

Kewaunee School District
Digital Learning Guide
2020-2021



What are Digital Learning Days?

Digital Learning Days use technology to extend learning beyond the classroom. Digital Learning Days could be utilized for inclement weather days, and replace traditional “snow days” with learning at home. Digital Learning Days are also activated during extended school closures.

Why is the Kewaunee School District implementing Digital Learning Days?

- Digital Learning Days **maintain learning** and provide students with extended learning opportunities when they cannot be in school.
- Learning occurs anywhere and anytime.
- KSD maintains state-required instructional minutes and avoids adjusting school calendars to recapture lost minutes.
- Inclement weather days may result in a Digital Learning Day

What should families expect on Digital Learning Days?

- **Grades PreK-4:**
 - Essential Standards, objectives, assignments, and timelines are posted in *Google Classroom* by classroom teachers no later than 4:00 PM on Friday prior to week of instruction.
 - They may be updated by 8:00 AM on Monday for a week of instruction.
 - Learning experiences may or may not require electronic devices.
 - Teachers clearly outline where materials are organized, and/or where learners can share their work/thinking/projects in *Google Classroom*, as needed.
 - Teachers provide any directions/login information necessary for students to experience learning and complete expected lessons/activities.
 - Teachers provide school contact information with hours for communication.

- **Grades 5-12:**
 - Essential Standards, objectives, assignments, and timelines are posted in *Google Classroom* by classroom teachers no later than 4:00 PM on Friday prior to week of instruction.
 - They may be updated by 8:00 AM on Monday for a week of instruction.
 - Learning experiences may or may not require electronic devices.
 - Teachers clearly outline where materials are organized, and/or where learners can share their work/thinking/projects in *Google Classroom*, as needed.
 - Teachers provide any directions/login information necessary for students to experience learning and complete expected lessons/activities.
 - Teachers post “virtual office hours” to enhance communication.
 - Teachers provide school contact information along with the hours available for communication.

- While the objective is to engage in new learning with authentic learning experiences, general expectations for instruction and teacher monitored activities are as follows: (independent work times will vary)
 - **Grades 4K-2:** no more than 60 minutes/day
 - **Grades 3-4:** no more than 90 minutes/day
 - **Grades 5-8:** no more than 20 minutes/course/day (120 minutes)
 - **Grades 9-12:** no more than 30 minutes/course/day (150-180 minutes)
 - (independent work times will vary for all grades)

- We recognize students receive different supports throughout the academic day. Regular education teachers are working with our special education teachers, EL teachers, and others who provide support to students in order to provide high quality learning for all students on Digital Learning Days. Special education and dEL teachers contact their students via district email, Google Classroom and connect with them on Digital Learning Days to support and ensure their learning progress.

What are the expectations for students on Digital Learning Days?

Students begin work on their posted learning experiences, in the order they choose, starting as early as 8:00 am. Students are expected to have completed their learning experiences based upon the timeline given by the teacher, barring any extenuating circumstances.

Student Workflow

- **Grades 4K-2:** Parents/Students access *Google Classroom* as early as 8:00 a.m. for an announcement and assignments from their child's teacher.
- **Grades 3-4:** Students access their *Google Classroom* as early as 8:00 a.m. for an announcement and assignments from their teacher.
- **Grades 5-8:** Students check *Google Classroom* posts daily for their courses. Students personalize their days by selecting, completing, and submitting learning experiences based upon timelines for each experience and course. Learning experiences may span multiple days. Students are expected to:
 1. Access Digital Learning Day materials
 2. Read learning objectives, instructions, and timelines
 3. Complete learning experiences
 4. Submit assignments on time as required
 5. Repeat steps 1-4 for each course
- **Grades 9-12:** Students personalize their days by selecting and completing learning experiences based upon timelines for each experience and course. Learning experiences may span multiple days. Essential Standards, objectives, assignments, and timelines are posted in *Google Classroom*.

How can students ask their teachers questions?

Students are encouraged to contact their teacher via District-issued email or Google Classroom. Please wait patiently for teachers to respond because teachers may be assisting other students. Students can also connect with teachers during ***virtual office hours***. They may also contact them during office hours via the teacher's classroom phone number. Be aware that teachers may be assisting students and may need to return the call.

How can students access technical support?

If you are having trouble connecting to the internet on your students device, this [document](#) is a work around. It has been very helpful if the student can get connected to their home Wi-Fi, but cannot get out on the internet.

Students needing technical support are encouraged to contact KSD IT Helpdesk at contact@kewaunee.k12.wi.us between the hours of 8:00 a.m.- 3:30 p.m. All device loaners will be available at KSD Libraries in the event a student has a damaged/non-functioning device.

If you are unable to open Google Classroom and wonder if it is down, you can get status updates and details regarding Google Classroom, visit www.google.com/appsstatus

What if students do not have internet access for Digital Learning Days?

Families in need of internet access might find the following resources beneficial.

- Kewaunee School District will have available select wifi hotspots (mifi) available to access the internet. Students/families may request support from the KSD District Office. For families with multiple children in KSD schools, the oldest child is encouraged to request one *mifi* for the household. Instructions and passwords are included with check-out. Please note KSD *mifi* devices have filters set up with safety measures to mirror what is currently in place for Chromebooks in compliance with KSD user agreements.
- Low cost options are available through <https://www.everyoneon.org/find-offers>.

If your family has indicated you do not have internet access from your residence, accommodations are made for students to submit assignments and meet expectations. Student learning packets will be available for families that request them. They will be made available if there are extended school closures to families via email, drop off, or postal service.

How can our family prepare before Digital Learning Days?

