




2022-2023

EMERGENCY DISTANCE LEARNING PLAN

LAST REVISED: AUGUST 5, 2022

MESSAGE FROM SUPERINTENDENT BOB MAXWELL



I recognize these are uncertain times for everyone, but I also know our community is supportive and resilient. We want to bring assurance to our families that we are ready to provide high quality education that meets our students where they are and we are prepared to adapt as conditions change and a class, school, or our district is required to implement distance learning.

We also know that everyone is at a different level of readiness when it comes to distance learning. The information contained in the plan outlines the key pieces regarding how distance learning will operate if a class, school, or our district is required to go online. This, we hope, will be short term if required and we anticipate after quarantine our students will return to in-person learning.

We want you to know that we use the health and safety guidelines from the Office of Superintendent of Public Instruction (OSPI), Washington Department of Health (DOH), Whitman County Health Department, and Labor and Industry (L&I).



GOAL

Minimize the transmission of COVID-19

GOAL

Maximize in-person instruction and student growth

INFORMATION FOR STAFF

WHAT IF MY CLASSROOM/SCHOOL GOES INTO QUARANTINE? CAN I WORK FROM HOME?

Classroom Teachers - Quarantine Scenarios

In consultation with the WCDH and district staff, Michelle Hyatt will make the final determination for staff quarantine protocols.

If a **classroom teacher** tests positive and the class needs to quarantine:

If the teacher is ABLE to work & has access to internet/device at home.	Teacher can work remotely. Classroom transitions to distance learning.
If the teacher is UNABLE to work and/or does not have access to internet/device at home.	Take sick, personal, or unpaid leave. Substitute will be needed and will teach remotely from the classroom.

If a **classroom teacher** tests positive and the class does not need to quarantine:

Classroom teacher will need to take sick, personal, or unpaid leave. Substitute will be needed to teach class in person.
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If **multiple students** test positive and the class needs to quarantine:

Teacher will need to consult with lead nurse for quarantine protocols.	Classroom transitions to distance learning. Teacher work location may vary based on vaccination status and other factors.
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If a **school** needs to quarantine:

Teacher tests POSITIVE and is ABLE to work and has access to internet/device at home.	Teacher can work remotely. Classroom transitions to distance learning.
Teacher tests POSITIVE and is UNABLE to work and/or does not have access to internet/device at home.	Take sick, personal, or unpaid leave. Substitute will be needed and will teach remotely from the classroom.
Teacher tests NEGATIVE	Classroom transitions to distance learning. Teacher work location may vary based on vaccination status.

Paraeducators, Food Service, Custodians/Maintenance, Secretaries, Transportation and District Office

Decisions will be made on a case-by-case basis. Michelle Hyatt will consult with the Whitman County Department of Health, building principal, and district administrators to determine quarantine protocols, and if a staff member will be able to work or will need to take sick, personal, or unpaid leave.

INFORMATION FOR STAFF *[continued]*

WHAT IF A STUDENT DOES NOT HAVE ACCESS TO INTERNET AT HOME?

Families that do not have access to internet or a device will need to contact the building principal for further accommodations. We are encouraging families to sign up for the Emergency Broadband Program. The district will continue to provide internet hotspots, if needed.

WHAT DO I NEED TO COMMUNICATE TO MY FAMILIES?

LEARNING MANAGEMENT SYSTEM - CLASSROOM INFORMATION

Classroom teachers will include the link to their virtual classroom in their Week-at-a-Glance (elementary teachers will also include link to specialist classroom). Classroom teachers will also add Special Education, ELD, Core+, and Specialist teachers, as needed, to their classrooms.

WEEK-AT-A-GLANCE (GR. K-12)

Email to families by 7:00pm on Sundays with all required components.

STUDENT SCHEDULES

Elementary Teachers - Communicate the daily schedule to your families.

Secondary Teachers - Students will continue to follow the regular bell schedule; 70% of class period will be synchronous instruction.

