



**District or Charter School Name**

**Section One: Delivery of Learning**

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**1. Describe how you will deliver continuous learning opportunities for all students, including special student populations.**

MSD of Steuben County 7615 is in our fourth year of 1:1 Chromebooks for all K-12 students to facilitate e-learning opportunities. Our e-learning plan for instruction includes direct instruction, modeling and practice components. Our teachers provide lessons using video and activities on Google Slides through Google Classroom based on Indiana state standards and in-class instruction timelines. Additional instructionally appropriate Links to other various secured apps for students to access are approved by our district Technology team and Director.

Special education students (K-12) will participate as general education peers, accessing lessons through Google classroom; accommodations are provided per IEP, and as appropriate. SE teachers will be checking in with parents and individual students, as well as general education colleagues via Google Meet, telephone, or email to provide accommodations and support to complete expected work. Students needing significant modifications, teachers will communicate with parents and virtually support student access to Google slides and other appropriate links and activities. In a very few unique situations, where parents have expressly requested paper copies, those copies have been sent home with individual children or arrangements were made for parents to pick up. Additional lessons and activities will be mailed home for those few. Speech and language clinicians are providing virtual face-to-face sessions through Google Meet and are providing independent practice materials through Google Classroom or as arranged individually. Related services and itinerant teachers (Occupational Therapy, Physical Therapy, Deaf/Hard of Hearing, Blind/Low Vision, and Orthopedic Impairment) will continue to provide services virtually through Google Meet, Google Classroom, and/or other appropriate links/activities or as arranged individually.

English Learners are provided with lessons in addition to their regular classroom work by our English Learn teachers. These Google Classroom lessons are designed to help our EL students continue to acquire English speaking, reading, and writing skills. In addition high school students can access Rosetta Stone accounts. EL staff are available by phone, email, or Google Chat each of our e-learning scheduled days to assist students with regular course and classroom assignments as well as lessons in English Speaking. Title I teachers in Title I schools are available to assist their identified students with reading and math regular classroom lessons as well as skill building lessons provided by the Title I staff.

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**2. Describe how your district communicates expectations for continuous learning implementation to 1.) students, 2.) families, and 3.) staff.**

MSD of Steuben County District building principals, and teachers use each of the following tools to keep parents, and students informed during e-learning of expectations for continuous learning.

Teachers and Parents

- Remind
- Email
- Twitter
- District Website

Students

- Google Classroom
- Class Dojo
- Twitter
- Facebook
- Google Hangouts and Chats
- Classroom Websites

MSD of Steuben County also communicates updates for e-learning schedule using our local radio station and newspaper.

**3. Describe student access to academic instruction, resources, and supports during continuous learning.**

Parents and students are provided with links and/or paper directions for assisting students with accessing Google Classroom. The district technology team has developed videos posted on our website that assist parents and students with e-learning. Weekly instructional video lessons and activities are down-loaded to Google Classroom. Students can access the activities both on and offline after they have been downloaded. If students do not have Wi-Fi in their home, students and parents have been provided with maps for various locations where students can access Wi-Fi for free including the parking lots of each of our schools K-12. Students are able to download their lessons and can be complete them offline if needed. Teachers and Instructional assistants are available to contact from the hours of 9-3 on each of the scheduled e-learning days (Tuesday, Wednesday, and Thursday) weekly through the end of our school year. Teachers have pre-loaded informational slides for parents and students providing contact information including e-mail, phone numbers, Remind and Class Dojo.

Special Education, Title I, and English Learner teachers provide support to students with IEPs, ILPs, and Dyslexia accommodations in the same way along as well as being an available contact for students and teachers for various classroom lesson accommodations and assistance.

**4. What equipment and tools are available to staff and students to enable your continuous learning plan? Please list.**

MSD of Steuben County provides 1:1 student and staff Chromebooks. Classroom lessons are created by teachers using recorded instructional videos, Screencastify to flip lessons, Google Meet, Docs, Slides, and Classroom as well as online adopted curriculum resources including virtual texts, leveled reading e-books, and manipulatives for all content areas. Students with special accommodations may also pick-up specially designed packets at the curbside daily lunch distribution at the schools.