Digital Learning Days caused by inclement weather or health related due to CDC recommendations could potentially happen at any time, so being prepared when one occurs is helpful.

- **Awareness** - Students and families are made aware of the District's decision to implement Digital Learning Days through communication from the District. Students also learn about Digital Learning Days from their teachers/advisors.

Please make sure your directory information is updated in Infinite Campus to ensure timely communication.

- **Bring Devices Home Regularly** - Students in Grades 1-12 should be in the habit of bringing their District-issued devices home on a daily basis to complete learning experiences before the next day of instruction. Students need daily access to their power cord to keep their device fully charged to start each day. While many web services and digital instructional tools students use can be accessed via personal mobile devices or home computers, students use their District-issued devices daily and are familiar with their operation.
- **Functioning Device** - Having a fully functioning device in school and at home is very important on a daily basis. If a student's school issued device is not functioning properly, or the power cord has been lost or damaged, the student can visit the school's library during the school day to have the device repaired or purchase a replacement cord. If the device cannot be fixed the day it is brought to the library aide, students may be issued a loaner device to keep until their device is fixed. **During extended school closures**, please contact IT Helpdesk contact@kewaunee.k12.wi.us between the hours of 8:30 a.m.- 4:00 p.m. Students use [KSD Student Technology Request Form](#) to request IT support.
- **Technology** - Students need internet access at home on Digital Learning Days.
- **Google Classroom Use and Student Access**- Students will access Google Classroom using their assigned school account.. All students have learned how to use their username and password with the school devices. When signing in to use Google Classroom, they will have to type **their Gmail address**, which is their Username, followed by **@gm.kewaunee.k12.wi.us**.
- **Infinite Campus** will be utilized to communicate grades, attendance, and messages for missing assignments, grade level messages, and district communication.
- **Google Meet** - A variety of distance learning resources continue to be explored to help teachers and students achieve their goals through the virtual environment. KSD allows Google Meet/Chat to support teachers and students.

- Not only do these resources help bring the physical classroom to the digital environment, but they also help teachers increase student engagement through interactive lessons, collaborative group work, and meaningful student discussions. Students can connect with their classmates and friends to support social and emotional wellness.
- KSD limits access to staff and students within the KSD domain and monitors interactions of students. KSD needs parents as partners, and asks parents to help their child(ren) understand the importance of being responsible digital learners by using digital tools in an appropriate manner. Parents have the authority to restrict use of their child's device and/or programs. KSD wants to ensure students are engaged in meaningful activities to support their learning needs.
 - [4K-12 Google Meet Student Instructions](#)
 - [Video Conferencing Guidelines for Parents](#)
- **Communication is Key** - Life does not always go as planned, and things happen that cannot be controlled. Please communicate with your child's teacher(s) regarding extenuating circumstances and obstacles so they can help adjust learning activities to accommodate student needs and circumstances.

Attendance

A student enrolled in the blended or virtual program with the Kewaunee School District must attend school regularly per School Board Policy #5200.

Students not meeting the minimum attendance requirement for any course, (or combination of courses if enrolled in more than one course) for part or all of 5 or more days in which school is held, are considered to be habitually truant and therefore in violation of Wisconsin's Compulsory Attendance Statutes 118.15 (1) (a) that require a child attend school regularly until graduation from high school, or until the end of the semester in which he/she turns 18 years of age, or until he/she is excused from attendance by the school board.

Distance Learning Attendance Policy

- Attendance will be measured by the full day. Attendance in our Virtual Learning Program is defined as evidence of "engaging with the assigned material" at least one time per day.

- Evidence of attendance will be measured in at least one of the following ways (including, but not limited to):
 - Google check in forms
 - Assignments submitted in timely manner as assigned by instructor
 - Responses on Google Classroom
 - Participation in an online discussion or Google Meet
 - Google Form requesting receipt of assignment or instructions
 - Class participation during the scheduled class time
 - Student participation during scheduled related services
 - Phone call or communication with the teacher

Parent Expectation for Attendance

- Parents are expected to ensure their child's participation in the virtual learning program to the maximum extent possible
- Parents are not required to call if their child is unavailable for the designated class times, as long as the student completes the daily/weekly assignments
- If a student will not be able to participate in learning activities for an extended period of time, a parent should communicate with student's teacher or advisor and cc: DEShimanek@kewaunee.k12.wi.us

Unexcused Absences

- The student may receive an unexcused absence when:
 - Student does not participate in any part of the virtual learning activities for a week of instruction:
 - Includes no submission of assignments
 - Includes no participation in class activities or meetings
 - Student does not check in with the teacher at designated meetings
 - Student's parent does not contact the teacher in regards to missing or lack of student engagement
- When a student has 4 unexcused absences the following will occur:
 - A parent/student contact will be made by the teacher to address the absences.
 - A meeting will be held to address unexcused absences with the student's parent/s, teacher/s, principal, counselor, and Innovative Specialist to develop a personal learning plan including expectations to continue in the virtual learning program.

- If the Personal Learning Plan is not followed, the student will be withdrawn from virtual learning and enrolled in a traditional classroom. Please note: If, for some reason, a student is unable to return to a traditional classroom at this point, the student will be referred for habitually truancy.
- For students who return to a traditional classroom, habitually truancy will be addressed if a student continues to accrue unexcused absences.

We are aware that all family and student circumstances may vary, especially during these unprecedented circumstances. Your child's team is available to ensure the success of your child during this time. Should you have any questions about this guide, or virtual learning in general, please feel free to contact: Debby Shimanek, Innovative Specialist deshimanek@kewaunee.k-12.wi.us

Staff Directory for Contacts

<https://www.kewaunee.k12.wi.us/district/staff-directory.cfm>