

High School Distance Learning Plan

As the governor has mandated, Minnesota schools are now providing education for our students via distance learning through at least Monday, May 4. The primary format used for this process at Maple Lake High School is Google Classroom. Your child should have received a Google Classroom Code from his/her teacher on Monday, March 16. Teachers have sent out emails to students with the code as well. If your child is having difficulty getting into the Google Classroom for his/her class, please email the teacher. Maple Lake High School will primarily utilize email as our means of communication. Under the distance learning tab on our website you will find a staff directory with teacher email addresses and classroom phone numbers. If you do not have email capabilities, you may call and leave a voicemail on a teacher's classroom voicemail. Please understand that teachers will only be checking their voicemails on an infrequent basis. If you do not have internet access or a device at home, please let us know by emailing Mr. Hansen at hansend@maplelake.k12.mn.us or call the school at 320-963-3171. We will work to assist in getting the resources you need, or we may provide the work in an alternate format and have it delivered to the child's home.

Some things to be aware of:

- The work assigned during distance learning is required work. This is not optional material to simply keep students busy.
- Students should be logging in to their Google Classroom pages every week day.
- The Minnesota Department of Education requires that we take attendance during distance learning. Attendance will be taken through the following format:
 - 2nd Hour Classroom teachers will post a "Are you present" type scenario, question, or task. Students must respond prior to the next day's post to be considered "in attendance" for the entire day. Teachers will submit their attendance via JMC. Therefore, those parents who have set up alerts in the JMC program will be notified if their child is marked absent. A staff member will follow up with a student "not present" during the previous school day. If attendance becomes an issue, Wright County Truancy Services will be contacted.
- Questions regarding school work and assignments should be directed to classroom teachers.
- IEP and 504 needs will continue to be met within reason. Please contact your case manager for more information.
- Students who are struggling with stress and anxiety due to this pandemic may reach out to our school social work, Debbie Stang at stangd@maplelake.k12.mn.us. She is more than willing to provide assistance to students in need.
- Breakfast and lunch are available to all school aged children 18 years of age and younger who reside in our school district. Please fill out the student meal survey to be included in meal delivery. [Student Meal Survey](#)
- If your child attends Wright Technical Center, there distance learning information can be found at the following link: <http://www.wtc.k12.mn.us/distance-learning/>

- Please be patient, understanding, and flexible as we work through this distance learning process together.

Additional Distance Learning Information

We have received several questions regarding high school student expectations with distance learnings, so we would like to provide you with some clarifications.

- Teachers will be posting assignment by 9 am each day. Some teachers plan to post the assignments for the week, while others plan to post an assignment each day.
- Teachers will be checking in with students each day. Students should be checking in on teacher Google Classroom pages daily. If you do not have the Classroom code, please
- Students do not need to be online for the entire duration of normal school hours (8:10 – 2:55). Students can log on and complete work any time during the day. Some teachers may be planning to host optional live discussion or teaching. These live teaching sessions will be recorded and posted on teacher’s Google Classroom pages so students can access them at various times during the day. Please have students referred to teacher Google Classroom pages for specific expectations.
- Teachers will have “virtual office hours” to be able to answer questions for students or parents. Many will have these hours using Google Chat. Please also feel free to email teachers if you have questions. You may also leave a voicemail for teachers on their classroom phone. Please be advised that teachers may only check voicemails once daily. Both email addresses and voicemail telephone numbers are located at the following link:
<https://www.maplelake.k12.mn.us/cms/lib/MN50000086/Centricity/Domain/2102/ELEARNING%20HS%20CLASSROOM%20NUMBERS.pdf> . Communication via Google Chat or email is preferred.
- Please expect 15-25 minutes of school work for each class period. Some classes may have more, especially if textbooks or novels were sent home on March 16.
- Attendance will be taken each day based off a student’s normal 2nd hour class. Each day 2nd Hour Classroom teachers will post a “Are you present” type scenario, question, or task each day. Students must respond prior to the next day’s post to be considered “in attendance” for the entire day.
- Please remember that work assigned during distance learning is required.
- Please establish a school routine for your child in regard to family expectations with when student should be logging in, completing school work, etc. Additionally, having students access and complete school work in a common family area rather than the child’s bedroom is encouraged.

If you have questions or concerns regarding teacher Google Classroom pages or their assignments, please email them directly. If a student is having difficulty with their school email address, please email Randy Benoit at benoitr@maplelake.k12.mn.us . If you have other questions, please feel free to email me at hansend@maplelake.k12.mn.us . Thank you for your patience and understanding as we navigate this distance learning endeavor together.