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New York Mills High School, ISD #553
Preparing Students for Life

New York Mills Distance Plan
March 27th, 2020

Beginning on Monday, March 30th, all students in grades PreK-12 will receive daily instruction through our Distance Learning Plan. The following plan begins Monday but is subject to change as we work through any issues and unexpected developments.

Distance Learning: The MN Department of Education defines distance learning as the following: “Students engaging in distance learning have access to appropriate educational materials and receive daily interaction with their licensed teacher(s).” Students are expected to be online each day, interacting with their teacher, and engaging in learning. Classes will be aligned to the MN Standards. Instruction and how we assess students may be different than what students are used to.

- **Distance Learning Methods:** NYMPS distance learning methods will be to distribute classwork and interaction with students through Google Classroom, Google Sites, Class Dojo and Google Drive. Students have access to these applications through their Chromebook or the school website. They will also have email notifications from their teacher in grades 5-12 and Class Dojo connections grades PreK-4. Many students have Google Classroom set up and have been using this technology. For any of our high school students without internet connection or access to a personal device, teachers will provide learning packets to be sent home, and any communication will have to be through telephone. For elementary students packets will be routinely delivered on Fridays. **Please note that learning packets will be delivered next Friday, April 3rd with two weeks of assignments due to our Spring holiday break (school will be closed on Friday, April 10-Monday, April 13th). There will be NO delivery of packets Friday, April 10th. Also, there will be no food service during the holiday break.**
- **Zoom App or Google Meet:** Teachers may use the Zoom App or Google Meet to provide direct face to face instruction for students, for things such as; lectures, presentations etc. If you sign into your Google account on your personal device you should be able to download these apps.
- **Technology/Internet Access:** New York Mills Public School is working to equitably deliver instruction through technology distribution. All students K-12 were surveyed for their technology capabilities at home. Survey included information on:
 - Access to a device
 - Access to internet
 - Questions about technology restrict

Results were collected and given to administration where a list was compiled and all families contacted regarding access to technology. Our school district made a district wide phone call

informing parents how to get internet access from Arvig, our local provider. A plan was then made to get resources to students such as Chromebooks and hot spots who could not connect to Arvig. Further technology concerns may be addressed to Nick DeVillers, Technology Coordinator at 1-218-385-4217. Lori Newman, high school media specialist, will be providing additional technology support for students. Please contact the school office if you are having technology issues.

- **Office Hours:** The New York Mills Public School will be open from 7:30 a.m. to 4:30 p.m. daily. You may contact the District office by phone at 218-385-4201.
 - **High School** – 7:30 a.m. to 12:30 p.m.
 - Ms. Young will be available 8:30 a.m. to 3:18 p.m.
 - **Elementary School** – 7:30 a.m. to 12:30 p.m.
 - Mrs. Brockway will be available 8:30-3:18 p.m.
- **Class Attendance (High School):** Students will check in daily through participation in their classes. Attendance will be taken during a daily class period. Students are not allowed in the building during distance learning.
- **Class Attendance (Elementary):** Teachers will be checking in with students every day and reporting the attendance to the office. Students are not allowed in the building during distance learning, unless attending School Aged Child Care .
- **Student Absence:** If students are ill or have an appointment please call the office to excuse them. Students who do not have an excused absence will be expected be online each day and complete and turn in daily classroom assignments. PreK-12 will be following up on attendance issues should they arise.
- **Student Support:** All teachers, school counselor, and social workers will be available to provide support and assistance for students from 8:30 a.m. – 3:18 p.m. each school day. Teachers may post individual hours that work best for contact.
- **Mental Health Need of Students:** As part of teacher’s daily check in they will be monitoring students feeling that day. Teachers will use their best judgement to decide whether a student may need a phone call, upbeat message, or in certain circumstances, a referral to the school counselor or social worker. As a school district we will be checking on our student regularly throughout Distance Learning.
- **Teacher Workday:** All teachers are expected to report to work from 8:30 a.m. to 3:18 p.m., whether working remotely or from school. A rotating schedule for teachers has been established so all teachers spend required time in the building during the week.
- **Teacher Absence:** If a teacher is unable to be present for class (illness, personal leave, appointment, etc.), they will leave student expectations for the day in Google Classroom, Class DOJO etc. much like they would leave for a substitute, but they would not be present to answer questions or help students on this day. If teachers are absent for an extended period of time, arrangements will be made through the principal’s office. They would clarify their instructions in the course update section in Google Classroom or other platform.
- **Administration:** Administration will be responsible for the following: communication of planning, supporting teachers and staff, checking Distance Learning delivery systems, work with all school departments including meal preparation, child care, and communication. Administration will support all stakeholders by making sure all operations are running efficiently and providing all needed supports.

