



MFL MarMac Community School District

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Virtual Learning Day Plan: 4th - 12th Grades

***Beginning January 4th, 2020**

Purpose:

Beginning January 4th, this Virtual Learning Plan will be utilized for Virtual Wednesdays, for any weather-related cancellations (snow, ice, etc.) or any other reason in-person learning is canceled.

Virtual Wednesdays will continue through January, and we will re-evaluate after that.

It is important to note that a Virtual Learning Day is still a school day. Students & teachers are still expected to participate in the learning day. The utilization of Canvas & Zoom allows for students to continue learning and communicating.

On days of a weather-related cancellation, teachers will teach from home. On Virtual Wednesdays or any other reason in-person learning is canceled, teachers will be expected to teach from school, *unless otherwise advised.*

Beginning January 4th, the following schedules will be used on Virtual Learning Days for Grades 4-12:

4th Grade:

Rotation Cycle (Writing/Social St./Science)	10:30 - 10:55
PE/Music/Art	11:00 - 11:25
Math	11:30 - 12:25
Lunch	12:30 - 12:55
Literacy Block	1:00 - 1:55
Office Hours	2:00 - 4:00

5th Grade:

Literacy Block	10:30 - 11:25
PE/Music/Art	11:30 - 11:55
Lunch	12:00 - 12:25
Math	12:30 - 1:25
Rotation Cycle (Writing/Social St./Science)	1:30 - 1:55
Office Hours	2:00 - 4:00

Middle School/ High School:

Period 1	10:30 - 10:55
Period 2	11:00 - 11:25
Period 3	11:30 - 11:55
Office Hours	12:00-12:25 & 3:00-4:00
Period 5	12:30 - 12:55
Period 6	1:00 - 1:25
Period 7	1:30 - 1:55
*Period 4	2:00 - 2:25 (7th - 12th grades only)
*Period 8	2:30 - 2:55 (9th - 12th grades only)

**These new Virtual Learning schedules for grades 4-12 will allow us to accommodate a variety of situations with one consistent schedule to include days in which a 2-hour delay turns into a cancellation. It also provides our teaching staff & parents with the time necessary at the beginning of the day to make adjustments to their plans to accommodate the shift to a Virtual Learning Day.*

Teachers will:

- ❖ Provide a zoom link on their Canvas course homepage where students can access to zoom with teachers during the beginning of each class to receive directions, a mini-lesson and/or instructional support.
- ❖ Prepare a flipped lesson/activity/assignment and post the flipped lesson/activity/assignment on Canvas before 10:20.
- ❖ Communicate with students how to access the zoom link and needed instructional materials for the virtual learning day.
- ❖ Record student attendance.
- ❖ Have office hours where students can ask questions via email, a phone call, or by requesting a zoom meeting.
- ❖ Planning & Prep Time from 8:00 – 10:30.
- ❖ Be provided a lunch break during either their regularly scheduled prep period or Study Hall (as no students will be required to Zoom during Study Hall).

The Special Education Teachers will:

- ❖ Be available to work with special education students during their allotted guided study hall time.
- ❖ Provide specially designed instruction to students that have IEPs throughout the school day.
- ❖ Continue to co-teach with instructors in english, math, science and social studies classes.
- ❖ Follow student I page requirements.
- ❖ Set up zoom sessions as needed to check in with special education students, provide specially designed instruction, and offer academic/social support.

Paraeducators will:

- ❖ Zoom into classes they are already assigned to and support students in those classes via zoom.
- ❖ Work with special education teachers to identify students who need academic support.
- ❖ Will support areas in need throughout the district.

The Instructional Coaches will:

- ❖ Be available to assist teachers with any instructional issues teachers may be having.
- ❖ Be available to assist teachers with making flipped videos and posting instructional materials on Canvas.
- ❖ Continue to work with teachers on coaching cycles, learning labs, and other projects.

The Guidance Counselors and support staff will:

- ❖ Communicate with students struggling academically, socially or emotionally as needed via zoom, phone calls, and/or emails.
- ❖ Attend student and/or family meetings as needed with the principal.
- ❖ Communicate information to high school students regularly about college, career, and scholarship opportunities.

The school Mental Health Counselor will:

- ❖ Continue working with students during designated appointment times on Friday.

Nursing staff will:

- ❖ Continue to work with local public health agencies.
- ❖ Check-in with staff daily.
- ❖ Work on Medicaid reports.
- ❖ Communicate with parents and students when needed.
- ❖ Make arrangements for the exchange of medications to and from home with families.

The Principals will:

- ❖ Will be available throughout the day to support teachers, students, and parents.
- ❖ Complete daily management responsibilities.
- ❖ Communicate with students, staff, and families daily.
- ❖ Monitor the attendance of students and staff.
- ❖ Make home visits if needed.

Students will:

- ❖ Follow the Virtual Learning schedule.
- ❖ Zoom in to all classes. Students in need of assistance will zoom in with paras or special education teachers during study hall.
- ❖ Access Canvas to complete the lesson/activity from each class for the day. If you do not have Internet access, you will need to alert the building principal promptly so other arrangements can be made.
- ❖ Communicate with all staff via email, phone calls or zoom meetings if you need academic, social, or emotional support.

Families will:

- ❖ Monitor student progress by checking Canvas and/or JMC daily.
- ❖ Communicate any questions with school staff.

**Other duties may be assigned, as needed.

If you have any questions, please contact your building principal.

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