**5. Describe how educators and support staff are expected to connect with students and families on an ongoing basis.**

Instructional staff are scheduling Google meets with classes each week to check in on student needs and health. Counselors in grades K-12 are making individual and group contacts as well as sharing Indiana Department of Education COVID-19 resources with teachers and parents using Remind and email as appropriate. Building administrators are monitoring student and teacher Google Classroom participation, Remind contacts, and Facebook posting for families. Teachers are available by phone or email as well as Google Chat for parent contact, questions, or needs.

**6. Describe your method for providing timely and meaningful academic feedback to students.**

The MSD of Steuben County e-learning plan developed in 2016 expects students will complete work within three 3 days of the daily assignment download. Teachers are able to comment and provide feedback on the Google slide activities as well as through communication methods including email, phone, and other approved methods. Our district e-learning plan encourages teachers to give on-going feedback to students upon completion of activities for both praise for accomplishments and constructive response for improvement. Building principals routinely request that teachers share the student feedback when appropriate. Students in grades K-8 are given a pass or fail only on assignments.

## Section Two: Achievement and Attendance

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**7. Does your continuous learning plan provide an avenue for students to earn high school credits? If so, describe the approach.**

High School Course work completed by the student through e-learning lessons under the direction of the classroom teacher is graded. Online chapter tests provide scores for the course completion and awarded credits. Students completing Advance Placement and Dual Credit Courses will take final exams through an online platform provided by College Board or the university awarding the credit. Students working on credit recovery through Edgenuity are provided with access to complete assignments at home. Teachers monitor the work and assign assessments as appropriate. Staff monitor login times for students to assure the appropriate use of time for assignments given the students ability and lesson content. High school counselors monitor work for struggling students and for graduation seniors providing additional assistance when needed.

**8. Describe your attendance policy for continuous learning.**

Students are expected to login to Google Classroom daily during scheduled e-learning. Teachers monitor students work completion and verify that the student was in virtual attendance that day. Teachers record student attendance in PowerSchool. Teachers complete a Google Form for students that do not complete e-learning assignments. The data from the form will be transferred into a Google Excel Sheet and shared with the building principal and counselor(s). Teachers, principals, and counselors will contact these students and their parents if the issue continues or becomes chronic.

**9. Describe your long-term goals to address skill gaps for the remainder of the school year.**

Teachers in grades K-12 will monitor student work, scaffolding and differentiating instructional activities for struggling students. Re-teaching activities for individual or small groups of students will provide opportunities to master the standard content. At the elementary level for identified Title I students teachers will monitor and provide follow-up instruction with these students. EL teachers and Special Education teachers also monitor their students work and provide support when needed. At the end of the school year, students who have not mastered the grade level content in English/language arts or mathematics in grades K-8 or meet requirements for course credit in grades 9-12 will be encouraged to attend the summer school program in late July or early August to participate in additional skill remediation opportunities. At the high school students struggling to meet course requirements will have additional support from their homeroom teacher, academic lab (study hall) teachers, and the classroom instructional assistants. Our goal is to provide support remove obstacles to learning and accountability for students to master course standards.

## Section Three: Staff Development

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### 10. Describe your professional development plan for continuous learning.

Principals will continue to send out weekly notes that will include updates, changes and online professional development opportunities. Teachers are encouraged to participate in E-Learning professional development offered by our Technology Coordinator which includes

- MSDSC COVID-19 website dedicated to distance learning resources and materials. (<https://sites.google.com/msdsc.us/msdscovid19/home>)
- Google Meet live training sessions:
  - [Google Meet: Getting Started](#)
  - [Using Jamboard with Google Meet](#)
  - [Google Meet Recording and Classroom](#)
  - [Google Meet and PearDeck](#)
  - [Flipgrid](#)
- Video content posted on YouTube for support: <http://www.youtube.com/c/LanceYoderedgaged>

Additional online webinar professional development opportunities provided by Region 8 ESC, IASP, IDOE, and virtual tool providers i.e. Pearson are shared with staff via email and Twitter. Upon rescheduling of professional development workshops, the curriculum director will facilitate teacher attendance for approved activities during the summer.