



# MAPS DISTANCE LEARNING HANDBOOK

APRIL 2020





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## MAPS GUIDING PRINCIPLES

- We believe all students can learn.
- Working together enables us to attain our desired outcomes.
- We are committed to an atmosphere of mutual respect and trust.
- We focus on goals that drive achievement.
- All decisions we make are based upon impact to effect learning.
- We believe that all students belong to all of us.

## DISTANCE LEARNING GUIDELINES

- We will focus on essential learning and skills retention for students.
- We will focus on strategies for engaging students and encouraging creativity.
- We will emphasize relationships in this new learning environment.
- We will use materials, resources and platforms that your students are already familiar with.
- We will extend grace to your students during this unique and trying time.
- Reach out. We are all in this together, so you don't have to do it all alone.
- Continuous learning is not hours of screen time for teachers, parents, or students. Learning should be a combination of online and offline activities.

## GRADING, FEEDBACK, and PARTICIPATION GUIDELINES

- The emphasis for schoolwork assigned, reviewed, and completed during the remote learning period is on learning and participation.
- Grading will focus on the continuation of learning and prioritize the connectedness and care for students. All students will have the opportunity to redo, make up, or try again to complete, show progress, or attempt to complete work assigned prior to the remote learning period in that time frame. A focus on keeping children emotionally and physically safe, fed, and engaged in learning should be the first priority.
- Grading will include meaningful feedback, coaching, and a focus on student growth.
- Student participation will be tracked.
- Grades for the remainder of the year will be credit/no credit based on participation unless additional guidance is provided. Additional information will be made available regarding GPA by MHS teaching staff.



## TEACHER REQUIREMENTS

- **Office Hours.** Teachers will set aside at least 2 hours per week for families and students to check in, ask questions, or seek support. Teachers will communicate available times and ways to reach out.
- **Content.** Teachers will share content with your students daily/weekly. This will be available with both online and offline content to ensure that all learning resources and opportunities present an equal opportunity for all students to participate.
- **Track Student Engagement.** Teachers will track student participation.
- **Regularly Interact.** Teachers will regularly reach out to students and families to understand what students are working on and what support is needed.

## STUDENT REQUIREMENTS

- **Read.** 30 minutes of daily reading is a good guideline for all students at every age.
- **Plan.** Think about a schedule for your day and create a To-Do list to complete. Adding some structure to your day can keep you on TRACK!
- **Do.** Complete the work that your teacher(s) have assigned to you. Ask for help when you need it and do your best!

## FAMILY REQUIREMENTS

- **Seek Resources.** MAPS is providing free and accessible resources for your students and families at [www.chipslead.org/family-resources/](http://www.chipslead.org/family-resources/) to support learning, health, and overall well-being. Please seek the resources needed to support your student.
- **Don't Stress.** We are aware that COVID-19 concerns and the required school closure has created many stressors for our families.
- **Be Flexible.** We ask for patience and flexibility with both students and teachers as we figure out how to best move learning forward.
- **Ask for support.** Don't hesitate to reach out to your child's teachers(s) to seek support with school work or other needs during this time. We are all here to help each other.



## TECHNOLOGY PLATFORMS

We will focus learning on platforms our students and families are familiar with. SeeSaw, Moodle, and Google Classroom will be used as main communication platforms as well as direct outreach for those students not using online learning platforms. Other technology tools that are familiar to students and families include but are not limited to:

- IXL
- Khan
- Current apps on iPads or Chrome extensions on laptops
- Google Suite (drive, docs, sheets, Gmail, etc...)

## CONTENT GUIDELINES

We will focus on activities that students are familiar with and that focus on skills retention. Content types may include but are not limited to the following:

- Videos or Screencasts
- Worksheets/Packets
- Books or articles (pdfs or video/audio of text being read)
- IXL or Khan Skills
- Writing prompts
- Discussion Questions
- Math problems
- Projects
- Slideshows/Presentations
- Exit Tickets/Formative Checks for Understanding
- Activities that help students connect, create, and collaborate

\*K-5 Guidance: ELA and Math content should be shared daily with students. Science, Social Studies, Art, PE, and Music content should be shared weekly.

## OFFLINE OPTIONS

Packets will be distributed for ALL K-2 students and for any 3-12 students that are offline. Initial distribution will be as follows:

- Packets will go in the mail on the morning of, Friday, April 17 for learning to begin on Monday, April 20th.
- Packets will be mailed every other week through the remainder of the year in this same manner.

## TELEPHONE CONTACT

Teachers may be reaching out to you via telephone. In order to help them reach you please understand the following:

- When you connect with a teacher, please share the best number and email with which we can reach
- Teachers may use Google Meet to place calls, which may show as a number from out of state. If you do not pick up, they will leave a message on your voicemail stating who they are, what the intent of the call is, and a time they intend to call back from the same number. Once they make contact with you, you can share details of how you can best be reached in the future.
- They may also follow up the phone message with an email.
- Teachers will also continue to call again.

## ENGAGEMENT GUIDELINES

These guidelines represent the parameters for how much time students should commit to distance learning activities. Remember, less is more. It is not realistic for us to expect that students can accomplish as much in one day as they could if they were in a regular school setting. Consider strategies for encouraging students to connect, create, and collaborate rather than repeated drill and kill activities.

Grade	Minimum	Maximum	Reading
<b>PreK</b>	20 minutes/day	60 minutes/day	20 minute/day
<b>K</b>	30 minutes/day	75 minutes/day	20 minutes/day
<b>1-2</b>	45 minutes/day	90 minutes/day	30 minutes/day
<b>3-5</b>	60 minutes/day	120 minutes/day	30 minutes/day
<b>6-8</b>	Class: 15 min/class/day Total: 90 min per day	Class: 30 min/day Total: 180 min/day	30 minutes/day
<b>9-12</b>	Class: 20 min/class/day Total: 120 min/day	Class: 40 min/class/day Total: 240 min/class/day	30 minutes/day

## SPECIAL POPULATIONS

### Special Education Students

- Consideration will be made for the best methods to reach out to our students with IEPs. Support phone calls will be made for both students and families, providing both print and digital resources so you have some choices. We will work with our students one on one and in small groups (via the phone or internet) when possible.
- Special Education teachers will work closely with classroom teachers to create and provide content to share with students.
- We will utilize Moodle Accommodations and the built in iPad and Mac Accommodations when appropriate.

### Seniors

- Seniors that are on pace to graduate shall do so however, that does not make them exempt from continued learning through the remainder of the school year.
- Seniors shall participate in a senior capstone requirement through a Decision Day Project to be decided upon by an MHS committee of students and staff.
- Seniors who are not on track to graduate will be provided with the same Credit Recovery options that they would have available to them if we were still on campus.



### MAPS CareConnect

Our MAPS CareConnect staff are available during this time and can provide support for students and families that need it. Please reach out for assistance. You can learn more about MAPS CareConnect at: [www.chipslead.org/care-connect/](http://www.chipslead.org/care-connect/)

## RESOURCES FOR DISTANCE LEARNING

Please use the following resources to support you in your distance learning journey. You are not in this alone. Ask for help when you need it. We are all navigating this for the first time, and we are in it together!

[www.chipslead.org/family-resources/](http://www.chipslead.org/family-resources/)