

Deer Creek-Mackinaw  
CUSD 701  
Remote Learning Plan



Implemented  
March 31, 2020

Remote Learning overview:	page 1
Grading for remote learning:	page 1
Establish Consistency for Remote Learning	page 2
Recommended time frames for learning experiences:	page 2
Student Responsibilities during remote learning:	page 2
Parent/Caregiver/ Family Responsibilities during remote learning:	page 3
What if a student does not engage?	Page 3
Transitioning back to face to face	Page 3
Remote learning planning days	Page 3
Dee-Mack Primary Remote Learning Plan	page 4-5
Dee-Mack Intermediate School Remote Learning Plan	page 4-7
Dee-Mack Junior High Remote Learning Plan	page 8
Dee-Mack High School Remote Learning Plan	page 9-13
Dee-Mack High School Remote Learning Schedule	page 14



**Deer Creek-Mackinaw Remote Learning  
March 31, 2020**

**What is remote learning:**

Remote learning is learning that happens outside of the traditional classroom because the student and teacher are separated by distance and/or time. Remote learning can be real-time or 2 flexibility timed, and it may or may not involve technology. It cannot be assumed that every family or every student has access to the necessary devices and appropriate internet connection at their home. In many cases, students categorized as “at risk” by schools are the ones without access to devices or reliable internet.

**Dee-Mack remote learning will:**

- respect the needs of all students and staff
- attend to the diversity of each community to ensure that all students have access to equitable educational opportunities
- document the best efforts possible made under the current emergency conditions with regard to students with Individualized Education Programs (IEPs) and Section 504 Plans
- structure active student engagement with learning in accordance with the age appropriate thresholds
- select content for remote learning that is aligned to standards, relevant, and appropriate for each student
- practice consistent communication with students, families, and staff to understand how the health emergency is impacting them

**Grading for remote learning:**

During these unprecedented times, we prioritize the connectedness and care for our students and one another as we maintain a continuity of learning. We recognize the importance of providing feedback, assessing student progress, and learning; and communicating this to students, parents, and teachers in the form of grades. The emphasis for schoolwork assigned, reviewed, and completed during the remote learning period is on learning, not on compliance. All students should 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. There will be alternate methods of assessment for career and technical education course work, where appropriate, including use of video, electronic

submission, etc. We have received dual credit guidance in conjunction with ICC and will follow that guidance.

**Establish Consistency for Remote Learning**

A school community can be connected and thriving even if the physical school building is closed. Remote learning that emphasizes interaction and authentic and differentiated learning opportunities will help students stay connected to teachers and classmates and ease the transition from traditional to remote learning.

**Recommended time frames for learning experiences:**

<b>Grade Level</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Recommended Length of Sustained Attention</b>
PreK	20 minutes/day	60 minutes/day	3-5 minutes
K	30 minutes/day	90 minutes/day	3-5 minutes
1-2	45 minutes/day	90 minutes/day	5-10 minutes
3-5	60 minutes/day	120 minutes/day	10-15 minutes
6-8	Class: 15 minutes/day Total: 90 minutes/day	Class: 30 minutes/day Total: 180 minutes/day	1 subject area/ class
9-12:	Class: 20 minutes/day Total: 120 minutes/day	Class: 45 minutes/day Total: 270 minutes/day	1 subject area/ class

We encourage teachers to give additional **optional** work, engagement opportunities, and enrichment opportunities and will not negatively impact a student’s grade. Additional engagement is especially important for primary grades, where it is not developmentally appropriate to expect a student to attend to academic tasks for a long period of time.

**Student Responsibilities during remote learning:**

- Review assigned work.
- Complete your assigned work by the due date.
- Ask clarifying questions when you need help or don’t understand
- Be respectful to yourself, teachers and peers.

**Parent/Caregiver/ Family Responsibilities during remote learning:**

- Review work assigned to the student.
- Reserve a space for students to complete remote learning work.
- Encourage students to get enough sleep.

- Set sensible time limits for technology use.
- Talk to students about their work every day.
- Help students establish and follow regular daily routines.

### **What happens if a student at any grade level disengages?**

Dee-Mack CUSD 701 social workers, guidance counselors, principals, and support staff will reach out to all students who do not take part to make sure that we are addressing any social and emotional issues that happen to be occurring. We will continue documenting any and all attempts to engage students.

