

To: Sully Buttes Middle and High School Parents and Students

From: Jeremy Chicoine, Principal

Subj: Distance Learning Plan for Spring 2020 School Closure

Hello,

I hope that this letter is finding you and your family healthy and safe. In this unprecedented time that we are now dealing with, we as a community, as a school, and as families have to realize that it is more important than ever that we are working together as partners to best meet the needs of our children. With that goal in mind, we have developed a plan to resume school "online" beginning Monday morning, March 23. I am providing information in this letter to help you understand all the elements of our online learning program. If you have questions please feel free to contact me directly via email (Jeremy.Chicoine@k12.sd.us) or phone (605) 222-9578. We will endeavor to do everything we can to make this a successful collaboration between school staff, students, and their families. We know there may be some initial challenges getting everyone connected and comfortable but if we exercise patience and flexibility I believe we will have a very successful and beneficial learning experience. Teamwork and communication between school staff, parents, and students will be the critical factor that will make or break this endeavor. We have to have the support and cooperation of all three groups for this to be successful.

Online School Day Schedule

Included in this document you will find a school schedule laid out by grade and time. We will begin classes for all students in grades 6-12 at 8:15 a.m. Monday through Friday, following our regular school calendar for the duration of this school shutdown period. The schedule will be comprised of six 35 minute class blocks in the morning with a ten minute break between each class. During this altered schedule we will focus on our core subject area classes (Math, English, Science, and Social Studies), elective classes will not be taught during this online learning experience. After the morning six period block schedule, we will have a thirty minute lunch break (we will serve "grab and go" lunches; check our school website for more information on how to access this), and the afternoon will run from 1:05 pm to 3:05 pm. The afternoon session will be for individual and small group tutoring with teachers and students scheduled directly between the student and teacher in appointment like manner (the teacher may schedule these and/or students may also request them for additional help). We will also use this flex time to provide direct SPED and ELL services in one on one or small group meetings as well to ensure that all of our students needs are being met. Here are some basic procedures for students to follow in order to access their live morning classes, I will describe as if they are using their school I-pad:

1. The First thing you must do is make sure you are connected to a wireless network.

2. Students will need to open up the Microsoft "Team App" on their I-pad.


3. Within the team app, the student will select "Teams" at the bottom of their screen.

4. They will then see all their "Teams on the left side of their screen" They will then need to tap on the class they are supposed to be in at that time (example: at 8:15 am, or shortly before that, all 8th graders will tap Mr. Senftners Social Studies class, you selecting that class is like you are walking through the door of that class)

5. Once the student taps on the class they will see "General" they will then tap on General.

6. Once that happens they will wait for the teacher to start the meeting, you will have a prompt that says the meeting started in the post section of your screen, tap on the video icon.

7. You will then tap on "join" to enter the class. (STUDENTS YOU ARE NOT TO START YOUR OWN MEETING)

8. You will then make sure your video is ON and your mic is OFF, and select join now.
9. The first thing students should do upon joining the conference is hit their “mute” button so that the entire class is not talking over one another.
10. Once everyone is on and muted the teacher will take attendance and give further instruction as to how their class will be conducted.
11. Instruction will be conducted in similar fashion as if the students were in the traditional classroom. When the class is over, the students will be directed to hang up and they will await their invite to their next class, please use this ten minutes to use the restroom etc.
12. Attendance will be taken and students that are not attending classes may be required to make up their class time when school has completed for the school year.
13. For students to ask questions they tap anywhere on their screen and in the top right corner they will see a  looking box they will tap on it will take them to posts. Students will type in questions here, to ask their teacher.

Middle & High School Counseling Services

In addition to academic services, students are also able to email our MS/HS Counselor Mrs. Sweeter to set up individual conferences during any open class blocks they have or during the afternoon, should they need her support for post-secondary planning or social emotional health needs. Laying out and making the schedule is the easy part! The collective challenge we will face as a team is getting all staff and students proficient with the technology required to teach in this format and getting classroom procedures and routines established.

Appropriate Devices and Internet Access

It is definitely most desirable for your student to be able to access their classes either through their school issued I-pad or through a home personal computer platform. Although it is feasible for students to join all of their classes on a smart phone, the simple logistics of screen size will definitely make it a less desirable scenario. In order for this to work the best, it is ideal for student to be able to access the Internet through their school issued I-pad or home computer on an in-home wifi or broadband network. We understand that not every student may have access to the Internet at home during the “online” school day, we are prepared to offer those services for your family during this school closure time. For example, if your home’s sole access to the Internet is a parent smart phone and the parent is going to be at work, then that will impact your student’s ability to attend class, please contact us to help provide your home with Internet access. If you need to take advantage of this program please call Jeremy Chicoine (605) 222-9578 or Amber Mikkelson (605) 769-0346 to get connected with this service.

