

Lincoln Elementary



Distance Learning Plan



Lincoln Elementary

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Our mission: To make Lincoln Elementary a place of discovery, creativity, and community.

Lincoln Elementary Families,

Governor Tim Walz and Education Commissioner Mary Cathryn Ricker announced on March 30th all public and charter schools will start distance learning. Distance learning will start on March 30th and end on April 30th. There will be no school May 1st or May 4th as nor will there be a distance learning lesson on those two days. Those two days will be designated for the staff to prepare their classrooms and the school for the return of the students on May 5th.

The Minnesota Department of Education is defining distance learning to mean that a student receives daily interaction with their licensed teacher(s) and appropriate educational materials. Starting March 30, 2020, per the instruction from the Minnesota Department of Education, student learning will continue for the rest of the school year.

The intention of this plan is not to replace the experience a student would have in his/her classroom, but to support him/her with continued learning and interaction while away from campus. In this plan, you will find school-specific information and guidelines to help your child start on this distance-learning journey. Together, we will learn much over the next several weeks and our distance-learning plans will continue to evolve and improve.

We know that this type of learning will be easier for some students than for others. Please do not hesitate to call or email should you need assistance with materials, technology, or other resources.

As always, our first priority is the safety and well-being of our students. We also want to ensure every child has access to the education they need and deserve. School is always a partnership. In a distance learning environment, especially so at the elementary level, this partnership becomes the champion of learning.

We will continue to keep you informed as we navigate COVID-19.

Sincerely,

Heather Anderson
Lincoln Elementary Principal

Distance Learning

Distance Learning defined: Students engaging in distance learning have access to appropriate educational materials and receive daily interaction with their licensed teacher(s).

It is important to note that distance learning does not always mean e-learning or online learning. It is critical to provide this learning in a format that can be equitably accessed by all students.

Student Expectations

Students/Parents/Guardians are expected to communicate with the student's teacher each day. This may be in the form of answering a question on Google Classroom or replying to an email from the classroom teacher.

Students are expected to complete the daily school work that the teachers have provided on Google Classroom or in the classroom assignment packet.

There are no specific times or number of hours that students need to be working on the school work during the day.

Students are expected to adhere to the deadlines set by the classroom teacher. If the assignment is on Google Classroom, the teacher will specify the due date on the Google Classroom assignment. If the assignment was delivered in the weekly packet, the school work is not due until Monday of the following week.

Role of Parents/Guardians

As elementary students are still developing their independence, a teacher-parent partnership is necessary for students to engage in distance learning tasks and to access online resources. The designed learning tasks and activities will provide direction and support to families with the understanding that task completion depends on each individual families' circumstances. We recognize that parents may have more than one child to guide; therefore, we have framed the support for the learning experience within one day not to exceed 1-2 hours of computer time (depending upon the age); time that will both inform and help prepare the student to engage in the learning tasks that the teacher has designed on that given day.

We ask parents for the following support:

- Read the Google Classroom updates from your child's teachers.
- Increase your familiarity with Google Classroom.

- Read home learning tasks and activities posted on Google Classroom for the day's lessons with your child.
- Help your child log into Google Meet sessions for interactive lessons and activities with teachers and classmates.
- Designate a place in your home for your child to work independently on his/her assigned tasks and complete independent reading each day.
- Email your child's classroom teacher if you or your child has questions and/or if your child needs extra help and support. Our teachers will be present on-line to help and support in a timely manner.

Distance Learning Plan Content and Timing

Distance learning will focus on developing new skills, knowledge, understandings, and concepts, as well as, on review and practice.

- All learning tasks for each week/day will be posted on Google Classroom.
- Any instructional materials that students may need including, but not limited to, study guides, worksheets, art supplies, books, etc. will be either delivered or ready for grab-and-go on Mondays.
- Homework that is included in the weekly work packet is due each Monday. Digital assignments in Google Classroom will have their own due dates. Teachers will be communicating that with families.

