**Learning Model 3: Distance Learning Plan**

**Distance Learning Definition**

Students engaging in distance learning have access to appropriate educational materials and receive daily interaction with their licensed teacher(s).  (MDH Planning Guide for K-12 Schools SY 2020-21)

**General Description**

* In this learning model, all academic work is completed at home.
* Daily online attendance is required for all students learning from home.
* Instruction follows a block schedule (please see the “Bell Schedule” listed below).
* On a daily basis, students can expect 4-5 hours of learning time consisting of the following: teacher instruction and daily interaction, planned learning activities, and independent student work time.
* This learning model may be implemented if local, regional, or statewide COVID-19 metrics worsen significantly enough to require the suspension of all in-person learning. This scenario may also be chosen if hybrid or in-person learning is implemented at UMA, and a parent/guardian does not feel comfortable with having their child(ren) return to the building for school.

**UMA BELL SCHEDULE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TIME** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **7:00-8:00** | PREP | PREP | PREP | PREP | PREP |
| **8:00-9:00**  **(60 MIN)** | OFFICE HOUR | OFFICE HOUR | OFFICE HOUR | OFFICE HOUR | OFFICE HOUR  8:00-9:00 (60 MIN) |
| **9:00-10:30**  **(90 MIN)** | PERIOD 1 | PERIOD 2 | PERIOD 1 | PERIOD 2 | PERIOD 1 ~ 9:05-9:40  (35 MIN)  PERIOD 2 ~ 9:45-10:20  (35 MIN) |
| **10:35-12:05**  **(90 MIN)** | PERIOD 3 | PERIOD 4 | PERIOD 3 | PERIOD 4 | PERIOD 3 ~ 10:25-11:00  (35 MIN)  PERIOD 4 ~ 11:05-11:40  (35 MIN) |
| **12:05-12:35**  **(30 MIN)** | LUNCH | LUNCH | LUNCH | LUNCH | PERIOD 5 ~ 11:45-12:20  (35 MIN)  PERIOD 6 ~12:25-1:00  (35 MIN) |
| **12:35-2:05**  **(90 MIN)** | PERIOD 5 | PERIOD 6 | PERIOD 5 | PERIOD 6 | LUNCH 1:00-1:20  (20 MIN) |
| **2:10-3:00**  **(50 MIN)** | OFFICE HOUR | OFFICE HOUR | OFFICE HOUR | OFFICE HOUR |  |

**Instructional Delivery Model**

Parents/guardians are encouraged to keep in contact with their child’s teacher(s) on a regular and routine basis to solidify a partnership between school and home. Below is the instructional delivery plan for Distance Learning at UMA:

* UMA students in grades 9-12 will follow a Block Class Schedule with fewer, but longer classes, during Distance Learning.
* During distance learning days, students will be invited to join a live session with their teacher using Zoom.
* Students will receive their assignments via the learning management system Unified Classroom.
* Unified Classroom Gradebook will be used to record grades and give feedback on assignments and assessments. PowerSchool will only be used for final course grades, attendance, and student information.
* Teachers will have their email address posted on the subject page for each class to simplify the student-teacher communication process.
* The expectation at UMA is that students will work to complete all assignments by the due dates established by their teachers.
* Educational Assistants and other staff members will be assigned to each grade level to help ensure students’ needs are met and to support ongoing learning. These staff members will also work closely with families to address any questions or concerns.

**Technology Access**

Ubah Medical Academy will provide Chromebooks to all students during the week of August 24-28, 2020. We will attempt to deliver Chromebooks to families who may not be able to come to the school due to lack of transportation. Families will need to complete agreements for Internet Acceptable Use and Chromebooks at the time of pick up.

**Student Responsibilities**

* Online attendance is required for all students participating in the Distance Learning Model.
* During distance learning days, students will be invited to join a live session with their teacher using Zoom.
* All online interaction is an extension of the physical classroom. Expectations of your behavior online are the same as what the school would expect in the classroom.
* If at home, all video connections must be placed from a "common" area (living room, kitchen, etc.).
* Once you have joined a class, you should have your microphone muted. This will assist your teacher in facilitating the session and give everyone, including yourself, the best learning experience possible.

**Parent/Guardian Responsibilities**

* Online attendance is required for all students participating in the Distance Learning Model.
* During distance learning, your child's teacher will offer "live" webinar sessions using Zoom.
* The webinar sessions will be a chance for your child to connect with their teacher, ask questions, and see classmates. We see this as a valuable tool that allows your child and their teacher the ability to maintain a relationship and enhance learning.
* Sessions may be recorded by the teacher and posted to Unified Classroom so that if a student in the class is unable to attend a session, they can view it at a later time.
* Please have students connect from a "common" area of your home and not a private space such as a bedroom.

**Daily Expectations**

* Teachers will be present during their scheduled workday via the school’s on-line systems and email.
* Teachers will host office hours for students to make planned, direct, and small group connections. Both individual students and small groups of students can participate in office hour meetings.
* Our primary mode of instruction will be synchronous (‘live’) experiences. However, teachers may provide asynchronous experiences when it is appropriate for their course as well as the students.
* Students will complete work at their own pace prior to 11:59pm on the date that it is due.
* Teachers will post daily expectations in Unified Classroom by 9:00am.
* Teachers and staff will respond to all communication requests in a timely manner (within 24 hours) via phone, Unified Classroom, or email.
* Teachers will hold office hours daily from Monday – Friday. (Please see Bell Schedule above.)
* UMA will be using a block schedule where students have their classes every other day.
* Students need to check their school email daily for assignments or messages from teachers.
* Daily attendance will be recorded by 5pm.
* Teachers will follow the standard district grading policy.

