

MNCS Distance Learning Procedures

Student Expectations for Distance Learning (Secondary)

Revised 3/26/20

- Students are expected to continue their educational work during scheduled school days and hours per the MNCS 2019-20 calendar. Daily distance learning will consist of:
 - Attend daily remote advisory meetings between 8:15-10:00am (depending on schedule by advisors). This is a required check-in to be considered in attendance for the day.
 - Maintain consistent electronic contact with their advisor to plan and demonstrate learning, and to resolve technology issues when needed (*emails, phone calls, text msg, online chats/conferences, etc.*).
 - Log or otherwise document 150 minutes of individual project work, as well as 30 minutes of writing (daily journals, time logs, emails, reflections, writing prompts, capstone research papers, etc.)
 - Complete and document 45 minutes of math work daily.
 - Complete and document 45 minutes of sustained silent reading daily. Reading groups will continue to be scheduled from 12:05-12:50 daily.
 - Continue to participate in and document a minimum of 30 minutes of healthy daily activity (walks, runs, mindfulness, hacky sack, etc.)
 - Participate in electronic meetings with Sophomore, Junior, and Senior Teams as required.
 - The specific needs of each student who receives special education services is outlined in the student's Individual Education Plan (IEP). During the COVID-19 closure, special education teachers will be in contact with students and/or parents on a daily basis to ensure the continuity of service is provided to the extent possible. Students with IEPs will continue to receive special education and related services. Special education teachers will continue to address individual IEP goals, and the relevant accommodations and modifications outlined in a student's IEP will be in place to ensure participation in a distance learning environment.

Recommended Distance Learning Daily Schedule:

8:15-9:00am - Advisory

9:00-9:45 - Math Work

9:45-11:30 - Wellness/Project Work Time

11:30-12:05 - Lunch

12:05 - 12:50 - Reading Groups/Individual Quiet Reading Time

12:50-3:05 - Project Work Time/PE/Time logs and daily documentation

Advisor Expectations for Distance Learning (Secondary)

- Advisors are expected to be available and responsive to students between the hours of 8 am to 3 pm Monday through Friday on school days as scheduled per the MNCS 2019-20 school calendar. 3pm to 4:30pm are reserved for administrative functions.

- **Students must have communication with their licensed teacher DAILY (MDE requirement)**
- Advisors will need to work actively to help students resolve issues related to technology and distance learning.
- Daily advisor scheduling will consist of:
 - Holding advisory meetings daily between 8:15-10:00am using available tools.
 - Be available during contact hours through phone call, text and email.
 - Monitor student math progress in ALEKS and be available for math assistance from 9:00-9:45am daily and as scheduling permits.
 - Schedule proposal team meetings in accordance with our 19-20 proposal team schedule
 - Monitor student work through individual meetings, time logs and journals, google docs, etc. and communicate individual progress to parents/guardians on a regular basis.

Student Expectations for Distance Learning (Elementary)

Revised 3/26/20

- Students are expected to complete daily assignments and project work from the distance learning menus provided by your teacher.
- Students (with help from parent/guardian as needed) will submit evidence of completed assignments to their teacher daily. Follow specific directions from your teacher on how to submit this evidence.
- Students will be in contact with their teacher on a regular basis. Teachers will have specific office hours for general help as well.
- The specific needs of each student who receives special education services is outlined in the student's Individual Education Plan (IEP). During the COVID-19 closure, Special Education teachers will be in contact with students and/or parents on a daily basis to ensure the continuity of service is provided to the extent possible. Students with IEPs will continue to receive special education and related services. Special Education teachers will continue to address individual IEP goals, and the relevant accommodations and modifications outlined in a student's IEP will be in place to ensure participation in a distance learning environment.

Teacher Expectations for Distance Learning (Elementary)

- Create/update distance learning menus and educational materials, and supply them to students as needed.
- Provide feedback to students on submitted work. Provide regular progress reports to parents/guardians.
- Maintain consistent office hours. Be available for students and parents via phone, web conferencing, and email from 8:15-3:00pm daily.