OFFICE HOURS

Communicate with families if office hours will be available at set times (morning & afternoon time) or by appointment.

TECHNOLOGY

Elementary: School buildings will coordinate the delivery of Chromebooks.

Secondary: Students carry equipment home daily. If a student does not have a Chromebook, the family will need to contact their school's main office.

FOOD SERVICE

School buildings will coordinate the delivery of meals to families in quarantine, if possible.

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*If you have any questions regarding the Emergency
Distance Learning Plan, please contact the District Office.*



(509) 332-3581



info@psd267.org



LEARNING MANAGEMENT SYSTEMS

GRADES K-2



VIRTUAL CLASSROOM	Grades K-2 : Seesaw
SYNCHRONOUS INSTRUCTION ONLY (Live Learning Experiences)	Zoom
STORAGE SYSTEM	Google Drive / One Drive

SEESAW PARAMETERS (GRADES K-2)

Organization of Assignments & Materials

Follow Week-at-a-Glance (WAAG) template to ensure streamlined and comprehensive communication.

Synchronous Lessons

Synchronous instruction will follow the daily schedule provided by the classroom teacher with a break between subject areas so teachers and students can transition and have a break from screen time.

Specialists

The district specialists in an elementary school will share one Seesaw classroom. All classroom teachers will have a link in their Week-at-a-Glance that connects to the specialists' classroom.

Classroom Teachers

Classroom Teachers will add Special Education, Core+, and specialist teachers to their classroom.



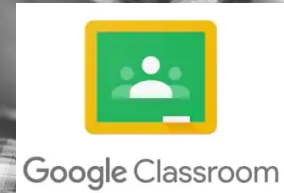
If you need assistance with navigating SeeSaw, please click the link below. These resources have been created to support families and students, and provide introductions, FAQ's, tutorials, and more!

[Learning Management System Resources](#)

Google Classroom [continued on next page]

LEARNING MANAGEMENT SYSTEMS


GRADES 3-12



VIRTUAL CLASSROOM	Grades 3-12 : Google Classroom
SYNCHRONOUS INSTRUCTION ONLY (Live Learning Experiences)	Zoom
STORAGE SYSTEM	Google Drive / One Drive

ORGANIZATION OF GOOGLE CLASSROOM (GRADES 3-12)

CLASSWORK TAB	All work and required materials that are assigned or necessary for student access should be put in the Classwork tab.
	Work and materials are organized by week for easy access. For example: "Week 1 : October XX-XX" The Week-at-a-Glance and all materials needed will be posted in the Classwork tab.
	All links/documents should be attached to each assignment, not listed separately, so it is easier for students to access everything they need to complete an assignment.
	Optional activities must be included.
STREAM	Stream will be used for announcements only (i.e. reminders given to students at the end of class).
	Student comments will be DISABLED in the Stream.
	Stream will not be used for assignment lists or due dates.

 If you need assistance with navigating Google Classroom, please click the link below. These resources have been created to support families and students, and provide introductions, FAQ's, tutorials, and more!
[Learning Management System Resources](#)

WEEK-AT-A-GLANCE (WAAG)

Classroom teachers and elementary specialists will include a Week-at-a-Glance (WAAG) overview to help students schedule their time and understand the scope for the week. Teachers will provide a summary of the week's activities to ensure streamlined, comprehensive, and consistent communication.

Teachers will send their weekly email and WAAG in a scheduled Skyward message to families and students on **Sunday night by 7:00pm**. The emails can also include important information, updates, upcoming news, and a positive message.

Essential WAAG Components for Grades K-12

- Summary of the week with learning targets
- Upcoming due dates
- Daily schedule
- Teachers will be available for office hours in the morning and afternoon or by appointment. Teachers will communicate their office hours to their families.
 - *Note: During office hours, teachers are available to help students via email, phone or video support*
- Virtual classroom information (*i.e. zoom link, Seesaw information, Google Classroom link/code*)

SYNCHRONOUS LEARNING SCHEDULES (GRADES K-12)



*Elementary classroom teachers will send out daily schedules for K-5 students
See page 5 for grades 6-8 synchronous learning start/end times
See page 6 for grades 9-12 synchronous learning start/end times*

Synchronous Learning will take place five (5) days a week.