- **Students without Internet Access:** Every effort is being made to afford families access to internet. Students without internet access at home will receive equitable academic work (packet work, projects, etc.). The teacher will clarify this for each student. Direct phone conversations will be coordinated with the teacher and student. Teachers will submit any work for these students to be sent via drop off every Friday afternoon for the following week.
- **Special Education Learners:** The specific needs of each special education student are outlined in the student’s Individual Education Plan (IEP). Teachers will continue to apply the accommodations and modifications required for each student per their IEP. During a Distance Learning, special education teachers will be in contact with students and/or parents on a daily basis to ensure the continuity of service is provided as is appropriate. Students on IEP’s will continue to receive support services throughout Distance Learning. SPED case managers will continue to address individual IEP goals.
- **Paraprofessionals:** Our paraprofessionals will be available on a rotating schedule to support teachers in various capacities, assist in meal preparation and delivery, and assist in providing child care for all essential employees’ children.
- **Kitchen Staff (Breakfast and Lunch):** All students ages 18 and under in our school district have the opportunity to receive breakfast and lunch free of charge during distance learning. Families may choose to have meal delivery or pick up service from 8:00 a.m. to 11:00 a.m. (subject to change). **Meal service is not provided during scheduled holiday or school breaks.**
- **Bus Drivers:** Will continue to support our students by delivering meals and educational materials weekly. They will also sanitize busses on a daily basis.
- **Building and Grounds:** NYMPS custodians will continue to sanitize and keep our school and grounds clean and safe.
- **Example of a Week in Distance Learning Class: Student Perspective**

Day of the Week	Daily Goals, Activities, and Tasks
Monday	<ul style="list-style-type: none"> * Lesson(s) on Google classroom, Google sites or Class DOJO – New assignments posted by 8:30 a.m. *Attendance *Teachers will have assignments and expectations posted *Complete Task #1 *Complete Task #2
Tuesday	<ul style="list-style-type: none"> Lesson(s) on Google classroom, Google sites or Class DOJO *Attendance *Teachers will have assignments and expectations posted *Zoom session @ 8:30 *Complete Task #3: watch the following video: link provided
Wednesday	<ul style="list-style-type: none"> Lesson(s) on Google classroom, Google sites or Class DOJO *Attendance *Teachers will have assignments and expectations posted *Arrange and attend a 1-on-1 conference with teacher to ask questions and/or get help (if needed) *Complete Task #4

Thursday	Lesson(s) on Google classroom, Google sites or Class DOJO *Attendance *Teachers will have assignments and expectations posted *Make sure you are getting assignments completed and turned via Google Classroom.
Friday	Lesson(s) on Google classroom, Google sites or Class DOJO *Attendance *Receiving bus drop off materials *Answer daily question for attendance –per class

- **Assessing Our Students:** Teachers will be using a variety of online platforms to access our students which may include:
 - Quizzes/Test
 - Online learning activities such as; IXL Math, Math Seeds, Go Math, Reading Eggs etc.
 - Projects/Presentations
- **Communications with Families:** We will be using a variety of method district wide to communicate with our families which will include; mail, email, telephone, social media, SchoolMessenger, home delivery and district website.
- **Partnerships for student needs:** We will continue to collaborate as a team to meet the needs of all students. This will be done through communication such as emails and phone calls to fellow teachers, school nurse, counselors, and administration. We will also keep in contact with federal, state and county agencies following all policies and guidelines.
- **Adjustments as needed:** During the first few weeks of Distance Learning we will be testing all of our technologies to see which ones work best for student instruction. We will continue to monitor and adjust throughout the Distance Learning period. The administration will continue to monitor the success of our Distance Learning Plan as we progress. Any changes needed will be implemented. We will continue to add to this document as we update and improve our planning. Any updates to this document will be posted on our website.