You can always reach out to your building administrator at any time if you need help at home getting your student to engage.

### **Transitioning back- what does that look like?**

When we transition back to face to face we will be analyzing where students left off and what the criteria will be for filling those gaps. All stakeholders will be involved in making these decisions for what is in the best interest of the student.

### **Remote Learning Planning Days?**

Teachers and staff are able to use up to 5 days of planning to gather feedback and move the remote plan forward. When these days are used parents will be notified ahead of time and there will be no attendance or zoom sessions for that day. At this time we feel we have plenty of time to meet with teachers via zoom throughout the week and do not foresee needing these for now.



## **Dee-Mack Primary and Junior High Remote Learning Plan**

### **When does this plan begin?**

The distance learning plan begins on Tuesday, March 31st.

**When are my teachers available?**

Teachers will respond to questions in a timely manner between 9:00am and 3:00pm. Any emails sent after 3:00 pm will be answered the next day.

**What if I need social/emotional support?**

You can contact Mrs. Stephens through her email ([mstephens@deemack.org](mailto:mstephens@deemack.org)). She is also available during the hours of 9:00am and 3:00pm.

**How will my attendance be taken?**

Each day, your teacher will post on Dojo. A parent needs to give a thumbs up or make a comment on the post. That will show you are in attendance for the day.

**What does distance learning look like?**

Work packets will be picked up at PJHS or IS on a designated day. Students will then have one week to work on the packets. Packets will then be turned back in at PJHS or IS on the next designated packet pick up day. Within packets will be work that is to be assessed (taken for a grade!). Additional practice will be posted on Dojo. Your teachers will provide feedback on assessments through Messenger on Dojo. The first page of the packet will have the date of pickup, drop off, and the grade clearly listed on the front.

**Student Responsibilities**

- Review assigned work.
- Complete your assigned work by the due date.
- Ask clarifying questions when you need help or don't understand
- Be respectful to yourself, teachers and peers.

**Parent/Caregiver Responsibilities**

- Review work assigned to the student.
- Reserve a space for students to complete remote learning work.
- Encourage students to get enough sleep.
- Set sensible time limits for technology use.
- Talk to students about their work every day.
- Help students establish and follow regular daily routines.

**What May Be in the Packet?**

1-2 assignments for English  
1-2 assignments for reading  
1-2 assignments for math  
1 assignment for science  
1 assignment for social studies  
1 page of PE activities

**When is the First Packet Pickup?**

Tuesday, March 31st from 7:30-9:30am and 5-7pm. These packets will be due on Monday, April 13th. At that time, if we are still using the distance learning model, there will be new packets available at that time.

### **Where Do I Pick Up My Packet?**

Mackinaw students can pick up their packets at the Primary School.  
Deer Creek students can pick up their packets at the Intermediate School.

### **What Happens If I Lose the Packet?**

Contact your classroom teacher. She will direct you where to get an additional packet.

### **What if I have additional questions?**

Email Mrs. Justus ([tjustus@deemack.org](mailto:tjustus@deemack.org)) or Mr. Thomann ([mthomann@deemack.org](mailto:mthomann@deemack.org))



## **Dee-Mack Intermediate School Remote Learning Plan**

We want to encourage all of you during these unprecedented times to be patient and positive with your child. We must work together to navigate through the “new normal” with distance learning until we can get back to “normal” teaching and learning within our classroom walls. Please find below information updating you on what distance learning will look like going forward from March 31- when we can return to DMIS. Thank you all for all that you do for our students at DMIS!

I am sure you have many questions regarding distance learning for your students, this document will help answer those questions and set us on the path for success as we navigate this new terrain.

### **1) What is the rationale behind distance learning?**

Answer: Due to the Coronavirus we are not able to instruct students face to face therefore the need for distance learning:

Distance Learning is designed to:

- Maximize student learning in a challenging situation.
- Communicate a commitment to our high educational standards through regular and meaningful contact with each student and/or family.
- Promote independence and responsibility for our students as learners.
- Promote flexible learning and modeling technology use in the digital age.

### **2) Who is available to contact?**

\_\_\_\_\_Answer: Teachers, Administration, Other Staff:

### **Administration**

Mr. Hawkins will be available 9:00-3:00 Monday-Friday. You can contact me from phone or e-mail during that time frame. (309) 447-6226 ext:3201 or lhawkins@deemack.org

### **Teachers**

Classroom teachers will be available through email or dojo from 9:00-3:00 Monday-Friday. Please feel free to contact them to answer any questions you have about assignments in the packets (4th and 5th grade), or from the google classrooms (6th grade). They will continue to push out learning sites as well to help supplement learning opportunities.