The teacher will spend 70% of the class period in synchronous learning meeting five days a week in accordance with their daily schedule. Minutes per class period will meet OPSI requirements and ensure equity across the district. This will also allow extra time between class periods for staff and students to transition to their next class, subject area, or specialist.

For example:

A regular in-person 45 min class would now be 31.5 minutes synchronous distance learning.

ATTENDANCE

Schools along with the district will continue to monitor student enrollment, withdrawals, and transfers. Attendance will be taken **DAILY**. Families are encouraged to report absences to their student's assigned school main office. In alignment with Pullman School District Board Policy 3122 and WAC 392-401A emergency rule, office personnel will determine if the absence is excused or unexcused.

<h3>Elementary</h3>	<ul style="list-style-type: none"> • Attendance will be taken daily in the morning each day of the week. • Attendance counts if the student attends 70% of the school day. • Arrangements will be made for students who need to access materials outside of school hours. <p>NOTE: Student cameras must be on and appropriate backgrounds used.</p>
<h3>Secondary</h3>	<ul style="list-style-type: none"> • Attendance will be taken at the beginning of each synchronous class period. • Attendance for class counts if the student attends a live instructional experience for 70% of the class period. Students are expected to be “in” class on time. • Arrangements will be made for students who need to access materials outside of school hours. <p>NOTE: Student cameras must be on and appropriate backgrounds used.</p>

Contact your student's school if your student is struggling to engage online. Accommodations will be in coordination with building administrators, resource availability, and in consultation with the Department of Health.

LINCOLN MIDDLE SCHOOL

REGULAR BELL SCHEDULE

SYNCHRONOUS LEARNING START/END TIMES

6th Grade Class Schedule	
Period	Time
1st	8:25-9:00
2nd	9:15-9:50
3rd	10:05-10:40
4th	11:35-12:10
5th	12:25-1:00
6th	1:15-1:50
7th	2:05-2:40

7th Grade Class Schedule	
Period	Time
1st	8:25-9:00
2nd	9:15-9:50
3rd	10:10-10:45
4th	11:00-11:35
5th	12:25-1:00
6th	1:15-1:50
7th	2:05-2:40

8th Grade Class Schedule	
Period	Time
1st	8:25-9:00
2nd	9:15-9:50
3rd	10:10-10:45
4th	11:00-11:35
5th	11:50-12:25
6th	1:15-1:50
7th	2:05-2:40



PULLMAN HIGH SCHOOL REGULAR BELL SCHEDULE

SYNCHRONOUS LEARNING START/END TIMES

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0 PERIOD 7:15-7:50	0 PERIOD 7:15-7:50	0 PERIOD 7:15-7:50	0 PERIOD 7:15-7:50	0 PERIOD 7:15-7:50
1st PERIOD 8:20-9:05	1st PERIOD 8:20-9:20	2nd PERIOD 8:20-9:20	1st PERIOD 8:20-9:20	1st PERIOD 8:20-9:05
2nd PERIOD 9:25-10:05				2nd PERIOD 9:25-10:05
3rd PERIOD 10:30-11:10	2nd PERIOD 10:00-11:00	3rd PERIOD 10:00-11:00	3rd PERIOD 10:00-11:00	3rd PERIOD 10:30-11:10
Early 4th PERIOD 11:30-12:10	Early 4th PERIOD 11:30-12:30	Early 5th PERIOD 11:30-12:30	Early 4th PERIOD 11:30-12:30	Early 4th PERIOD 11:30-12:10
Late 4th PERIOD 11:55-12:35	Late 4th PERIOD 11:50-12:50	Late 5th PERIOD 11:50-12:50	Late 4th PERIOD 11:50-12:50	Late 4th PERIOD 11:55-12:35
5th PERIOD 12:55-1:35	5th PERIOD 1:25-2:25	6th PERIOD 1:25-2:25	6th PERIOD 1:25-2:25	5th PERIOD 12:55-1:35
6th PERIOD 1:55-2:35				6th PERIOD 1:55-2:35