### **Students Receiving Special Education Services**

* Students with disabilities who receive special education services through an Individualized Education Program (IEP) will continue to receive special education services and support during distance learning.
* The goal is to maintain as many of the IEP services as possible, however not all current parts of an IEP may be relevant or possible during distance learning.
* Case managers will reach out to parents/guardians to discuss how each child’s special education services will be provided during distance learning.
* Each student with an IEP will have an Individualized Distance Learning Plan based on their current IEP.
* The IEP will be developed or updated by members of the IEP team, including the parent/guardian, and will outline the services and supports each student will receive throughout distance learning.
* In addition to developing IEPs, the school will be implementing several procedures to ensure it is meeting due process obligations including upholding timelines and conducting IEP team meetings.
* During this unprecedented national emergency, UMA will work with parents/guardians to reach mutually agreeable extensions of time, as appropriate.

Throughout the Distance Learning period, the school will meet due process obligations as follows:

* IEP meetings will be held although timelines may be impacted by complete school closures.
* IEP meetings will not be conducted in person at school buildings. Instead, they will be held virtually via any of the following methods:
  + Phone conference
  + Video conference - Zoom
* Initial evaluations and reevaluations will be conducted. However, activities that are not reasonable to carry out if students are not physically at school (i.e. standardized face-to-face assessments) may be delayed until building-based instruction resumes.

For questions or concerns regarding how the school is meeting the needs of students with disabilities and how students will be receiving services through special education (IEPs), please contact:

Yassin Issa – Special Services Teacher Faysal Ali – Executive Director

[yassin.Issa@umahs.org](mailto:yassin.Issa@umahs.org) [Faysal.ali@umahs.org](mailto:Faysal.ali@umahs.org)

952-540-2942 952-540-2953

### **Students Receiving Services and Supports through 504 Plans**

* Students with physical or mental impairments who receive services and support through a Section 504 Plan will continue to receive those services and supports during distance learning.
* The goal is to maintain as much of the 504 Plan as possible, however not all current parts of a 504 Plan may be relevant or possible to implement during distance learning.
* 504 case managers will be reaching out to parents/guardians to discuss how each child’s 504 Plan will be implemented during distance learning, including the consideration for any needed changes.
* If it is determined that changes to the 504 Plan are necessary for distance learning, those changes will be incorporated into the plan, sent home to parents/guardians, and communicated with each child's teacher(s).
* 504 evaluations and planning meetings will continue to occur during any distance learning period; however, meetings will not occur in-person in the school building. Instead, one of the following virtual methods will be utilized:
  + Phone conference
  + Video conference - Zoom

For questions or concerns regarding how the district is meeting the needs of students with a 504 Plan, please contact:

Faysal Ali – Executive Director Eric Brandt – Assistant Director

[Faysal.Ali@umahs.org](mailto:Faysal.Ali@umahs.org)  [Eric.brandt@umahs.org](mailto:Eric.brandt@umahs.org)

952-540-2953 952-540-2942

**English Language Learners (EL)**

Our district’s English Language Learner teacher is working closely with students and families who are receiving EL services. She will be providing support and meeting their educational needs during the distance learning period.

**Students Experiencing Homelessness**

Our district’s McKinney Vento Liaison continues to work with families in transition to ensure a point of contact so that communication is regularly available during this difficult time. By maintaining contact, the McKinney Vento Liaison will be able to assist families experiencing homelessness in locating food services, mental health services, and community resources. For the families that we are unable to reach, we will continue to work towards making connections to ensure that our students’ educational needs are met. Classroom teachers and advisors will be the primary source of communication for all students during distance learning. Support and outreach from the school administration team will also be available on an as-needed basis.

**Teacher Communication Responsibilities**

* If students have not participated in distance learning for two days, teachers will call (or email if unreachable) to make contact.
* Teachers will update PowerSchool and contact logs with attendance and grade information in order to increase collaboration between the grade level teachers, students, and their parents/guardians.
* Teachers will communicate to students and families how a course is setup, how students will access and track assignments, and how feedback will be given.
* Teachers will consider how to effectively communicate with and support multilingual families. Students and families with limited English Language proficiency will be supported by English Language teachers and Educational Assistants as needed throughout the school year.

**Conferences**

Until further notice, conferences should remain virtual via phone, Zoom, etc. Parents, general education teachers, special education staff, and case managers will collaborate to determine the general progress of when and how conferences will be held.

**Engagement with Students and Families**

Educational Assistants and other support staff members will be assigned to a connect with a small group of students and families on a daily or weekly basis as needed.

**Attendance Procedures**

Attendance will be recorded daily in PowerSchool.

* UMA is currently exploring PowerSchool Codes and the possibility of adding new options for attendance/participation during distance learning. The goal is for auto calls to still be generated for families with students who have not made contact/progress in a set amount of time.
* Teachers will communicate to students and families how attendance will be recorded.
* Teachers will offer flexibility balanced with high expectations.
* Teachers will offer different options based on student needs. Attendance could include the following: Zoom participation, phone calls, text messaging, turning in assignments, etc.

**Food Service Delivery**

* We know many of our students depend on our school food service program so it is important we provide ongoing meals during times of distance learning.
* These meals will be delivered to students every Monday and Wednesday during distance learning.
* If you do not want home delivery, meals can be picked up from the school building on Mondays and Wednesdays at 10am. Please remember to practice social distancing (stay at least 6 feet away from other people) and wear a mask when picking them up. If you have any questions with regard to food services, please contact Ms. Hodon Mohamed at [hodan.mohamed@umahs.org](mailto:hodan.mohamed@umahs.org) or 612-229-1706