Pick up Dates:

- April 6th
- April 14th (Tuesday)
- April 20th
- April 27th

Distance Learning Plan Assessment and Progress Monitoring

Teachers will monitor student progress through the activities that students engage in on Google Classroom and weekly work packet. Classroom teachers will provide specific and constructive feedback for each student. Teachers will adjust lessons as needed to meet the learning needs of their students. Formative assessments administered will be included in the daily time guidelines for each subject area. Upon return to campus, a more formal one-on-one assessment will be administered to redesign units as needed and to provide more concrete data for reporting.

Student Support Services

Counseling

The impact of a school closure often goes beyond academics. The uncertainty of this virus along with a change in schedule may cause some fear and anxiety for the students. Our school counselor, Natalie Jerzak, will be available by phone or Google Meet to speak with students. If you would like your student to visit with Mrs. Jerzak or have her do a check in call/video, please contact Mrs. Jerzak at natalie.jerzak@ivanhoeschools.org.

Special Education

- **Special Education Services:** Students will continue to receive services. The services will be provided in a number of different ways. Mrs. Peterson will reach out to her students' families to determine the best form of delivery.
- **Speech-Language Services:** Students will continue to receive services. The services will be provided in a number of different ways such as packets with daily and weekly activities to be completed, teletherapy, video modeling, and phone calls/emails. Speech-language pathologists will set distance learning services with each family and work with case managers for students with multiple services. If there are any questions throughout this process, or you would like to have a check-in call/video, please contact either Kaye kaye.squires@swwc.org or Rebecca rebecca.paluch@swwc.org.
- **OT Services:**

Attendance and Truancy

Attendance will be taken by the classroom teacher. Each teacher will have his/her specific attendance practices. Kindergarten through sixth grade will take attendance each day by having students answer a particular question posted on Google Classroom. PreK will also take attendance on Google Classroom, but it will only be posted on the days that the students would have had in-person school. PreK 4's will have distance learning on Mondays, Wednesdays, and Fridays, and PreK 3's will have distance learning on Tuesdays and Thursdays. The student's response will be an acknowledgement of the assignments for the day and notifying the school district that the student will be "present" for the day. The student's completion of work will also show attendance. Preschool will be taking attendance through email.

If a student/parent/guardian does not make contact daily with the classroom teacher, the student will be considered an unexcused absence for the day. If your student is sick and will not be able to participate with the distance learning for the day, please contact the teacher. This will count as an excused absence. The student will still be expected to complete the school work, but they will not need to work on the day's work or join in on Google Meet for that day.

Preschool and Early Childhood Family Education Programming

ECFE will no longer take place this year.

Preschool will participate in distance learning. Activities will only be posted on the days that the students would have had in-person school. PreK 4's will have distance learning on Mondays, Wednesdays, and Fridays, and PreK 3's will have distance learning on Tuesdays and Thursdays.

MDE will ensure children and programs who receive early learning scholarships will continue being served and funded.

Families of PreK-3 students will not be charged for the afternoon care on Tuesdays and Thursdays.

Guidance/Resources to Support At Home Learning and Discovery:

- MDE parent guides with activities that are aligned with the ECIPS. The parent guides are available at: <https://education.mn.gov/MDE/dse/early/ind/> (scroll to the bottom of the page under "Translated Documents")
- Help Me Grow at <http://helpmegrowmn.org/HMG/HelpfulRes/EncourageHealthDev/index.html>
- Family activities under STEM video series from ZERO TO THREE (ZTT) at: <https://www.zerotothree.org/resources/series/let-s-talk-about-stem-video-series>
- The Zero To Three article on talking to young children about Coronavirus might be of interest:
<https://www.zerotothree.org/resources/3210-tips-for-families-talking-about-the-coronavirus-and>
<https://www.zerotothree.org/resources/3211-why-are-people-wearing-masks-why-are-people-covering-their-faces>
- Scholastic Learn at Home provides 20 days' worth of active learning journeys designed to reinforce and sustain educational opportunities for those students who are unable to attend school.
- Screen Sense, a set of research-based materials from Zero to Three
- Including the E-AIMS model for choosing media content for children
- NAEYC's Position Statement with the Fred Rogers Center, on Young Children and Technology

