google account including Classroom](#)
  - [What is Google Apps](#) and how does it support my student’s learning?
  - What are some of the [online resources](#) my student might use?
  - Advocating for your student’s needs and getting access to [resources](#).

### **Additional Support:**

- [Polk County Health Department](#)
- [Dunn County Health Department](#)
- [Barron County Health Department](#)
- [St. Croix County Health Department](#)