### **Social Workers/Counselors/Librarians**

Counselors/Librarians will be available through email from 9:00-3:00 Monday-Friday.

#### 3) How will attendance be done?

Answer:-We will still be required to take daily attendance electronically:

### **Student Attendance**

Student attendance will be taken one time each day through a Google Survey for grades 5-12. Students will receive an email with the survey and will be asked to complete the survey by 1 PM each day.

For grades K-4, attendance will be tracked using ClassDojo daily.

#### 4) How is the curriculum going to be delivered to students?

Answer: Through take home student packets for 4th and 5th grades. For 6th grade it will all be done through google classroom.

### **Curriculum**

**4th and 5th grade curriculum and assessments for distance learning:** Will be done by student packets.

These packets will be prepared by the teachers each week for the students and include all the curriculum and assessments that will be required. Students are encouraged to engage in other learning activities including e-learning websites or apps sent out by teachers, but will only be required to complete the learning packets.

The first packet needs to be pick-up on:

**Tuesday March 31st from 7:30a.m.-9:30a.m.or from 5:00p.m.-7:00p.m.**

Pick-up is available for Deer Creek residents at DMIS

Pick-up is available for Mackinaw residents at the PJHS office in Mackinaw

Please plan on picking up your packet in your city of residence.



The packet will be due for **turn-in** on the next packet pickup day which will be after spring break on **Monday April 13th.** Same times and locations as the previous pick-up will apply.

**6th grade curriculum and assessments for distance learning:** Will be done through google classroom. This is the same format/platform that is being used at the junior high school level and we feel it is an important step as we continue to prepare and transition our 6th graders to the junior high school to have a working knowledge of using google classroom in this way.

6th grade students who do not have a device to access google classroom on, can check out a chrome book from the **Superintendent's office** located in Mackinaw next to the highschool parking lot on: **Monday March 30th from 7:30a.m. to 8:30a.m. or from 6:00p.m. to 7:00p.m.** Students or Parents will be required to sign an acceptable use policy when checking out the chrome book and are responsible for any damages or repairs needed during this time.

### **Grading**

The curriculum pieces that are included in the packets will be **collected and graded** by the teachers each week. (4th, 5th grade)

The google classroom assignments will be **graded** by the teacher through google classroom (6th grade)

Please feel free to contact teachers and administrators if you have any further questions. Our goal is to continue student learning while keeping everyone as safe as possible through this unprecedented time.

[lhawkins@deemack.org](mailto:lhawkins@deemack.org)



## **Dee-Mack Junior High Remote Learning Plan**

### **When does this plan begin?**

The distance learning plan begins on Tuesday, March 31st.

### **What If My Student Cannot get into Google Classroom or Log into Their Email?**

Please let Mrs. Justus know ASAP if you are having connectivity issues.

### **When are my teachers available?**

Teachers will respond to questions in a timely manner between 9:00am and 3:00pm. Any emails sent after 3:00pm will be answered the following day.

### **What if I need social/emotional support?**

You can contact Mrs. Stephens through her email ([mstephens@deemack.org](mailto:mstephens@deemack.org)). She is also available during the hours of 9:00am and 3:00pm.

### **How will my attendance be taken?**

Each day, you will get a Google Survey. All you need to do is fill out the information each day.

### **What Does Distance Learning Look Like?**

Teachers will utilize Google Classroom. Practice or assessments will be posted in each teacher's classroom daily by 9:00am. Things should be clearly labeled if they are going to be taken for a grade. There SHOULD NOT be a graded assignment for each class each day. Teachers should have 1-2 graded assignments each week. Teachers will utilize the already created "JH Assignment Sheet" to post graded activities as well.

### **What If I Don't Complete the Work?**

Your grade will be listed as an incomplete. If work is left as an incomplete at the end of the semester, summer school may be an option.

### **What if I have additional questions?**

Email Mrs. Justus ([tjustus@deemack.org](mailto:tjustus@deemack.org)) or Mr. Thomann ([mthomann@deemack.org](mailto:mthomann@deemack.org))



## **Dee-Mack High School Remote Learning Plan**

**Rationale** Distance Learning is designed to:

- Maximize student learning in a challenging situation.
- Communicate a commitment to our high educational standards through regular and meaningful contact with each student and/or family.
- Promote independence and responsibility for our students as learners.
- Promote flexible learning and modeling technology use in the digital age.

