



MTSD

DISTANCE LEARNING PARAMETERS



2020-2021 School Year

Updated 8/2020

MTSD Distance Learning Parameters

During the Spring of 2020, MTSD had to transition into emergency distance learning. While MTSD will still offer students the opportunity to choose a distance learning option for the 2020-2021 school year, the learning experience will be dramatically different than last spring. For this school year, the academic rigor, expectations, and instructional scope-and-sequence for distance learning will be the same as it is for on campus learning. It will include a 5-day a week learning model and will follow the 2020-2021 school year calendar. MTSD will use the Canvas learning management system (LMS) to communicate with students, share all lesson materials and collect assignments. Daily lessons will be provided in a structured format using asynchronous (not happening in real-time, e.g. pre-recorded videos, texts) and/or synchronous (virtually, in real-time with teacher) methods. All assessments and grading practices and procedures will mirror on-campus practices and procedures.

Below is a brief list of student expectations in the distance learning environment:

- Log into their Canvas courses on a daily basis to access daily lessons.
- Complete all assignments for all content areas.
- Attend and engage in all learning activities (synchronous or asynchronous) in all content areas. **Daily attendance will be taken Monday through Friday.** Students will be marked absent if they are not present during a synchronous lesson and/or if no participation occurs with distance learning lessons for a class. Parents will need to call the school office to excuse an absence.
- Actively communicate your questions/concerns/needs with the teacher.

To inform planning for the 2020-2021 school year, parents/guardians will need to choose either an on campus or distance learning environment for their student's learning. The selection of the learning environment should be done with the entire year in mind. If a student's learning needs change during the year, the parents/guardians should contact the building administrator.

Distance learning teachers will have dedicated daily office hours in which they will be available to respond to phone calls/emails and answer student questions. Each week, distance learning teachers will provide students/families a schedule delineating when synchronous and asynchronous lessons will occur. Students/families will also be provided direction regarding how to access and pick up instructional materials.

Lessons are most easily accessed using a computer or Chromebook. All students/families who select the distance learning environment will be provided the ability to request a Chromebook

from MTSD. For technical assistance, families should communicate with the Research and Digital Learning (RDL) specialist from their student’s school.

While our ultimate goal is to ensure all MTSD students are taught by MTSD teachers, we may need to assign a student to an approved Wisconsin virtual school/class that meets the requirements of the district. Students would be assigned an approved Wisconsin virtual course if there are not enough MTSD students to warrant an MTSD class. In general, at least 24 students in the elementary school setting and 18 students in the middle and high school settings would need to select the distance learning option for an MTSD teacher to be assigned to a class. MTSD will be responsible for enrolling a student in the virtual course if that becomes necessary. Parents/guardians will receive advance notice from the district prior to a student being enrolled in an approved virtual school/course.

Potential Daily Schedules:

All distance learning students must be available to participate in distance learning on a daily basis. Tentatively, the distance learning school day will be as listed below:

- Elementary School: 9:00 a.m. - 4:00 p.m.
- Middle School: 7:55 a.m. - 3:20 p.m.
- High School: 7:25 a.m. - 2:37 p.m.

The daily schedule for distance learning does **NOT** necessarily align with the daily schedule for on campus learning.

Elementary:

Potential Elementary Schedule					
Content Area	Monday	Tuesday	Wednesday	Thursday	Friday
ELA	9:00 - 11:45	9:00 - 11:45	9:00 - 11:45	9:00 - 11:45	9:00 - 11:45
Lunch	11:45 - 12:30	11:45 - 12:15	11:45 - 12:15	11:45 - 12:15	11:45 - 12:15
Math	1:15 - 2:15	1:15 - 2:15	1:15 - 2:15	1:15 - 2:15	1:15 - 2:15
Science	3:15 - 4:00		3:15 - 4:00		
Social Studies		3:15 - 3:45		3:15 - 3:45	

Specials	12:30 - 1:00; 2:30 - 3:00				
Art (2x/week)	2:30 - 3:00		2:30 - 3:00		
Music (2x/week)		12:30 - 1:00		12:30 - 1:00	
Library (1x/week)					2:30 - 3:00
Phy. Ed. (3x/week)	12:30 - 1:00		12:30 - 1:00		12:30 - 1:00

Note:

- 1) The elementary distance learning teacher will have flexibility to make adjustments within the schedule listed above. The teacher/s will communicate with parents regarding any changes (i.e., which days will be synchronous and asynchronous).
- 2) 5th grade band and 4th/5th grade orchestra teachers will establish mandatory individual/small group meetings throughout the day based upon the learning needs of each student.

Middle School:

	Potential Middle School Schedule		
Content Area	6th Grade	7th Grade	8th Grade
ELA	8:00 - 9:15	12:15 - 1:15	10:45 - 11:45
Math	9:30 - 10:30	8:00 - 9:15	12:15 - 1:15
Science	10:45 - 11:45	9:30 - 10:30	8:00 - 9:15
Lunch	11:45 - 12:15	11:45 - 12:15	11:45 - 12:15
Social Studies	12:15 - 1:15	10:45 - 11:45	9:30 - 10:30

Specials - A/B/C day Scheduling		1:30 - 2:00	1:30 - 2:00	1:30 - 2:00
A	Physical Education			
B	Related Arts (Financial Literacy, PLTW, Art, Computer Science, World Language, FACs)			
C	Band, Orchestra, Choir, AVID (BOCA)			
Office Hours:		2:15 - 3:15	2:00 - 3:00	2:00 - 3:00

Note:

- 1) To ensure a student/parent can reach the teacher during office hours, appointments are encouraged.
- 2) Advisory will be part of the 1st hour course (8:00 -9:15) once a month.
- 3) Band, orchestra and choir teachers will establish mandatory individual/small group meetings throughout the day to accommodate the learning needs of each student.

High School: The daily distance learning schedule will mirror the on campus schedule.

Potential High School Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
A.M. Course 7:25 - 12:01 (see note 1)	Period 1	Period 3	Period 5	Period 2	Period 4
P.M. Course 12:07 - 2:37	Period 2	Period 4	Period 1	Period 3	Period 5
Office Hours: 2:30 - 3:30					

Note:

- 1) A 36-minute lunch break is included during the A.M. course.
- 2) To ensure a student/parent can reach the teacher during office hours, appointments are encouraged.

- 3) AP/Honors courses may require more time than the allocated daily minutes in order for students to complete classwork/readings/projects.
- 4) Not all elective classes may be offered during distance learning. Students who select the distance learning format may be required to select alternative elective courses if it is determined that their elective selection will not run based upon the number of students who registered for the course.

In Addition to Distance Learning:

- Families selecting the distance learning environment will be able to pick up school lunches. More details on this process will be made available soon.
- Special education and students with plans (504, IEP, EL, BIP, Intensive Support Plans) will continue to receive support from their case manager.

Distance Learning Working Recommendations:

- Identify a standard working location in your home and set up your learning space
- When participating in a synchronous/virtual meeting:
 - Make sure you are in a quiet location - limit potential background noise
 - Stay seated in view of the camera
 - Turn video on to engage in the meeting
- Use the graphic below:

