

MORENCI HIGH SCHOOL
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www.morenci.org

July 20, 2020

Dear Wildcat Families,

In a collaborative effort among the district administrative team and instructional staff, we have created a plan for distance learning instruction that will allow us to begin school on July 29th and carry us through until the governor allows us to come back to school for face-to-face learning. We are all anxious for that time and know you are as well.

Attached you will find a document titled "MHS Distance Learning" that will give you specific information about how things will look for Morenci High School. Please understand that so many things are uncertain at this time, and plans could change. We will be diligent about getting any new information out as soon as it becomes available.

Please notice that in order to make all of us more accountable, we have changed how we will do business compared to what we had to do for the 4th quarter of last school year. First of all, grades will matter! Pass/Fail is gone and regular grading practices will be re-implemented.

Second, attendance and engagement will be monitored. Because we know that some of you have different home situations, how we monitor that attendance will take several forms. But ultimately, all students must participate in video conference sessions and attend to assignments.

Third, students will be participating in all scheduled classes and not just core classes. This will require some creative flexibility until we can all be back in school. The goal is to make transitions back to school as seamless as possible, especially if a return to distance learning is required.

We appreciate the trust you place in us to provide quality instruction in these troubled times. If you have any questions or concerns, now or in the future, please let us know so we can address them in a timely manner.

Sincerely,



Don Goodman, MHS Principal

PRINCIPAL
Don Goodman

DEAN OF STUDENTS
ATHLETIC DIRECTOR
Frank Ogas

GUIDANCE COUNSELOR
Joe Garcia

SOCIAL/EMOTIONAL
COUNSELOR
Andrea Wilson

ACADEMIC COACH
Ilsa Castillo

"Once a Wildcat, Always a Wildcat"



Morenci High School Distance Learning 2020 - 2021

Distance Learning Goal

Morenci Unified School District (MUSD) is committed to providing optimal learning experiences to all learners. During the days of unexpected, yet necessary closure, MUSD will provide opportunities for Distance Learning. Distance Learning will require students to access offline and online instructional opportunities from home or elsewhere in order to maintain instruction during unplanned school closures and the opportunity to continue the learning process.

Attendance

Attendance will be tracked in two ways.

- First, students must attend live web conferencing meetings as published in the schedule. Teachers will record these meetings and will take attendance using PowerSchool at the conclusion of the meeting. Teachers and/or office staff will also utilize the Schoology User Analytics Report to monitor and adjust student attendance. **Parents/guardians must call in to excuse students if they are unable to attend the scheduled web conference(s).**
- Second, students who may not be able to attend web meetings due to unforeseen circumstances (ex. tech issue) may fulfill their attendance requirements by watching the recorded meetings and completing all required assignments and/or showing competency. If this method of attendance tracking is needed for special circumstances, teachers will determine if a student meets the attendance criteria based on their participation, their communication with their teacher(s), and their submission of completed work.
- Students are expected to monitor their attendance and resolve discrepancies through proactive communication with their teacher(s).

Modes of Instruction

- **MHS Distance Learning** will be a blended-learning model, with both direct instruction via video conferencing and pre-recorded lessons with independent tasks. Students will receive teacher modeling, application, and reinforcement instruction prior to working independently and being assessed. When MHS is able to resume in-person instruction, distance learning strategies will allow students to seamlessly transition back into the classroom. It will also be easy to pivot between the models as necessary.
- **Morenci Schools Online-** MUSD is able to offer a strictly online option called Morenci Schools Online. This online option is 100% home-based and is separate and distinct from MHS Distance Learning described above.
 - Students who choose Morenci Schools Online are committing to attending all classes online for the complete semester and will not be able to pivot from online to distance learning or in-person instruction until the next term.

- Online courses will be assigned through Edgenuity and monitored by an assigned faculty member. The MSO Edgenuity course plan differs from Edgenuity as credit recovery. Course content will be paced over the span of the semester, assessments will be limited to one retake per topic, and grades will be updated weekly on PowerSchool based on the actual course grade as determined by Edgenuity. This actual grade takes into account the quality of completed assignments/assessments and the overall progress toward completion. The will be updated weekly and will be used for eligibility purposes as online students are able to participate in MHS extracurricular activities. The grade recorded on the transcript will be the final actual grade.
- While classes will be offered through Edgenuity and not by MHS faculty, teachers will be available to assist students if needed.
- Morenci Schools Online is a great option for students who are unable to return for in-person learning, but want to remain part of the Wildcat Family.
- **Return to in-person-** When MHS is allowed to return to in-person instruction, we will communicate to parents detailed information regarding alternate options for receiving instruction. These options may include a modified distance learning plan or strictly online classes.

Teacher Availability

- Teachers will have common, daily office hours. This will allow students to reach out to teachers for assistance and teachers to reach out to support students as needed. Assistance may be via email, phone call, or video web conference. Parents also have access to teachers at this time if direct communication is needed for guidance.

Student Monitoring

- **Schoology-** Parents will be able to use Schoology (a replacement for Moodle and Canvas) as a one-stop location to see lessons, assignments, due dates, and student grades. Parents are also able to message teachers directly on Schoology. Parents will receive detailed instructions on how to access Schoology from the district IT Department. We are happy to announce that Schoology is a district-wide program and it will be consistent across all campuses.
- **Student grades WILL be a percentage and letter grade based on their assigned tasks and participation.**
- Teachers will monitor student learning in a variety of methods. Students will submit work directly to Schoology and will demonstrate proficiency/mastery through online formative assessments monitored by teachers using web conferencing and/or Go Guardian. Teachers will also monitor learning through classroom discussions, shared documents, analysis of assessment data, and using the online gradebook.
- Students will be offered remediation and assessment retakes as needed.

- Teachers will also meet regularly in teams to discuss areas of concern in order to develop intervention and learning plans for students who are not being successful, or who need more support with distance learning.
- **IEP's and 504's-** Students with individualized learning plans will receive additional assistance.
 - Faculty will work with parents to create a home-based learning environment conducive to successful distance learning.
 - IEPs and 504 plans will be evaluated to align with at-home learning targets to ensure established goals are manageable and doable.
 - Faculty will schedule regular meetings/phone calls with parents to communicate regular progress and discuss any adjustments needed to their child's learning plan.

Counseling Office Hours 1:00-2:30 pm

- **Guidance Counseling-** Mr. Garcia is available for questions and planning during office hours. Mr. Garcia is available by phone (928-865-3631) or email (jgarcia@morenci.org)
- **Behavioral Counseling-** Mrs. Wilson is available for questions or meetings during office hours. Mrs. Wilson is available by phone (928-865-3631) or email (awilson@morenci.org). *Mrs. Wilson will be on leave through September 13th. While she is out, students will be able to access counseling services from Fairbanks and Metcalf counselors. Please contact Ms. Street or Mr. Garcia while she is on leave.*
- **Counseling Administrative Assistant-** Ms. Street is also available to help students and parents with questions regarding counseling. She may be contacted anytime from 8:00 am - 3:15 pm by phone (928-865-7297) or email (bstreet@morenci.org).

Student Roles & Responsibilities

- ★ Monitor Schoology and your email daily.
- ★ Follow the lessons on Schoology and the daily schedule for live sessions.
- ★ Web Conferencing Expectations:
 - Identify a proper work space at home for both online and live lessons. Student engagement increases if you are working from a table or desk and not in bed.
 - Have your Chromebook charged and required class materials ready prior to the start of the meeting.
 - Wear clothing that is not revealing and does not have any inappropriate logos/phrases.
 - Students are expected to participate and be engaged in classroom video conference sessions. Please communicate and behave with respect and consideration.
- ★ Complete assignments with integrity and academic honesty.
- ★ Utilize the teacher office hours. Understand that communication with teachers after hours will be addressed the next business day.
- ★ Do your best to meet timelines, commitments, and due dates.
- ★ Communicate proactively with your teachers if you need additional assistance.
- ★ Comply with the Chromebook Acceptable Use Policy.

Parent Roles & Responsibilities

- ★ Assist your student with developing routines and establishing a learning space.
- ★ Understand the distance learning requirements for MHS, including attendance expectations. Please call the office if your student will be absent.
- ★ Communicate questions or concerns to your student's teacher(s).
- ★ **Notify MHS if you do not have wifi access.**

For queries about...	Contact
a course, assignment, or resource	the relevant teacher
a technology-related problem or issue	Email our IT department, techsupport@morenci.org
a personal or social-emotional concern	Mrs. Andrea Wilson, Behavioral Counselor, awilson@morenci.org Ms. Brenda Street, Counseling Administrative Assistant, bstreet@morenci.org
an academic concern	Mr. Joe Garcia, Guidance Counselor, jgarcia@morenci.org Mrs. Ilsa Castillo, Academic Coach, icastillo@morenci.org
other issues related to distance learning	Mr. Don Goodman, MHS Principal, dgoodman@morenci.org Mr. Frank Ogas, Assistant Principal/AD, fogas@morenci.org
attendance or general questions	Mrs. Amy Ciriello, MHS Office Manager, aciriello@morenci.org , (928) 865-3631

MHS Distance Learning Schedule

Time	Monday/Wednesday	Tuesday/Thursday	Friday (assessment-if scheduled)
8-8:55 am	Prepare for Live Web Conference Meetings		1st Hour
9-9:55 am	1st Hour (Live)	4th Hour (Live)	2nd Hour
10-10:55 am	2nd Hour (Live)	6th Hour (Live)	3rd Hour
11-11:55 am	3rd Hour (Live)	7th Hour (Live)	4th Hour
12-12:40 pm	Lunch		
12:45-1:15 pm	Naviance		5th Hour (Live)
1:20-2:15 pm	Students work through online lessons/assignments	Students work through online lessons/assignments	6th Hour
2:20-3:15 pm			7th Hour
Teachers Office Hours	1:00-2:30**	1:00-2:30**	<i>Please refer to Schoology to see if you have any assessments scheduled.</i>
<p>During the afternoon, before and after office hours, teachers will be required to grade assignments, make lesson plans, attend professional development, meet with students/parents, and collaborate in team meetings.</p>			
<p>NOTE: *ALL live web conference classes will be a minimum of 30 minutes of teacher-led instruction and will remain live after the required instruction time for questions and discussions as needed. **Students and parents are encouraged to contact teachers with questions or concerns during office hours. Any correspondence received after the end of the school day will be addressed within one business day. Office hours and student schedules will follow the attached school calendar.</p>			