SPECIAL PROGRAMS

In the event of a classroom, school, or district-wide quarantine

SPECIAL EDUCATION

Students on **Individualized Quarantine**:

- **Grades K-5** will have access to individualized academics through the Freckle's Differentiation Platform
- **Grades 6-12** will have accommodated/modified work posted to online class
- Students in the Developmental Learning Center at Kamiak, Lincoln Middle School, and PHS will have access to online individualized learning through Unique Learning Systems

**Printable work available on request*

Special Education **Classroom Quarantine** (K-12):

- Special Education Teacher will contact families and guardians of students to set up Zoom sessions in combination to access to specialized online learning platforms

In the event of a **School-Wide Quarantine**:

The method in which special education services are provided will be in consultation with the Whitman County Department of Health.

OTHER PROGRAMS

Homebound Services:

Home Hospital Instructional Services are only available for students who meet the criteria. School districts determine student eligibility for H/H tutoring based on the requirements found in [Washington Administrative Code WAC 392-172A-02100](#) and guidelines for district administration of the Home/Hospital Instruction Program.

Section 504:

Building 504 coordinators will reach out to individuals and determine needs.




Core+:

Plans will be individualized based on each school's Master Schedule.

School/District

COMMUNICATION PLAN



 <p>EMAIL</p>	<p>School and district staff will respond to student and families within one business day.</p> <p><i>Please note: This does not mean that questions or needs must be resolved in one business day.</i></p> <p>Communication outside of the posting of assignments and materials in Seesaw or Google Classroom should be emailed (i.e. staff should not rely on students and families to notice announcements in Skyward).</p> <p>School/district newsletters and/or mass email communications will be limited to once a week.</p>
 <p>WEBSITE</p>	<p>The most up-to-date guidance from the Whitman County Department of Health will be available on the district website.</p>
 <p>CLASSROOM MATERIAL DROP DATE</p> <p>WAAG WEEKLY EMAIL</p> <p>Teachers will send their weekly email and WAAG in a scheduled Skyward message to families and students on Sunday night by 7:00pm. Staff can preschedule the emails to “drop” on Sundays at 7:00pm. The emails can also include important information, updates, upcoming news, and a positive message.</p>	<p>If an activity/task is part of the synchronous learning experience, it does not have to be posted until it’s needed during the lesson. Keep in mind, if the student needs a printed copy of a document the class will be using, the teacher will provide families with enough time to print this out by posting it either Sunday night or at the latest, by 8:00 a.m. the day of the lesson.</p> <p>After synchronous meetings, the recorded video will be posted so students who were absent can access the learning. In some cases, it may be more appropriate to post a separate asynchronous video. The classroom teacher will ensure equitable access for learning.</p> <p>Materials are posted Sunday night so that families/students who need to organize the work for the week can do so on Sunday. Teachers are not expected to work with students on Sunday evening or to communicate via email. Teachers can pre-schedule their material drop in Skyward. Due dates throughout the week are allowed.</p>

ACCESS TO TECHNOLOGY

1:1 PROGRAM

ONE Student ONE Device



eLearning Device - Chromebook

Students in **grades K-5**: In the event of a classroom or school-wide quarantine, the district will plan to deliver a Chromebook to the student's home address.

Students in **grades 6-12**: Secondary students carry their assigned equipment home daily.

