

Hancock Public School District

Distance Learning Plan

Distance Learning: Students engaging in distance learning have access to appropriate educational materials and receive interaction with their licensed teacher(s).

Daily interaction includes but is not limited to:

- Phone call
- Email
- Mailed assignment/s
- Delivered assignment/s
- Video chat w/Zoom
- Google Classroom

Distant Learning Tenets at Hancock Public School I.S.D. #768

- **Access:** The District will provide all of its enrolled students who participate in distance learning with full access to appropriate educational materials.
- **Continuity:** The District will maintain educational continuity for schools and programs.
- **Equity:** The District shall ensure equity to all students who participate in the Distance Learning program.
- **Equal Access:** The District shall ensure equal access to all students who participate in the Distance Learning program.

Equitable Access

- Students will be provided with opportunities to participate in their learning equitably and have equitable access to all relevant services and supports.
- Students will have equal access to the learning and required materials, including technology if requested.
- When using an online learning system, the District will reach out to families who do not have access to the internet, in an earnest attempt to effectively support the unique learning and teaching needs, including the ability to provide differentiated instruction, as well as one-on-one support for students who need it. Regardless of where the learning is happening, supports identified on a student's individualized Education Program (IEP) or 504 Plan shall be followed.
- Training will be provided to staff, students, and parents/guardians on implementation of the School District's distance learning model and the District's expectations.
- Programming options shall be provided for school nurses, school counselors, school psychologists, school social workers, paraprofessionals and other school specialists.
- The District shall track the attendance of both students and staff.
- The Distance learning program is secure and will not allow for the release of protected student or staff information.

Materials

The Hancock School District shall provide materials for all students to continue their learning. Students and families shall be informed how instruction will be provided for each student, which may include some/all of the following:

- Paper packets or worksheets, which may be distributed or collected by bus route, at various times during the week, at a central location or at the bus stop for each student.
- Textbooks
- Telephone instruction
- Online resources (taking into account availability of broadband)
- Instruction via Google Classroom and Zoom

Instruction/Learning - Allocated Time Expectations Per Day Per Grade Level

Students are expected to reserve enough time each day to complete the required academic work that is being assigned by their respective teacher/s. The District expects students to reserve, at the very least, a minimum amount of time per day, dedicated to completing class assignments. The following amounts of time represent the minimum. Students are encouraged to spend as much time as is required to excel to earn the highest grade possible in each class.

Minimum Time Per Day:

Kindergarten	One hour per day.
1st Grade	One hour per day.
2nd Grade	One hour per day.
3rd Grade	One hour per day.
4th Grade	One hour and 30 minutes per day.
5th Grade	One hour and 30 minutes per day.
6th Grade	One hour and 30 minutes per day.
7 th Grade	20 minutes per class per day.
8 th Grade	20 Minutes per class per day.
High School	20 minutes per class per day. College in the Schools classes as needed.

Distance Learning is a requirement for all students who are enrolled in the Hancock School District. Attendance will be monitored and recorded as described in grade spans below.

Distance Learning Attendance Procedure:

Distribution of Materials

The district is working on a plan to distribute school materials to students. Classroom materials for grades Pre K- 6 will be mailed out every other Thursday. For those families that are receiving meals, you will receive your classroom materials with the meal delivery. For those families that have requested Chromebooks, the district office will be contacting you with pickup information to include classroom materials.

Hancock Elementary School – Grades Pre-K through Grade 6

Parents with children in grades Pre-K through grade 6 will get their children's materials via mail. Each student will have a weekly assignment sheet. This weekly assignment sheet is essential. Parents will need to initial when each assignment is completed. Your child will have a full week (Monday to the following Monday) to complete the work. When the assignment sheet is completed, please take a picture of it and send it to your child's teacher via email. If you have a conflict with that, please let your child's teacher know and another way can be arranged. Your child's teacher will contact those who have not responded. Completed work confirms attendance for the week. Preschool students will not have a weekly assignment sheet. Materials and activities sent home to preschoolers are to be completed at your own pace. For optional resources, refer to your child's teacher's website (Grades Pre-K - 3) or Google Classroom (Grades 4-6).

Elementary Special Education:

- Assignment packets will be sent home initially to get families started and include needed curriculum materials for each individual's IEP goals.
- Contact will be available to parents between the hours of 8:00 a.m. -3:00 p.m. via telephone, email, Zoom (students in grades 4-6).
- Lessons will be developed and delivered to students based on their individual distance learning plan.
- Teachers will be making telephone calls to your child to provide instruction or sending an email to the parent if your child is unavailable for instruction.
- Students are expected to do their assignments daily to work on their goals. Packets will be delivered via an afternoon bus route on Mondays and Thursday, or via the United States Postal Service.

High School Students Who Receive Special Education Services

The student's case manager will be contacting parents to explain how your child will still be receiving special education services and support. They will also be sending home a letter with more specific details.

Hancock Students - Grades 7-12 Distance Learning Plan:

Every 7-12th grade teacher will post a daily student attendance check-in in Google Classroom by 8:00 a.m. daily.

Students are required to check into each of their teacher's Google Classrooms sometime between 8:00 a.m. – 3:00 p.m. daily. Student must comment on their teacher's daily posts to verify their attendance. If students do not check-in before 3:00 p.m., they will be counted absent. Students will get their assignments from their teacher's Google Classroom.

Academic Programs

There are many programs that the students use at school that we want to make sure they continue to have access to at home. We have been able to adjust some of the programs to allow students to use them at home. Here are some of the programs the students will have access to at home.

- Google Classroom (Weekly/Daily Assignments and communication)
- Renaissance Place (AR Tests)
- Google Classroom
- Google Meet (Video Chats with teachers)
- JMC (Grades)
- IXL (Math, Reading, Grammar, and Science practice)

School Counselor:

- To communicate with, or reach out to, the School Counselor, please feel free to contact her at karla.cronen@hancockisd768.org

Scholarships:

- Email Mrs. Cronen our Guidance Counselor, regarding our scholarship process.
- Collect the rest of scholarship applications and answer seniors' questions, through email.

Registration for grades 6-11:

- Process will be determined at a later date.

College in the Schools (CIS) process:

- Email and send letters to students that qualify for CIS classes.
- Students: Google Form survey regarding how I can help support them during this time.

Internet users

- All online students will find their assignments posted via Google Classroom.
- Students will be required to check in to see assignments Monday - Friday.
- Assignments can be completed anytime throughout the day.
- Teachers will be available for questions from 8:00 a.m.- 3:00 p.m., Monday- Friday.

Non-Internet users

- Paper packets will be available weekly with instructions and notes detailing assignments and expectations.
- Teachers will be making phone calls to check in with students

Parents are not expected to be a homeschool teacher, but more a facilitator - The fifth grade teachers will be partnering with parents and working collaboratively as a team. Teachers will reach out to students to let them know that there are still high expectations that they need to fulfill.