- Recognizing the importance of quality, developmentally appropriate content and of co-viewing and joint media engagement with parents/adults/family members
- The U.S. Department of Education's Early Learning and Educational Technology policy brief (which is based in part on recommendations from the American Academy of Pediatrics, NAEYC, and others)
- Award-winners in the Excellence in Early Learning Digital Media category developed by the Association for Library Service to Children (a branch of the American Library Association)

Communication

Communication from the school will come from either your child's classroom teacher, the administrative assistance, Nancy Blanchette, or the principal, Heather Anderson.

Teachers will send daily/weekly communication in regard to the lessons for each day. It is imperative that parents/guardians diligently check their emails and student's Google Classroom daily.

Nancy Blanchette will send weekly updates on important school happenings. Please utilize this update.

Structure

Teachers will be using Google Classroom as their main form of housing the week's plan and materials.

If teachers have worksheets that they need students to complete, those will be delivered on Monday for the week.

Music class will have posted links for each grade, each day on each teacher's Google Classroom. Music will use the platform, SeeSaw and Smart Music, to submit work.

Staff availability

Teachers will be available for contact from 8:15AM-3:45PM. If you have questions for your child's teacher, please email the teacher the questions, and he/she will respond within thirty minutes.

If you would like to speak with your child's teacher, please email your child's teacher with a request for a phone call along with your phone number, and he/she will call. Again, please allow thirty minutes for the return phone call.

Instructional Materials

Each student will have two folders. Mondays will be the instructional materials handout and turn in day. When the folder with instructional materials for the week is delivered on Mondays, the students will turn in the other provided folder with their previous week's completed school work.

There are two options for receiving instructional materials:

- Home delivery: Instructional materials will be delivered to the students' homes.
- Grab-and-go: Instructional material will be picked-up at the main entrance of the school.

Technology

Please know that these devices are property of Lincoln Elementary. It will be up to the student, and the parent(s), to ensure that devices are being used in a responsible and ethical way. It is imperative that you monitor all activities on the device.

The following activities are strictly prohibited:

- changing the devices settings
- illegal transmission of copyrighted material
- using the device for financial gain, representing yourself falsely online
- Cyberbullying
- Cheating
- streaming Netflix (or any online TV/Video platform)
- transmitting/accessing materials that are obscene, threatening or offensive.

If the device is damaged or broken, the responsibility of replacing it will be yours.

The 1:1 Device Handbook can be found on our school website.

Any technology questions can be sent to Amber Hopper at amber.hopper@ivanhoeschools.org.

Activities

All in-person school-sponsored activities that are scheduled during the statewide school closure are suspended until in-person school resumes.

Care for Children of Families of Emergency Workers

District enrolled students aged 12 and under who are children of emergency workers critical to the State's response to COVID-19 are welcome to use our FREE childcare.

TIER 1 EMERGENCY WORKERS

- Healthcare personnel
- Emergency Medical Services personnel (full-time)
- Law Enforcement personnel
- Firefighter personnel
- Personnel Providing Correctional Services
- Public Health Personnel
- Court Personnel

ESSENTIAL TIER 2 WORKERS

- Water Treatment/Wastewater
- Day-to-Day Operations for Gas and Electric Utilities
- Emergency Response for Gas and Electric Utilities
- Food Distribution Workers
- Public Works
- Solid Waste Management (waste, recyclable/organics)
- Other Shelter Staff and Outreach Workers
- Telecommunication Network Operations
- School personnel

Nutrition

Lincoln Elementary will provide lunch and breakfast to all those 18 years of age and younger who live in the school district. This meal is free of charge.

There are two options for receiving meals.

- Pick-up: Breakfast/lunch will be available at the school main entrance from **11:00AM-12:00PM**.
- Home delivery: School staff will deliver breakfast/lunch to student homes. Meals will be delivered from **11:00AM-12:30PM**.