Learning Apps

Every computer application that our students and staff will be using are web based and can be accessed on other devices besides their school issued I-pad. All students have access to Microsoft Office 365 which includes Word, Power Point, Excel, and Team. All documents that they create and save in their One Drive account are accessible on any device that has Internet access by logging into Microsoft Office 365 with their school email username and password (they are all familiar with this process and were sent home with their login information when school was dismissed on March 13. If your student was not here on the afternoon of Friday, March 13 and need assistance please call me at (605) 222-9578). Students can also access Schoology (our school learning management system) to receive and submit assignments to their teachers on any Internet accessible device (www.Schoology.com) or through the Schoology app on their I-pad. Students are well versed on this program and use it daily in school all year long. All middle school students are required to join Mr. White’s Schoology class with the following access code: XRRD-WQCN-R3GBZ (case sensitive). All high school students are required to join Mr. White’s Schoology class with the following access code: 5TBG-PFTG-63JT7 (case sensitive). These two classes will have support information and tutorials for all things related to our online

learning program to help assist students. We will have schedules posted and videos showing students how to run apps such as Microsoft Team in this location. Students also need to frequently check their emails as well during the day. They will be receiving information from staff there and they too should use that tool as a means to directly communicate with staff members to ask questions outside of class and set up tutoring sessions. Their email can be accessed on their I-pad app or they can login and check it at www.webmail.k12.sd.us with their username and password (same as Office 365).

Resources

Mr. White’s Middle School Schoology Access Code: XRRD-WQCN-R3GBZ (case sensitive)

Mr. White’s High School Schoology Access Code: 5TBG-PFTG-63JT7 (case sensitive)

Jeremy Chicoine Contact Information:

Email- Jeremy.Chicoine@k12.sd.us

Phone- 605-222-9578

Amber Mikkelson Contact Information:

Email- Amber.Mikkelson@k12.sd.us

Phone- 605-769-0346

Brian White Contact Information:

Email- Brian.White@k12.sd.us

ABO School District Website (#1 place to check for school related information):

www.ABO.k12.sd.us

Find us on Facebook as well, search: Agar-Blunt-Onida School District

School Online Hourly Schedule-

	8:15-8:50	9:00-9:35	9:45-10:20	10:30-11:05	11:15-11:50	12:00-12:35	12:35-1:05	1:05-3:05
Grade	1st period	2nd period	3rd period	4th period	5th period	6th period	LUNCH	PM Session
6th Purple	Purple A- Math- Hancock (K.Stier)/Purple B is OPEN	Writing- L.Senftner (K.Stier)	Reading- K. Stier	Social Studies- L.Senftner (Norris)	Science- Hockenbary (Norris)	Purple B- Math- Hancock (K.Stier)/Purple A is OPEN	LUNCH	SPED/Tutoring/Conferences
6th Gold	Writing- L. Senftner (Norris)	Math- Hancock (Norris)	Social Studies- L. Senftner (Norris)	Reading- K. Stier	OPEN	Science- Hockenbary (Norris)	LUNCH	SPED/Tutoring/Conferences
7th Non-Band	Science- Hockenbary	English- Scott (Clark)	OPEN	Social Studies- Aspelin (Clark)	Math- Hancock (K.Stier)	OPEN	LUNCH	SPED/Tutoring/Conferences
7th Band	English- Scott	Science- Hockenbary	Social Studies- Aspelin	Math- Hancock	OPEN	OPEN	LUNCH	SPED/Tutoring/Conferences

8th Grade	Social Studies- M. Senftner (Clark)	Algebra I- Kelly (Brandt) OR OPEN	Math- Hancock (Clark) OR OPEN	Science- Hockenbary	English- Scott (Clark)	OPEN	LUNCH	SPED/Tutoring/Conferences
9th Grade	Physical Science- Schmahl (Marshall)	Algebra I- Kelly (Brandt) OR OPEN	English I- Scott	Geometry 9th & 10th- Kelly (Brandt)	Pre-Algebra 9th- Kelly (Brandt)	OPEN	LUNCH	SPED/Tutoring/Conferences
10th Grade	Algebra II OR OPEN- Kelly (Brandt)	Biology- Miller	Algebra I- 10th Kelly	Geometry 9th & 10th- Kelly (Brandt)	World Geography- Maurini NSU E- Learning	English II- Bohle (Marshall)	LUNCH	SPED/Tutoring/Conferences
11th Grade	Algebra II- Kelly (Brandt)	U.S. Government- Walz NSU E- Learning	Conceptual Chemistry-Miller (Marshall)/English III-Bohle	College Prep Chemistry- Miller/English III-Bohle (Marshall)	OPEN	OPEN	LUNCH	SPED/Tutoring/Conferences
12th Grade	Advanced Math- Miller	English IV- Bohle	OPEN	U.S. History- Maurini NSU E-Learning	Capstone- Lentz/Psychology- Meyer	OPEN	LUNCH	SPED/Tutoring/Conferences