

DISTANCE LEARNING PLAN - HASTINGS HIGH SCHOOL - DECEMBER, 2020

Distance Learning “4 C’s” at Hastings High School

1. Connections – every student matters and we will continue making positive connections.
2. Communication – students and parents will know what to expect, ask questions and receive frequent feedback. Schoology has been and will continue to be the main learning and communication hub for Distance Learning. If parent/guardian access to Schoology is needed, contact HHS administrative assistant Sue Beskau at sbeskau@hastings.k12.mn.us
3. Consistency – there will be daily structure and common expectations between classes helping students and parents engage in learning. The schedule established in hybrid by class period will continue in Distance Learning.
4. Curriculum – learning will be essential, reasonable and manageable.

Class Community, Learning and Communication

1. There will be learning every school day – students are not in cohorts in Distance Learning.
2. Connecting as a class is important. On **Mondays, Tuesdays, Thursdays and Fridays** each class period will start with a live Zoom session to connect, discuss the new learning, provide varied activities for learning and opportunities for personal connections.
3. On Mondays by 7:50 a.m. a general overview for the week will be published on each Schoology course page.
4. On Mondays by 7:50 a.m. coursework for Monday and Tuesday will be published, with the exception of assignments or assessments that may not be available until the day they are scheduled.
5. On Thursdays by 7:50 a.m. coursework for Thursday and Friday will be published, with the exception of assignments or assessments that may not be available until the day they are scheduled.
6. Parents/guardians will receive an email on Monday from each teacher providing a general overview for the week, how they as parents/guardians can support their child’s learning and continued promotion of Schoology for specific schedules and school work.
7. Flex days (Wednesdays in a 5-day week) will be for independent work and unique learning opportunities. Students will not receive new school work on a Flex day – students are to continue working on their already assigned school work.

Attendance – daily attendance will be taken Monday through Friday at the beginning of the school day, with students answering an “attendance question” in their period 1 or 2 class. Students who are sick and cannot attend their distance learning classes should be called in sick to the HHS Attendance Office at 651-480-7477.

Mental Health Resources – will be provided and accessible for every student and their parents/guardians. Please consult our website to access the following information: How to get in touch with your counseling and career center staff, Academic and Mental Health Resources, COVID related articles and tips, a list of local Mental Health Providers, peer tutoring and more.

Please visit us at: [Counseling Office - Mental Health and COVID](#)

Advisory - this is a scheduled time for students and staff members to connect, engage in school activities and complete school processes - like registration. Advisory time for students will be period 5 on Monday’s (or Tuesday’s if there is no school Monday).

Zoom notification. Hastings Public Schools will continue to utilize Zoom for live classroom experiences. It will take all of us to maintain safety and confidentiality, no different than if visiting a classroom in-person. When your child participates, you and your student are agreeing that you will not discuss or share any information

about other students in the group and you also agree that during the session no recording or digital image retention of any kind will occur (including posting pictures or video on social media).

Grading for the 2020-21 School Year. The Hastings Public Schools understand the challenges some students and families encounter with their learning. As such, we will continue with the grading practices established last spring. Below are the grading practices for HHS and HOA classes.

- Teachers will submit and grade student work in an A, B, C, D, No Credit (A-NC) format.
- At the end of a semester grading period, students and families will be given a choice of how each course will be reported (traditional A-D & NC or Pass/NC); the default mark on a report card will be a letter grade.
- Teachers will communicate the A-NC grade and give students the option to select a Pass instead of a letter grade for any of their classes.
- PSEO and Concurrent Enrollment grading decisions will be made in conjunction with participating colleges.

Technology. All ISD 200 students were issued the appropriate device for their grade level at the beginning of the 2020-2021 school year (iPads for elementary students and Chromebooks for 5th-12th grade students). Should a student still need a device for some reason, they should contact their building technology staff by filling out the form below to request a device.

Students will continue to use the appropriate Learning Management System (LMS) for their grade level throughout Distance Learning (SeeSaw for elementary and Schoology for secondary students) to check for assignments and grades posted by teachers. Secondary students should also make a habit of checking their HastingsApps gmail account on a regular basis for communication from teachers and staff.

Should students experience any issues related to your district provided Chromebook or iPad and/or district assigned resources, submit a technology support request to your appropriate building. If your concern is not tech-related and specific to a class or teacher assignment, please check in with him/her directly.

- [HHS Tech Help Request](#)
- [HMS Tech Help Request](#)
- [Elementary Tech Help Request](#)

For additional technology related assistance, please see the following documents:

- [Tech Support Contacts](#) - List of who to call if you need tech help
- [Internet Access](#) - Links to reduced cost internet options

HHS Calendar for the 2020-21 School Year. The links below are to our HHS calendars for both hybrid and Hastings Online Academy for term dates, Flex days and non-school days. The calendar is the same for hybrid and distance learning, should we transition between the two learning models.

[In-Person, Hybrid and Distance Learning Calendar](#)

[Hastings Online Academy Calendar](#)

Expectations - Staff, Students, Adults and Class Schedule. Please read the following charts that outline the partnership we need to make Distance Learning a success as well as our daily structure and class times.

DISTANCE LEARNING EXPECTATIONS

STAFF/ INSTRUCTORS	STUDENTS	FAMILY/ADULTS
<ul style="list-style-type: none"> <input type="checkbox"/> Host a Zoom meeting Monday, Tuesday, Thursday and Friday at the start of each of your classes. Each Zoom meeting should be a minimum of 20 minutes <input type="checkbox"/> Each Zoom format will engage students, review previous content, discuss new content and make plans for when students work on their own time <input type="checkbox"/> On Mondays by 7:50 a.m. a general overview for the week will be published on each Schoology course page <input type="checkbox"/> On Mondays by 7:50 a.m. course work for Monday and Tuesday will be published in Schoology <input type="checkbox"/> On Thursdays by 7:50 a.m. course work for Thursday and Friday will be published in Schoology <input type="checkbox"/> Each Monday send an email to parents/guardians providing a general overview for the week <input type="checkbox"/> Get to know each student <input type="checkbox"/> Create a respectful online community <input type="checkbox"/> Update gradebook frequently <input type="checkbox"/> Communicate with parent/adult about student progress <input type="checkbox"/> Provide student feedback about what the student did well and how they can improve <input type="checkbox"/> Pin an update to Schoology with your office hours and how to contact you whether by email, phone and/or Zoom 	<ul style="list-style-type: none"> <input type="checkbox"/> Answer the attendance question each day: Monday through Friday. If you are sick and unable to attend you must have a parent call the Attendance Office at 651-480-7477 <input type="checkbox"/> Be present for each Zoom meeting with your classes <input type="checkbox"/> Turn in completed assignments <input type="checkbox"/> Email, call or Zoom your teacher when you have a questions OR when you feel you need help. <input type="checkbox"/> Teachers are available for student and parent questions by Zoom, email and/or phone during that class period. <input type="checkbox"/> Check your grades weekly <input type="checkbox"/> Keep up with school work <input type="checkbox"/> Make sure your Chromebook is fully charged and ready for learning each day <input type="checkbox"/> Check your emails and respond appropriately. 	<ul style="list-style-type: none"> <input type="checkbox"/> Create a Schoology account <input type="checkbox"/> Check Schoology once a week for student progress and missing work <input type="checkbox"/> Check Infinite Campus for daily attendance <input type="checkbox"/> Communicate with teachers if work for your student is too hard, taking too long or too easy. <input type="checkbox"/> Teachers are available for student and parent questions by Zoom, email and/or phone during that class period. <input type="checkbox"/> Support and encourage your child to be present for each Zoom meeting on Mondays and Thursdays <input type="checkbox"/> If you are worried about the social/emotional wellbeing of your child, please email a counselor or principal <p><u>Counselors by Last Name</u> A-F Kim Hoff khoff@hastings.k12.mn.us</p> <p>J-L Naomi Marietta nmarietta@hastings.k12.mn.us</p> <p>M-R Drew Cooper dcooper@hastings.k12.mn.us</p> <p>S-Z Steve Peterson speterson@hastings.k12.mn.us</p> <p><u>Principals by Grade</u> Grades 9-10 Paul Vaith pvaith@hastings.k12.mn.us</p> <p>Grades 11-12 Kris Husaby khusaby@hastings.k12.mn.us</p> <p><u>Building Principal</u> Mike Johnson mjohnson@hastings.k12.mn.us</p>

HHS Semester 2: In-Person, Hybrid, Distance Learning Model Schedule

	January 19 - February 19 April 6 - May 4	February 22 - March 26 May 5 - June 4
7:30 - 7:50	Teacher Connection Time	Teacher Connection Time
7:50 - 9:15	Period 1	Period 2
9:15 - 10:40	Period 3	Period 4
10:40 - 11:00	Advisory: Monday's only *1/19, 1/25, 2/1, 2/8, *2/16, 2/22, 3/1, 3/8, 2/15, 3/22 (*Advisory on Tues.)	Advisory: Monday's only
11:00 - 11:45	Period 5 on Advisory days	Period 5 on Advisory days
11:45 - 12:25	LUNCH on Advisory days	LUNCH on Advisory days
10:40 - 11:25	Period 5	Period 5
11:25 - 12:25	LUNCH on non-Advisory days	LUNCH on non-Advisory days
12:25 - 1:50	Period 7	Period 6
1:50 - 3:30	Connection Time/Prep	ConnectionTime/Prep
	February 19 = Grading/Quarter 3 May 4 = Final Grade	March 26 = Grading/Quarter 3 June 4 = Final Grade

HHS Semester 2: HOA Learning Model Schedule

	January 19 - March 26	April 6 - June 4
7:30 - 7:50	Teacher Connection Time	Teacher Connection Time
7:50 - 9:15	Period 1, 3, 7	Period 2, 4, 6
9:15 - 10:40	Period 1, 3, 7	Period 2, 4, 6
10:40 - 11:00	Advisory: Monday's only *1/19, 1/25, 2/1, 2/8, *2/16, 2/22, 3/1, 3/8, 2/15, 3/22 (*Advisory on Tues.)	Advisory: Monday's only
11:00 - 11:45	Period 5 on Advisory days	Period 5 on Advisory days
11:45 - 12:25	LUNCH on Advisory days	LUNCH on Advisory days
10:40 - 11:25	Period 5	Period 5
11:25 - 12:25	LUNCH on non-Advisory days	LUNCH on non-Advisory days
12:25 - 1:50	Period 1, 3, 7	Period 2, 4, 6
1:50 - 3:30	Connection Time & Prep	Connection Time & Prep
	March 26 = Final Grade	June 4 = Final Grade