**Earbuds/mice are available for families that want/need them.*



Internet Access

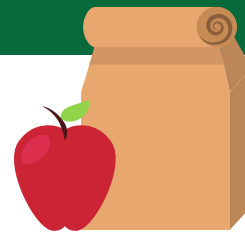
Emergency Broadband Benefit

**Families without access to the internet should work to access this benefit in the event of a classroom or school wide quarantine. Households can apply through an approved broadband Washington provider or by visiting getemergencybroadband.org/how-to-apply. The district can deploy an internet hotspot for families in need, but long term it would be beneficial for families to access this program.*

- **What is it?** A temporary FCC program to help households struggling to afford internet service during the pandemic. More information can be found at www.hca.wa.gov/emergency-broadband-benefit-program.
- The benefit provides:
 - Up to \$50/month discount for broadband service;
 - Up to \$75/month discount for households on qualifying Tribal lands; and
 - A one-time discount of up to \$100 for a laptop, desktop computer, or tablet purchased through a participating provider.
- **Eligibility**
 - Participate in an existing low-income or pandemic relief program offered by a broadband provider;
 - Are a Lifeline subscriber (including those who are on Apple Health (Medicaid) or accept Supplemental Nutrition Assistance Program (SNAP) benefits);
 - Have children receiving free and reduced-price lunch or school breakfast;
 - Received a Federal Pell Grant during the current award year; or
 - Lost your job and had an income reduction in the last year.

If a student/family does not have access to the Emergency Broadband program and is without internet access at home in the event of a classroom or school-wide quarantine, families will need to notify their student's school principal for further accommodation.

NUTRITION SERVICES



In the event of a classroom or school-wide quarantine, Pullman School District Nutrition Services will continue to provide meal service to students striving to incorporate scratch and quick scratch options to the extent possible given limited on-site and distance learning environments. Meal service may be a combination of in-school serving for a limited number of students on-site and a meal delivery program for students attending school via distance learning. Meals will be available for students enrolled in Pullman School District. All meals are pre-cooked and served cold.

Questions about meals can be directed to Jessie Campbell, Nutrition Services Supervisor at (509) 332-5179 or by email at nutrition@psd267.org.

TRANSPORTATION SERVICES

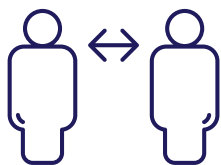


SPECIAL EDUCATION / 504 STUDENTS - Transportation may be provided depending on individual student need



VENTILATION on Buses

Maximize outside air keeping windows open as much as possible.



PHYSICAL DISTANCING

Physical distancing procedures for waiting to load buses and at bus stops to keep riders as far apart as possible.



FACE COVERINGS

Masks may be required by staff and students on school buses if deemed necessary by our local health department.



CLEANING & DISINFECTING

Procedures for cleaning and disinfecting buses with a focus on high touch areas.

WHO TO CONTACT?

In the event of a classroom or school-wide quarantine, the best point of contact will be your student's classroom teacher(s).

REMOTE SUPPORT

Need help with technology?

Check out the [Tech FAQ](#) on our district website for answers to commonly asked questions.

Send an email to remotesupport@psd267.org. You will receive an immediate response from our system with a ticket number. Any replies to that email will be logged in our tasking queue. You will receive a message on any status change to the ticket. Closed ticket will automatically reopen should you reply to the "Ticket Closed" message.

If your elementary student's classroom or school has to quarantine, your student's school will coordinate the check out and delivery of a Chromebook. If you have any questions about receiving a Chromebook for your student, please reach out your school's main office.

TRANSPORTATION SERVICES

Questions about transportation can be directed to Tammy Lehmitz, Transportation Supervisor at (509) 334-3911 or by email at tlehmitz@psd267.org.

NUTRITION SERVICES

Questions about meals can be directed to Jessie Campbell, Nutrition Services Supervisor at (509) 332-5179 or by email at nutrition@psd267.org.

SPECIAL SERVICES

Click the link below to view contact information for special services staff:

https://www.pullmanschools.org/departments/special_services/special_programs_school_based_teams

If you have any questions regarding the Emergency Distance Learning Plan, please contact the District Office.



(509) 332-3581



info@psd267.org

