

**EAST
MIDDLE
SCHOOL
Raptors**

**Distance
Learning**



COMPUTER Check-out & Use

- Students will be assigned a district computer laptop and charging cord if they need one. You are not required to use a district computer.
 - **Available for checkout on the first week of school**
 - **Sept. 8-9 Last Name A-K from 10a.m. to 1p.m.**
 - **Sept. 10-11 Last name L-Z from 10a.m. to 1p.m.**
- Students will be expected to report any damage or technology issues to the school.
- Students are reminded that laptops are Rapid City Area Schools property and are for school use only.
- All students can download the Microsoft Suite (word, ppt, excel) for free on their personal devices if their device allows. They need to go sign into office.com with their k-12 account and click download in the top right corner.

Distance Learning Attendance Policy - all student time and page views will be tracked in Canvas (our student management system)

Students are required to work consistently and to follow the pacing provided by the Rapid City Area Schools Teacher. Students may complete more than what the pacing suggests each week. Another important part of attendance is regular communication with the RCAS Teacher. Students are expected to respond within 24 hours to any emails they receive (excluding weekends and holidays) using their K12 email. In addition to submitting work according to the suggested pace, students will also have synchronous contacts with their virtual instructors weekly. This contact can be via phone call, attendance at a live virtual meeting, an email, a message board, or other electronic means.

Teachers will take attendance, but the meaning of attendance changes – virtual learning attendance is more about ENGAGEMENT than physical presence.

- Active Time Spent in the Learner Management System (LMS) – This indicates times a student is active in a course by completing educational tasks as assigned as monitored by the course teacher.
- Student Submissions in the Learner Management System (LMS) – This indicates required coursework submissions by a student in a course that is logged and recorded by the course teacher/LMS program.
- Teacher Tracked Work Time – This indicates time a student is actively working on group projects and/or offline work that is logged and recorded by the course teacher and is used as a method to track participation in the course.
- Teacher and Student Communication – This indicates academic-based communication between a student and the course teacher or the teacher and parent/guardian and is logged by the teacher as a method to track participation in the course.
- Other Indicators Tracked by the Teacher – This is a description of student participation activities, such as small group synchronous intervention lessons, that are logged and recorded by the course teacher and is used as a method to track participation in the course.

The teacher will keep a weekly log of phone/email/virtual contacts and attempts with students and parents. All students are expected to have routine and consistent contact with their classroom teacher(s).

Failure to participate in and/or complete activities/assignments made available to the student may constitute an absence and may be deemed as unexcused by the school or district. Absences resulting from lack of participation in distance learning or virtual learning will be considered in determining truancy and may result in a referral for further action by the court system. Truancy referrals are initiated by building administration after all other efforts for contact with the student and family have been exhausted, and yet student remains absent from participation in virtual learning activities for two or more weeks.

Student participation may include:

- Attending virtual meeting sessions
- Participating in threaded discussions
- Submitting work (submissions received by noon on Friday will be considered for the current school week)
- One-to-one communication through phone, message board, text, or the Learner Management System

Teachers will hold office hours or class at the times listed below.

***Students will follow the e-learning schedule on Fridays and the Level 3 schedule in Level 3 (next slides)**

	M	T	W	TH
	Red	Gold	Red	Gold
8th Grade	Monday	Tuesday	Wednesday	Thursday
Period 1 8:10 - 8:55	8th Science (Widmer)		8th Science (Widmer)	
Period 2 9:00 - 10:00		8th Math/Algebra (Ward/Myers)		8th Math/Algebra
Period 5 10:35- 11:35	8th English (Selig)		8th English (Selig)	
Period 7 12:45 - 1:45	8th Social Studies (Shute)		8th Social Studies (Shute)	
7th Grade				
Period 2 9:00-10:00		7th Math (Bennett/Clark)		7th Math (Bennett/Clark)
Period 3 9:00 - 9:45	7th English (Cerny)		7th English (Cerny)	
Period 2 9:50 - 10:35		7th Social Studies (Mires)		7th Social Studies (Mires)
Period 5 10:35 - 11:35	7th Science (Widmer)		7th Science (Widmer)	
6th Grade				
Period 3 10:35 - 11:35	6th Social Studies (Cerny)		6th Social Studies (Cerny)	
Period 7 12:45 - 1:45	6th Math (Marks)		6th English (Oliver)	
Period 6 12:45-1:45		6th Science (Wolla)		6th Science (Wolla) ⁴



E-LEARNING SCHEDULE FOR FRIDAYS



Fridays E-learning

AGENDA FOR REMOTE CLASS INSTRUCTION FOR ALL LEVELS Teachers will offer Canvas Conference link	
7:30 - 8:30	OFFICE HOURS
8:30 - 10:00	TEACHER PLC/ GRADE/CONTENT LEVEL MEETINGS
10:00 - 11:00	ELECTIVES ZOOM AVAILABILITY
11:00 - 12:00	CORE ZOOM AVAILABILITY <input type="button" value="v"/>
12:00 - 12:30	LUNCH
1:00 - 3:00	TEACHER PLAN OR APPOINTMENTS

Canvas **E-LEARNING/OFF-CAMPUS INFORMATION** button will have parent/student information for Friday's E-learning.

