****

 **STIDHAM ELEMENTARY SCHOOL**

**DISTANCE LEARING PLAN**

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Danny Williams, Superintendent

*The following is a description of Stidham Public School's (SPS) blended and full time Distance Learning Program (DLP). Students in our Distance Learning Program, who receive their instruction and curriculum from our chosen online platform, will be supported by a certified Oklahoma teacher. This teacher will be certified in each of the courses the students are enrolled in.*

TYPES OF DLP

Full Time Distance Learning may be provided for all students of Stidham Public School grades Pre-Kindergarten to 8th grades.

Part Time distance Learning may be provided for all students of Stidham Public School grades PK-8th that are enrolled in SPS.

Distance Learning Days may be built in the school calendar or implemented to prevent instructional loss due to inclement weather, sickness such as COVID 19 epidemic shutdown or other.

In the event of mandatory school closure, and if allowable by State Law and OSDE guidance, all students of Stidham Public School in all grades, may participate in Full Time Distance Learning until they are allowed to return to campus.

All SPS students will be given access to Distance Learning resources and curriculum to boost support of their learning while at home.

In all program types the district will notify parents/guardians prior to the start of any unplanned Distance Learning Day or Days.

MISSION STATEMENT FOR THE SPS DLP

Mission: To creatively meet each students' unique needs and provide a successful Elementary Education Experience.

 PROGRAM SUMMARY

Description: Including, but not limited to, the organizational structure of the SPS DLP.

The DLP developed due to the evolving demands of our student population and societal changes. A variety of factors are leading to an increase in demand of creative schooling options for young people, primarily virtual options. This is why the Pre-K - 8th grade SPS DLP is finding an innovative way to provide these opportunities to students, while at the same time maintaining a connection with peers, faculty and our community.

Expectations: The success of students in the SPS DLP will be determined by how well the student, parent or guardian, and program teachers and administration are working together. Students and parents who desire full time distance learning outside of mandatory closures, and planned and unplanned distance learning days, will be asked to apply to the program, and will be admitted based on identified criteria. The program administration must agree that this students' best opportunity for success would be in this mostly virtual setting. Students will be required to maintain adequate progress each week on the online curriculum. The progress must be communicated by teachers in the program. It will be vital for parents to be available for the teacher so the two can work together for their student. Parents will also be expected to ensure student attendance at required meetings and or activities if the teacher requires.

RESOURCES AVAILABLE TO STUDENTS

1. Stidham Public School Certified Teachers .

2. SPS Campus for PK-8th grade

3. Office hours for students located on and off school campus

4. Mandatory tutoring hours will be prescribed to all students who have fallen behind in there curriculum

5. Digital Learning Device and Hotspot if needed

6. Lunch and Breakfast at the school cafeteria.

7. Extra- curricular opportunities. Students will be allowed to benefit from all the extra-curriculars SPS has to offer. Students exercising this option will be required to be in attendance at school for those events

DESCRIPTION OF THE FACILITY AND LOCATION OF THE SPS DLP

Daily Schedule office hours: SPS Administration 8:00 am to 3:45pm during normal school days.

DESCRIPTION OF THE GRADES SERVED

The SPS DLP developed due to the evolving demands for our students. A variety of factors are leading to an increase in demand of creative schooling options for young people, primarily virtual options. The Pre-K - 8th Grade SPS DLP is finding an innovative way to provide these opportunities to students, while at the same time maintaining a connection with peers, faculty and our community.

OUTLINE OF CRITERIA AND RESOURCES TO MEASURE THE EFFECTIVENESS OF THE PROGRAM

OSDE Memorandum "Issues with use of Virtual School Day" by traditional public schools

CCOSA blended framework evaluation tools found in appendices C, D, E, & F

THE SPS DLP WILL BE ALIGNED WITH STATE STANDARDS

UNLESS OTHERWISE AUTHORIZED BY LAW OR REGULATION:

A description of the instructional design of the program, including the type of learning environment, class size and structure, curriculum overview, and teaching methods; Student Eligibility and requirements.

Students who meet the following requirements are eligible to participate in the DLP

1. Enrolled in Stidham Public School System

2. Read the student an parent handbook and fill out the DLP application and sign the contract at the end of the application.

3. Participate in all required state-level academic assessments (OSTP) in the same manner as other regularly enrolled students within the district. Assessments will be taken Stidham School.

4. Parents and students must successfully complete a virtual education orientation.

5. Have access to consistent, daily internet service (Hot spots will be provided if needed).

6. Care and maintenance of any property of Stidham School that are checked out by the student.

7. Have reliable transportation to and from required meetings on campus, resource and tutoring times as needed and field trips.

8. Parents must be available for a teacher to contact throughout the day to stay up to date on student's progress.

9. Parents must play an active role in holding the student and teachers accountable to keep designated pace.

**The following criteria is considered by the administration when enrolling students into DLP. By filling out the application completely and to the best of your ability allows us to assess the need of your student in the program**.