Each day the day's lunch and the next day's breakfast will be delivered/picked-up at the same time.

If you would not like to receive the meals for a day, please let Rebecca Johnson know by 8AM on the day of the delivery/pick-up. Please email Rebecca at rebecca.johnson@ivanhoeschools.org.

Broadband Access

If broadband access is an issue for households in your school district, here are links to resources and options that may be available in your area.

Contact your local broadband provider(s):

- List of broadband providers by county (with contact information):
<https://mn.gov/deed/programs-services/broadband/maps/data.jsp>
- For help identifying providers in your area:
 - Minnesota Cable Communications Association: 651-493-0716
 - Minnesota Telecom Alliance: 651-288-3723
 - Satellite Industry Association: 202-503-1560
 - Wireless Infrastructure Association: 703-739-0300
 - WISPA (fixed wireless providers): 407-319-0062
- Companies with service options related to COVID-19 response. Note this is not a comprehensive list. Visit the Office of Broadband Development for updates and additions to this list.
 - AT&T
 - CenturyLink
 - Comcast
 - Charter
 - Mediacom
 - Sprint
 - T-Mobile
 - Verizon
- Minnesota Office of Broadband Development
 - For assistance identifying broadband service options or connecting with broadband providers, please call or email: 651-259-7610
Deed.broadband@state.mn.us
 - K12 Connect Forward Program:
<https://mn.gov/deed/programs-services/broadband/connectforward/>

Resources from the Minnesota Department of Health

- Distance learning: Clean devices (iPads, laptops) that you touch frequently like you do for all high use areas in homes
- Social distancing practices still apply (avoid gatherings of 10+, maintain 6 feet of distance)
- Avoid gathering in other public places while school is dismissed.
- Resources to help understand COVID-19 and steps you can take to protect yourself and your family:
 - CDC's health communication resources
 - CDC information on stigma and COVID-19 CDC information on COVID-19 and children
 - CDC offers several free handwashing resources that include health promotion materials, information on proper handwashing technique, and tips for families to help children develop good handwashing habits.
 - Other health and education professional organizations may also have helpful resources your school can use or share, such as the American Academy of Pediatrics
 - CDC's information on helping children cope with emergencies Stigma prevention and facts about COVID-19
 - Minnesota Department of Health COVID-19 website

Updated Distance Learning Plan 5-4-2020

Equity with Technology

Lincoln Elementary sent out a survey to each family asking if they have Internet. All families in our district have the Internet. If a student's Internet access does get terminated for whatever reason, Lincoln Elementary will aid in securing affordable Internet access.

If a family does not have a device to complete work online, a device is provided to them. If the school issued device has any issues, we will allow them to return the device and borrow a new device.

Communication with Families

Lincoln Elementary teachers are sending out an email every Sunday with the week's plans. They also send out an email each day with reminders. If a student misses a video conference lesson, a phone call is made immediately to the parents to notify them of the child's absence and to see if they need anything.

Lincoln Elementary sent out a survey during the second week of distance learning to get feedback on how families were feeling in terms of rigor, time, and communication. Besides this survey, each teacher called their families personally to survey them. This will continue throughout the remainder of the school year.

When an announcement needs to be made, Lincoln Elementary emails families and puts the message on Facebook. To improve the communication, a recorded message will also be sent to each family's phone with the information. This will ensure that families are receiving the information they need.

Appropriate Accommodations

Our classroom teachers have added the special education teacher, paraprofessionals, and Title I teacher to their Google Classroom page. From there, the special education teacher is able to suggest appropriate accommodations and our paraprofessionals are able to reach out to their students to aid as they would in the classroom. Our special education teacher also reaches out to families to survey how they feel class is going for their student. Also, the special education teacher meets daily with her students through video conferences.

For EL services, one-one video conferencing takes place so individual lessons can happen. The EL teacher also contacts families to survey how they believe their child is doing with the lessons and if they are seeing progress.

Our Title I teacher meets daily with her students through video conferences. She also speaks with the classroom teachers about the progress she is seeing with her students.