**Administration** The Administration will be available in the building from 9:00-3:00.

They are responsible for:

- **Monitoring Learning Activities.** Expectations and variety should be consistent between teachers and buildings.
- **Promoting Collaboration.** Collaboration should occur between grade level teachers across the district or within departments at the junior and senior high school.
- **Promoting Support.** Help coordinate the needs of staff with other teachers, coaches or IT. This is a very new experience, so the goal is not for evaluation but to assist.

**Teachers** Classroom teachers need to be available through email, blog, chat or phone from 9:00-3:00. Content/Assignments should be ready for students by 9:00 a.m each day.

They are responsible for:

- **Notification.** Teachers who cannot complete their responsibilities for the day need to let the building administration know.
- **Communication.** Teachers need to communicate with their students through both synchronous (phone, chat session, or video conferencing) and asynchronous (email, postings, video) means. All teachers should be using a Google Classroom. It is up to each teacher to determine another model(s) that may also be appropriate for each learning activity.
- **Collaboration.** Teachers need to collaborate with grade-level or department peers in order to share and work more efficiently. Collaboration should also ensure more consistent content and presentation of learning activities.
- **Engagement.** Teachers should find interesting and unique ways to engage students in the content. For students who are not active, pursue them to find ways to engage them. Some students may never engage, but you should never stop pursuing them.
- **Professional Development.** Teachers need to engage in professional development during this time. This should include both learning new teaching strategies yourself, as well as helping colleagues learn something new. (For example: chat sessions and video conferencing)

### **Special Education Services and Teachers**

Content/Assignments should be ready for students by 9:00 a.m.

- **Notification.** Teachers who cannot complete their responsibilities for the day need to let the building administration know.
- **Communication.** Faculty need to communicate with their students through both synchronous (phone, chat session, or video conferencing) and asynchronous (email, postings, video) means. It is up to each person to determine which model is most

appropriate for each learning activity.

- **Collaboration.** Faculty need to collaborate with general education teachers, related service members, and other Special Education Teachers. Collaboration should be for ensuring consistent content, presentation of learning activities, and consistent support/service.
- **Engagement.** Faculty should find interesting and unique ways to engage students in the content. For students who are not active, pursue them to find ways to engage them. Some students may never engage, but you should never stop pursuing them.
- **Professional Development.** Faculty need to engage in professional development during this time. This should include both learning new teaching strategies yourself, as well as helping colleagues learn something new.

**Social Workers/Counselors/Librarians** Counselors/Librarians need to be available through email, blog, chat or phone from 9:00-3:00. They are responsible for:

- **Notification.** Social Workers/Counselors/Librarians who cannot complete their responsibilities for the day need to let the building administration know.
- **Communication.** Social Workers/Counselors/Librarians need to communicate with students and staff through both synchronous (phone, chat session, or video conferencing) and asynchronous (email, postings, video) means. It is up to each counselor/librarian to determine which model is most appropriate for each learning activity.
- **Collaboration.** Social Workers/Counselors/Librarians need to collaborate with the staff. Collaboration should be for ensuring consistent access to resources for students and staff across the district.
- **Engagement.** Social Workers/Counselors/Librarians should find interesting and unique ways to engage students and staff in the resources. For students and staff who are not active, pursue them to find ways to engage them. Some students and staff may never engage, but you should never stop pursuing them.
- **Professional Development.** Social Workers/Counselors/Librarians need to engage in professional development during this time. This should include both learning new teaching strategies yourself, as well as helping colleagues learn something new.

**Paraprofessionals** Paraprofessionals can and should be engaged in the educational process to the extent to which they can be engaged remotely. Faculty should work with administrators to coordinate their involvement when necessary. Paraprofessionals should be able to help with:

- **Notification.** Faculty who cannot complete their responsibilities for the day need to let the building administration know.
- **Communication.** Paraprofessionals can help teachers communicate with students. This can be done through both synchronous (phone, chat session, or video conferencing) and asynchronous (email, postings, video) means. It is up to teachers to determine which model is most appropriate for each learning activity.
- **Collaboration.** Paraprofessionals need to collaborate with teachers. Collaboration should be for ensuring consistent content and presentation of learning activities.
- **Engagement.** Paraprofessionals can be used to increase the engagement of our students by increasing the frequency of contact with our students.
- **Professional Development.** Paraprofessionals need to engage in professional development during this time. This should include both learning new teaching strategies yourself, as well as helping colleagues learn something new.

