

Winston R-VI

Online Distance Learning Plan

During this time our teachers will be working from school and/or home to lead your child's learning. The District and teachers will be utilizing Google Meets to connect with students online to provide daily lessons and activities.

Communication with Parents and Students:

The following are the platforms the Winston R-VI School District will use to communicate with stakeholders:

- * Google Classroom
- * Email
- * TextCaster
- * Phone Call
- * FB page
- * School Website

Technology:

The district will issue a device to all students in grades PK-12th. The students with internet concerns can request a hot spot from the school district. All students will be utilizing online methods to receive instruction and turn in assignments.

Student Expectations

Attendance:

Winston will be required to take **DAILY** attendance in each class under every learning model. Each 7-12 classroom teacher will give **10 daily points** for attending a Google Meet session. The following will count for a student's attendance:

- Completion of lessons and activities turned in the next day of attendance.
- Electronic submission of lessons and activities on the day of or the next day of attendance.
- Log of electronic/web-based/app activity.
- Cameras must be on during learning time to enhance student engagement.

This means students will have to be present in-person and/or logged in each day for every course, to be counted present for credit purposes.

Additional points for attendance may be given to keep students accountable.

Attendance will be taken EACH day in EACH class!

Teachers in grades K-12 will be utilizing Google Classroom as the primary method for delivering instruction to students. PK will send packets home with students. Teachers will be reaching out to students with additional information via their school email. **Students should check their district email accounts on a daily basis.**

JH/HS Daily Schedule

Tuesday	Wednesday	Thursday	Friday
9:00 a.m. 1st period	9:00 5th period	9:00 a.m. 1st period	9:00 a.m. 5th period
9:45 a.m. 2nd period	9:45 6th period	9:45 a.m. 2nd period	9:45 a.m. 6th period
10:30 a.m. 3rd period	10:30 7th period	10:30 a.m. 3rd period	10:30 a.m. 7th period
11:15 a.m. 4th period	11:15 8th period	11:15 a.m. 4th period	11:15 a.m. 8th period
12:00-3:00 Students log into classes 5-8 for assigned work. Question/Answer with teachers.	12:00-3:00 Students log into classes 1-4 for assigned work. Question/Answer with teachers.	12:00-3:00 Students log into classes 5-8 for assigned work. Question/Answer with teachers.	12:00-3:00 Students log into classes 1-4 for assigned work. Question/Answer with teachers.

Assignment due dates and methods of turning in assignments will be at the discretion of the individual teachers.

- If deadlines for assignments are not met, there will be a reduction of credit, teacher discretion.
- If an assignment is not turned in the student will receive a “0” in the gradebook.
- Attendance will be taken for Google Meet meetings and participation points given.
- Students are responsible for contacting the school for needed materials, hard copies, or extra help

Elementary Classroom Schedules: Elementary teachers will be available from 9:00-3:00. Individual classroom schedules can be found on the district webpage under the Elementary tab, the Winston R-VI Facebook page, and will be sent home with every student in hard copy.

Parents and Guardians Tools for Success

Parents and Guardians, your support during this time will be vital as we work to provide the high-quality education for which you are accustomed. Technology issues can be emailed to Mrs. Linda Warford at lwarford@winston.k12.mo.us. She will reply as soon as possible. Some other suggestions that may be helpful are:

- Attend one virtual learning meeting with student
- Participate in technology training/tutorials as a way of helping to support your student/child.
- Stay connected to district and school happenings by reading emails, school's FB page, and checking the website for updates regularly.

→ Monitor time spent on virtual learning to ensure student completes daily assignments, student progresses to complete courses, and student attends all live instructional sessions, and class meetings.

→ Assist students in setting up a daily home-schoolwork schedule.

Teacher Responsibilities

Instructional Expectations: Teachers will create appropriate amounts of content-related work each day for their students for each class. This may include practice, interactions with presentations or lectures, research, or the completion of assignments. Instruction could include one-on-one virtual meetings, group or class meetings, live lessons, and pre-recorded videos.

Other Expectations:

→ Monitor assignment submissions and communication with students and parents to remind them of missed and/or upcoming deadlines.

→ Provide timely and meaningful feedback on student work using clear and concise language.

→ Record attendance for each live instruction class.

→ Respond to emails within 24 hours during the week, to the extent possible.

→ Be available during the virtual learning work time to engage with students and provide instruction, answer questions from students and parents, create additional activities/lessons as needed, create/upload instructional videos, etc.

→ Be available to provide additional support upon student-directed requests.

→ Utilize district discipline structures to virtually manage and respond to student behavior (e.g., teach expected behavior, provide positive specific praise, discourage inappropriate behavior, and actively work to build a relationship).

→ Check-in daily with Principals. Report to the principal when a student exceeds 3 absences. Call the parent when a student has had three absences.

→ Attend virtual meetings as designated by the district/principal.

→ Expect to put in the necessary work hours to successfully run your classroom.

→ Contact the parent when the student's grade falls below a D.

→ Teacher/student will not be required to replicate a traditional learning day; rather, focus on high priority learning goals.

→ Take care of yourself and your family!

Special Education Teachers

Taking regularly assigned duties into consideration, as well as the relevant Teacher : Special Education teachers will be expected to do the following:

→ Adhere to all Case Manager Responsibilities.

→ Maintain regular communication with parents regarding schedules, student

progress, and instructional supports. Maintain regular communication with IEP team members (general education teachers, other special education staff, administrators, etc.) regarding schedules, student progress and instructional support needs.

→ Collaborate with general education teachers to ensure appropriate accommodations/modifications for students.

→ Participate in "Form G: Distance Learning plan" training, and complete IEP

Amendments for assigned students to reflect distance learning needs associated with each re-entry phase.

→ Participate in all required professional development opportunities to assist with instructional planning, social emotional supports, and instructional technology. Follow guidance for return from school closure related to data collection and progress monitoring to ensure educational teams have the necessary information to make data-based decisions regarding special education services.

→ Ensure the provision of specially designed instruction for each assigned student with an IEP.

→ Help students identify a quiet, well lit work space (desk or table) for virtual learning.

→ Maintain communication between your child and the teacher(s) through email.

→ Help your student take ownership of his/her learning. The goal is for students to be as self-directed as possible (as appropriate according to age and developmental level of the student).

→ Take care of yourself and your family!