Banta Elementary School Distance Learning Plan
for Phase 1 of 2020-2021 School Year

Distance Learning:

All unit members will report to their classroom from <mark>8:00 a.m. until 12:30 p.m. on all work days and may choose to work from home on Monday and Fridays.</mark>

During the first week of Distance Learning, unit members will report to their principal any students/families they are not able to contact through email or phone call within two (2) days of the first day of school.

Professional Learning Time:

Professional development activities traditionally held during Early Release Monday (ERM) will be held on Wednesday afternoons, for a maximum of 60 minutes to be used for staff meeting or a maximum of 90 minutes on professional development.

Student Attendance:

During Distance Learning each unit member shall take daily attendance for all students.

Student Engagement:

Each unit member shall maintain a weekly engagement record. Per Education Code 43503 each local educational agency shall ensure that a weekly engagement record is completed for each pupil documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments. Daily participation may include, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between employees of the local educational agency and pupils or parents or guardians.

Grading

Each teacher must make a good-faith effort to update PowerSchool when work is graded as a means for communicating with parents and students regarding progress, and in preparation for end of trimester grade reporting. Teachers will be expected to follow standard grade reporting practices.

CDE Distance Learning Definition

"Distance Learning" means instruction in which the student and instructor are in different locations. This may include interacting through the use of a computer and communications technology, as well as delivering instruction and check-in time with the teacher. Distance learning may include video or audio instruction in which the primary mode of communication between the student and instructor is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology. It may also include the use of print materials incorporating assignments that are the subject of written or oral

Distance Learning Weekly Schedule Tk-8

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 am –8:30	All teacher report to work and setup for the day.	All teacher report to work and setup for the day.	All teacher report to work and setup for the day.	All teacher report to work and setup for the day.	All teacher report to work and setup for the day.
8:30 am-9:00 am	School Starts: Attendance, Check-In, Daily Outline	School Starts: Attendance, Check-In, Daily Outline	School Starts: Attendance, Check-In, Daily Outline	School Starts: Attendance, Check-In, Daily Outline	School Starts: Attendance, Check-In, Daily Outline
9:00 am-12:30 am	120 minutes minimum of Synchronous Teaching & Learning	120 minutes minimum of Synchronous Teaching & Learning	120 minutes minimum of Synchronous Teaching & Learning	120 minutes minimum of Synchronous Teaching & Learning	120 minutes minimum of Synchronous Teaching & Learning
12:30 pm to 1:30	Lunch	Lunch	Lunch	Lunch	Lunch
1:30 pm-2:50pm *the remaining 1 hrs and 25 min contract time may be flexed to best accommodate needs of students and families if the teacher so chooses*	Staff Meeting/PD	60 minutes Asynchronous & Synchronous learning activities	60 minutes Asynchronous & Synchronous learning activities	60 minutes Asynchronous & Synchronous learning activities	60 minutes Asynchronous & Synchronous learning activities

Distance Learning Assignments:

Teachers must provide daily to weekly, standards aligned assignments to all students.

"Daily Learning Log," must reflect minimum of 240 minutes of assigned work plus PE:
- 60 min ELA
- 60 min Math
- 60 min Science
- 60 min Soc. Stu.
- 30 min PE: Daily Student Activity Log (min. has been suspended)

The following items will be components of the Banta Distance Learning Plan:

1. BESD believes that teachers need to physically return to work for the following reasons:
   a. Classrooms have the resources, equipment and band width to assist teachers/counselors in providing optimal learning experiences for students,
   b. Easy access to IT and other resources at school sites,
   c. Students interact with teachers teaching from their classrooms which enhances the learning experiences,
   d. Teachers will be able to avoid close contact with other personnel by remaining within their classrooms and/or offices.
   e. Increased sanitation protocols are in place to help limit COVID spread.

2. Teachers may request to work from their homes through completion of the BESD Work from Home Request Form (Following FFCRA and SB 98 guidelines).