1. Teacher and administrator observation

2. Poor academic performance in traditional school setting

3. Attendance problems due to family emergencies or extenuating circumstances that require students to be available

4. Attendance problems due to mental and physical health concerns, as indicated by a health professional.

5. Social stressors/anxiety brought about by the traditional school setting that impact grades and/or attendance.

6. Religious belief/convictions that the traditional school setting compromises

7. The need for School Credit Recovery

8. Inability to attend class during the school day

Stidham School Administration will review each student and their concerns based upon the previous criteria to determine if this would be the most successful placement for the student.

DLP ATTENDANCE POLICIES

Students participating in the virtual education program will be considered as being in attendance if the students are meeting one of the following criteria

1. Students are on pace to finish or have finished the allotted courses by the prescribed finish date.

2. Students are completing a minimum of 20 hours of active time in their coursework from Monday to Friday. Attendance is measured by blended class time, submission of assignments and communication with the teacher.

All student attendance will be tracked in 1/2 day increments. Therefore, attendance will be calculated as follows:

**Single Day Distance Learning for days that are in the district calendar or called as needed during the year:**

Students participation in the DLP will be considered as being in attendance if the students are meeting one of the following criteria

1. Students are on pace to finish or have finished the allotted courses by the prescribed finish date

2. Students are completing a minimum of 6 hours of active time in their coursework each day of the school week. Attendance is measured by blended class times, submission of assignments and communication with the teacher. 3 hours will equal one half day attendance

**For long term or full time Distance Learning Days:**

Students participating in the DLP will be considered Students are on pace to finish or have finished the allotted courses by the prescribed finish date.

1. Students are completing a minimum of 4 hours of active time in their coursework from Monday to Friday. attendance is measured by blended class times, submission of assignments and communication with the teacher 3 hours will equal one half day attendance

2. If a student has 2 consecutive days of inactivity, student and parent will be contacted by a program School Teacher or the district administrator.

ACCEPTED PACE DESCRIPTIONS AND FALLING BEHIND POLICY

Accepted Pace will be communicated by the teacher for each individual student;

Pace will be based on what percent of each course they should complete each week.

Students not enrolled in an extra-curricular have the following option to choose how to move through their coursework

Students who fall behind in their progress will be required by their instructor to fulfill several time and attendance constraints to ensure they have every opportunity to catch up in their curriculum

If a student's grade falls below 60 percent they will be expected to meet with the teacher at least 1 hour per week, during the designated times.

If a student has been directed to attend class or mandatory tutoring/office hours and does not show he/she will be counted as truant for the class period.

FAILURE TO COMMUNICATED POLICY

Students must reply promptly (within the hour) of a teacher's instant message, or within 24 hours of a teacher's email. If students do not communicate within a timely manner parents will then be contacted.

Parents will be contacted via email or phone if a student fails to communicate with the teacher within 24 hours. If parents are unable to be contacted within 48 hours then the teacher and admin may visit the home.

We will then develop a plan with the student and parent to get the student back on track

If the student is not following the plan to get back on track they will then be transitioned back to the traditional classroom.

If failure to communicated continues, or the school is unable to contact the parent to formulate a recovery plan, then the student will have to be considered truant.

EXTRACURRICULAR ELIGIBILITY POLICY

Students must be in attendance at their respective extra-curricular each day on campus if they choose to participate.

Students in athletics or extra-curricular activities have to meet predetermined weekly progress goals each week. If not, the first week, student is on probation, any consecutive week after the student is considered ineligible.

In order to be considered present at school to participate in extra-curricular competitions the student must be in attendance of their activity on campus and logged into the online platform for a total of 2 hours.

students are expected to follow the student handbook, school rules and expectations

STUDENTS ON CAMPUS PROCEDURE

Students are expected to follow the student handbook, school rules and expectations when on campus, at the library or on field trips.

When students get on campus they are to immediately report to the Elementary office to be signed in.

Students are expected to go directly to their designated locations when on campus

Students must be signed out when they leave campus, if not riding the bus home.

RESOURCES AVAILABLE TO STUDENTS

1. Content specific face-to-face mentorship is available daily, by appointment, in the DLP when requested by students.

2. Consistent communication with parent and student about student's progress.

 Be consistent in on-site resource time, teacher office hours and school events

3. SPS certified teachers are at your disposal to get content specific help when you need.

4. One teacher will be designated to monitor the daily success of each student on the platform

5. Computer and wifi

6. Breakfast/Lunch are both available in the school cafeteria.

INTERNAL AND EXTERNAL ASSESSMENTS TO MEASURE AND REPORT STUDENT PROGRESS

The following assessments will be utilized to monitor and report student progress

1. Edmentum

2. STAR

3. OSTP

4. WIDA if appropriate

PLANS FOR IDENTIFYING AND SUCCESSFULLY SERVING STUDENTS WITH DISABILITIES AND STUDENTS WHO ARE ENGLISH LANQUAGE LEARNERS AND STUDENTS WHO ARE ACADEMICALLY BEHIND

Any student on an IEP will be monitored by a SPS Certified Special Education Teacher. With SPED teacher, SPS administrator, student and parent an IEP will be developed to best serve the student and ensure success. Any student who the IEP team feels would not benefit from virtual learning will be placed into the traditional setting.