Distance Learning expectations FOR FRIDAY/E-LEARNING DAYS



Students are expected to attend the office hours provided by the teacher if they need help with their coursework.

This is optional for students who do not need help.

This is required for students who missed a required Zoom/Canvas conference time with the teacher or for students who are behind the minimum pace requirement.



Distance Learners will join all other students in LEVEL 3



LEVEL 3 OFF-CAMPUS

AGENDA FOR OFF-CAMPUS INSTRUCTION LEVEL 3 Teachers will offer Canvas Conference link				
MONDAYS & WEDNESDAYS RED DAYS		TUESDAY & THURSDAY GOLD DAYS		FRIDAY
7:30 - 8:30	OFFICE HOURS FOR STAFF			
8:30 - 9:00	1ST PERIOD	9:00 - 9:30	2ND PERIOD	FRIDAY FOLLOW THE FRIDAYS E-LEARNING SCHEDULE THAT INCLUDES ALL PERIODS
9:30 - 10:00	3RD PERIOD	10:00 - 10:30	4TH PERIOD	
10:30 - 11:00	5TH PERIOD	11:00 - 11:30	6TH PERIOD	
11:30 - 12:00	7TH PERIOD			
1:00 - 3:30	OFFICE HOURS AND STUDENT WORK TIME/APPOINTMENTS			

Canvas **E-LEARNING/OFF-CAMPUS INFORMATION** button will have parent/student information for Friday's E-learning.



STUDENT EXPECTATIONS FOR OFF-CAMPUS LEARNING FOR LEVEL 3

This includes distance learners.

[Back to
Home Page](#)

Student Expectations for Level 3 off-campus learning:

- Students will join Canvas Conference during specific time for ALL Classes
- Students will work on either Odd or Even coursework specified for that day
 - 1) RED DAYS - work on periods 1,3,5,7- Mondays and Wednesdays
 - 1) GOLD DAYS - work on periods 2,4,6 - Tuesdays and Thursdays
 - 1) Fridays - work on all periods following Friday schedule
- Check Canvas to do list
- Work on Canvas assignments that are due
- Work on missing/make-up work
- Contact teachers for extra help when needed
 - 1) Teacher contact info is in Canvas **Ask a Question**



CANVAS HOME PAGE/COMMUNICATION INFORMATION



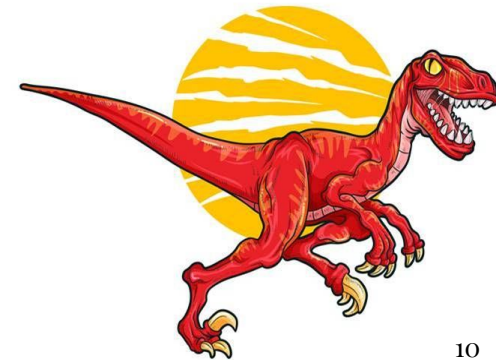
All students will have a Canvas Learning management system (LMS) with a home screen that has these 4 buttons: RCAS.instructure.com is the website.

COURSEWORK	LEARNING TOOLKIT	ASK A QUESTION	E-LEARNING /OFF-CAMPUS INFORMATION
<p>This button will move students to the modules of instruction within the curriculum. It will include video instruction, assignments, links to other sites, etc.</p>	<p>This button will provide students with helpful information that is coursework specific. Examples: notes, graphic organizers, instructional/how-to video links, links to outside resources, etc.</p>	<p>This button will provide specific information on how to contact teachers, office hours, appointment information, phone numbers, and email information/links.</p>	<p>This button will provide grade level schedules that include Friday's and off-campus learning. Student expectations for Friday's E-learning and off-campus learning are included here.</p>



BUILDING ACCESS

- Limited visitor access (by appointment; official school business only)
- Visitors **REQUIRED** to wear face covering if entering the building. District guidance will be followed.
- Parents will be buzzed in by Office staff.





ELECTIVE/FINE ARTS/Extracurriculars



BAND/ORCHESTRA/CHORUS are available to distance learning students by request.

Students are also permitted to participate in athletics and extracurricular activities.

Please contact the Assistant Principal, Mr. Lundeen if you have any questions about Distance Learning at:

Email: Terry.Lundeen@k12.sd.us

Office: 394-4042

Cell: 877-4813