   Note: The privilege of working at home can be revoked and teachers would be required to physically return to work for the following reasons:

   i. Failure to complete district distance learning guidelines.
      1. Minimum daily student live interaction per distance learning plan
      2. Minimum daily instructional minutes which includes synchronous and asynchronous instruction and the time associated with the completion of assignments.
      3. Completion of Weekly Engagement Record
      4. Failure to remain at your residence during contracted school hours (except for local emergencies)
      5. Shopping, visiting family and friends, leaving the area are not considered emergencies
      6. Failure to input grades in a timely manner
      7. Failure to have timely communication with students and/or parents
      8. Failure to participate in virtual meetings (including IEPs), required trainings, PLC meetings and/or virtual activities (Open House, etc.).
      9. Failure to timely and accurately assess student progress (some assessments may require physical on-site presence)

   a. Teachers who are allowed to work from home may work from their classroom. For safety reasons, if you have requested to work from home and choose to work from your classroom for a whole or a part day, you need to contact your site administrator to inform them of the time that you will be on campus. If you requested permission to work from home and you no longer wish to do so, you need to contact your site administrator so they can take you off the list of teachers/counselors working from home.

   b. Use of Sick Leave
      i. If a teacher is sick and unable to fulfill their daily work expectations, the teacher shall, through Ready Sub, make the required arrangements for a substitute.
      ii.

      iii.   Develop lesson plans and email them to the site administrator

      iv.   Contact site administrator notifying them of your absence

Definition:

Blended Learning means*: combining in person learning with digital learning/at home learning, in which students can, in part, control the time, pace, and place of their learning*

Blended Learning Best Practices

1. **Design instruction to meet specific learning outcomes**

   Choose approaches that will fulfill the learning outcomes, rather than focus on a specific technology or activity. The appropriateness of meeting the learning objectives should take precedence in the design to provide students the opportunity to develop their own tasks to demonstrate their learning. And remember to give yourself grace by focusing on essential learning and not on teaching every standard.

2. **Find ways to make social and emotional connections**

   Build and nurture relationships in the classroom to help students feel seen, understood, valued and cared for. Trust is a byproduct of teachers connecting with students both academically *and* socially to learn their strengths and needs. When trust is present students feel safe to takes risks, ask for help, and show their weaknesses. Teach students that learning is courageously vulnerable and share your own vulnerability with stories of setbacks and growth. Show compassion by listening to understand students' perspectives and help them intentionally build strategies to self-regulate behavior.

3. **Design for Synergy**

   Value in-person and distance learning equally. Link the learning experiences from in-person and distance learning to each other so they work to reinforce and augment each other. Both methods can be highly effective when they are well planned and woven together with intentionality. There are many options for using tech tools in the classroom that can support blended learning in-person. Consider at-home learning opportunities that allow students to explore a topic, explain what they understand, elaborate on a concept, or evaluate their learning. Develop lessons that focus on student centered engagement where students take ownership and actively seek ways to improve their own performance.

BESD 2020-2021 Distance Learning Clarity-terms under COVID SB 98

	Attendance	Feedback	Grades
What this means in Distance Learning	Similar to attendance during on-campus instruction, attendance includes any effort a student makes to be present in a class, including attending live virtual interaction, working on coursework, interacting with the instructor or peers, etc.	Formative direction to help a student be more successful in meeting the expectations for learning. This is not for a grade. Feedback can come in real time in live interaction, or later on a submitted assignment. Can be from a teacher, a peer, or the student him/herself.	What is recorded at the end of and throughout the grading term or unit as a report of learning.
What the State says about this	Every student is required to attend school every day, and teachers must track attendance. Students must have "daily live interaction" in distance learning (not necessarily "daily live interaction" in all classes). Students not engaged in 60% of the school week must be placed on a tiered intervention plan.	N/A	N/A *At the end of the 2019/20 school year, there was a direction to "hold harmless" in grading. That direction no longer applies, and students will be accountable for completing graded
What this looks like in distance learning	● Presence on mandatory student live stream class ● Live stream engagement, email, and other communication ● Work completion ● Work attempted ● Parent communication ● Other interaction or effort from the student	● Live feedback via Zoom or other live stream formats ● Feedback on assignments, including written or video ● Interaction with peers on a learning goal	● Grade in PowerSchool Grade Reporting ● What is included on a transcript ● What is included on a Report Card

| **What Banta Elementary Practices Are** | Grades TK-8

● See weekly schedule
● Teachers will provide synchronous instruction to include live interaction with students every day for a minimum of 120 minutes and will enter attendance.
● Teachers should attempt to identify challenges of engagement for individual students, and send significant issues to the site Admin Team (internet connection problems, habitual attendance issues, non-responsive students, etc.) and SST Team (intensive Academic and/or Social Emotional challenges) | ● Teachers are encouraged to give quality feedback and to solicit student feedback for other students or for themselves
● Feedback and grades should be based on clear learning targets and success criteria as opposed to completion of assignments | Assigned work and assessments will count toward student grades. |

Board Approved August 13, 2020