**Student Attendance** Student attendance will be taken one time each day through a Google Survey for grades 5-12. Students will receive an email with the survey and will be asked to complete the survey by 1 PM each day. Teachers do not need to take attendance for individual classes. However, teachers should be tracking individual student engagement. Teachers should report to the administration the students that are not engaged in the learning activities that have been provided. For grades K-4, attendance will be tracked using ClassDojo.

**Curriculum** Students need to know when and how content/assignments are available:

Content/Assignments should:

- Be well-communicated so that students know when they are coming.
- Be aligned to standards.
- Allow students to provide evidence that learning has occurred.
- Provide opportunities for students to be creative.
- Allow students to demonstrate mastery of standards in new/different ways.
- Asynchronous: Material that is posted for a student to work on at his/her own pace. (Google Classroom, Email, Flip Grid, etc.)
- Synchronous: Material that a group of students, or a student and

teacher, are all interacting within real-time. (ZOOM meetings, Google Meets, etc.)

### **Grading**

Teachers should be collecting evidence to show student mastery of the learning outcomes. A general rule to follow would be 1 or 2 graded assignments each week. Teachers are encouraged to supplement with other formative assessments.

### **Parent should be contacted:**

- To ensure that students have a quality educational environment in the home and a set time and place for learning.
- To verify that educational activities are being received and to encourage student participation.
- To ensure that their student is understanding the expectations of the educational activities.
- To communicate the student's progress and participation in the educational activities.
- To get the parents' perspectives on the effectiveness of distance learning in general.
- If a student has not engaged in the learning activities that have been provided. (These students should be reported to the administration)



## Dee-Mack High School Guidelines for Students

Time	Monday	Tuesday	Wednesday	Thursday	Friday
Block 0: 9:00 - 9:45 AM	<b>Staff Meeting/PD Time</b>	<b>Staff Meeting/PD Time</b>	<b>Staff Meeting/PD Time</b>	<b>Staff Meeting/PD Time</b>	<b>Staff Meeting/PD Time</b>
Block 1: 9:45 - 11:15 AM	<b>English Block</b> Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete English Work during this time.	<b>Science Block</b> Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete Science Work during this time.	<b>English Block</b> Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete English Work during this time.	<b>Science Block</b> Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete Science Work during this time.	<b>Office Hours</b> <i>Teachers will use this time to make sure student questions are replied to. Teachers may also provide an additional opportunity for students to connect via ZOOM, Google Chat or Google Meet or an alternative online forum during this time. Students will use this time to study and complete the work that has been assigned throughout the week. Students may also reachout to their teachers for additional support.</i>
Lunch 11:15 - 12:00 PM					
Block 2: 12:00 - 1:30 PM	<b>Social Science</b> Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete History Work during this time.	<b>Math Block</b> Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete Math Work during this time.	<b>Social Science</b> Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete History Work during this time.	<b>Math Block</b> Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete Math Work during this time.	
Block 3: 1:30 - 3:00 PM	<b>Elective Block</b> Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete Elective Work during this time.	<b>PE/Driver Ed Block</b> Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete PE Work during this time.	<b>Elective Block</b> Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete Elective Work during this time.	<b>PE/Driver Ed Block</b> Teachers may offer opportunities during this time for interactive lessons/activities. Students should plan to complete PE Work during this time.	<b>Department Collaboration Block</b> <i>Teachers will have time each Friday afternoon to collaborate with their colleagues online and prepare for next week.</i>
<b>Expectations For All</b>					
1. Common schedule so students are not pulled in 2 different directions at once					
2. Academics will continue online. Students should be checking into their email and an assigned online platform (Google Classroom) daily, during the schedule time.					
3. Students will complete and submit assignments and assessments, which will be recorded in the gradebook.					
4. Teachers, counselors and administrators will be available via email, as well as other online platforms, such as ZOOM, Google Chat or Meet to ensure the continuation of student learning.					
5. During the 9 am - 3 pm working day, students can expect a response from their teacher within 2 hours after their message has been sent.					