DESCRIPTION OF CO-CURRICULAR OR EXTRA-CURRICULAR PROGRAMS

A benefit of the DLP is the ability for students to participate in any extra-curricular activity that SPS offers. The Combined with Edmentum will provide a wide range of learning opportunities

STUDENT DISCIPLINE POLICIES FOR THE DLP, INCLUDING THOSE FOR SPECIAL EDUCATION STUDENTS

DLP students are enrolled the Stidham Public School and thus are held to the same discipline code as our traditional students.

ORGANIZATIONAL STRUCTURE OF THE DLP

An organizational chart that clearly presents the organizational structure of the DLP including lines of authority and reporting between the board of education, staff, any related bodies such as advisory bodies or parent and teacher councils, and any external organizations that will play a role in managing the school:

1. Stidham School Board of Education - Primary role is to support and oversee actions and decisions of the DLP

2. Stidham School Superintendent- Primary role is to provide support and guidance for the creation, implementation, and evaluation of the the Stidham School's DLP

3. DLP Principal - Primary role is to directly support and equip the Teachers. They also hold a role of assisting students and their parents in their success in Stidham School's DLP

4. Stidham School Teachers- primary role is to ensure the success of students in the program by providing direct, hands-on guidance for curriculum, instruction and guidance.

TEACHER RESPONSIBILITIES IN THE EVENT THE SCHOOL HAS TO GO COMPLETELY VIRTUAL

DAILY

Monitor progress of students on Edmentum digital learning platform.

Communicate to students and parents who are not progressing

Answer emails and google hangouts from student/parents promptly

identify and set up tutor times for students

Advocate to the community for the program.

WEEKLY RESPONSIBILITIES

Hold designated times for students behind in the curriculum

Track and communicate eligibility for students enrolled in extra-curriculars

Email weekly progress reports to parents and students

Phone Calls or Face-to-Face meetings with students and parents who are falling behind in the curriculum

MONTHLY RESPONSIBILITIES

Monthly report of attendance targeting at risk students

Monthly report on Student progress and notice given for any student on adequately progressing.

STIDHAM SCHOOL LIBRARY WILL UTILIZE SPACE FOR THE DLP AS FOLLOWS

Book Checkout at the school library

Library times will be creatively scheduled to make efficient and respectable use of the libraries resources.

Chrome books and tablets will be scanned in and out through the library books system.

Any equipment found to be abused will be reported to administration

PARENTAL AGREEMENT FOR VOLUNTARY DISTANCE LEARNING

**This agreement must be signed before a student is allowed to participate in**

**(SPS DLP)SELF ELECTED DISTANCE LEARNIG**

Distance Learning is not typically the best educational opportunity for young children. Stidham School will provide the best experience possible, however, by choosing SELF ELECTED DISTANCE LEARNING you are agreeing to take a much larger and more active role as your child's teacher.

1. I accept the responsibility to supervise my child using the Stidham Public School (SPS) Distance Learning Program (DLP) curriculum. I understand that I am the educational facilitator. I understand that I am expected to become knowledgeable about the curriculum and expectations of SPS.

2. I understand that my child must attend a Distance Learning orientation at Stidham School prior to beginning their coursework.

3. I understand students must follow Stidham DLP guidelines of no less than 108 completed instructional activities per quarter to demonstrate adequate academic achievement in the curriculum.

4. I will communicate regularly and when necessary with the SPS DLP teacher assigned to my child

5. I agree if my child is ill or away from their schoolwork for an extended period of time I will contact the SPS DLP representative.

6. I understand that if my telephone number, address, or e-mail address changes, I will inform the SPS DLP representative.

7. I understand that my child will participate in any assessments required by SPS DLP including beginning, middle and end of year benchmarking as well as required OSTP State Testing for 3rd - 8th grade students. I understand these assessments must be taken on site at Stidham Public School and that I am responsible for transportation to and from the school.

8. I understand that if my child does not meet attendance standards established by the state law and outlined in the DLP guidelines, that my child may be withdrawn for truancy and my lose their ability to participate in the DLP.

9. I understand that my child is a part of Stidham Public School and is provided the same access and opportunities as any student traditionally enrolled at Stidham Public School.

10. I agree to return non-consumable items, devices, textbooks, and other materials when requested at the end of the school year, course completion, when my child withdraws, or if participation is denied. Materials must be turned in and in good condition.. I am aware that I will be charged for damaged or lost items.

11. I understand that participation in the program requires that my child have regular, daily access to a device with an internet connection that meets the minimum standard as stipulated below.

12. If my child enrolls in another public school, I understand that my child may no longer participate in the SPS DLP. I f this change occurs, I agree to inform the Stidham School representative.

I HAVE READ AND ACCEPTED ALL TERMS IN THIS AGREEMENT:

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_