

# Distance Learning Plan



Achieve Language Academy  
[www.achievemn.org](http://www.achievemn.org)

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## Distance Learning Plan

Achieve Language Academy recognizes the importance of providing a consistent education for our students whenever possible. This document is intended to provide information for staff, students, and families on how education will continue during distance learning due to the COVID-19 virus. Please contact Andrea Halverson at [ahalverson@achievemn.org](mailto:ahalverson@achievemn.org) if you have any questions about this plan.

COVID-19 is a respiratory illness caused by a novel (new) virus, and we are learning more about it every day. There is currently no vaccine to protect against COVID-19. At this point, the best way to prevent infection is to avoid being exposed to the virus that causes it. Stopping transmission (spread) of the virus through everyday practices is the best way to keep people healthy. Schools have been mandated to develop plans for the possible exposure or outbreak of COVID-19 in the school community.

(<https://www.cdc.gov/coronavirus/2019-ncov/index.html>)

## Communication

- Communication with families will be incredibly important during the distance learning period. Families can email [info@achievemn.org](mailto:info@achievemn.org) if their contact info (email, phone, or address) has changed.
- Achieve will utilize email, text messages, and Remind messages to communicate with families. Updates throughout the distance learning period will also be posted on the Achieve website: <https://www.achievemn.org/coronavirus-update>.
- Interpreters are available for families at any time upon request.

## Staff Expectations

- Administration will determine when teaching staff will be allowed to work remotely.
- The work location for paraprofessionals will be determined by administration based upon the role they have been assigned.

- Families may contact teachers by email, phone, or text message. Teachers will be available by phone on school days between 9:00-11:00 am and 1:00-3:00 pm. Teachers will use their Achieve Language Academy provided email and phone number for communication with families.
- Teachers will respond to student/parent questions within 1 school day.
- Attendance will be reported to the office and maintained in Skyward.
- Teachers are responsible for providing 504, IEP and EL accommodations and modifications.

## Delivery of Instruction

- Learning will be focused on skills aligned with the Minnesota Academic Standards that are most essential to maintain current skills as well as preparing students for future learning.
- Achieve’s model of delivery for distance learning will begin with paper-based packets in week 1 and will transition to primarily online by week 3. Achieve will work with families to ensure access to the internet and a device, if necessary.
- Students will have both online and offline learning activities.
- The primary tools for communication between teachers and families will be Google Classroom (2nd-8th grade), Seesaw (PreK-1st), student email addresses (3rd-8th grade), parent email addresses, and Remind. Both Google Classroom and Seesaw make it easy for students to (a) communicate with their teachers and classmates; (b) receive work and resources; and (c) send assignments back to teachers.
- Teachers may also use other communication platforms, such as Flipgrid or Google Meet, to engage students in academic work.
- Instruction may take many forms throughout the distance learning process and may vary based on the age of the student. Possible formats include:
  - Teachers creating pre-recorded instructional videos for students to watch that focus on teaching a concept.
  - Teachers finding quality already-created videos that directly address the standard(s) for students to watch.

- Teachers sharing and utilizing textbooks, novels, articles, primary source documents, texts, or other supporting readings to guide students in thinking about a particular topic or skill.
- Students engaging with educational, standards-aligned resources, such as Study Island, Prodigy Math, or Math Seeds.
- Achieve’s instruction will happen asynchronously (not at a scheduled time) to allow for flexibility. Teachers may offer optional synchronous (scheduled at a particular time) sessions via Google Meet to help provide additional support.
- To monitor students’ understanding and provide interventions when necessary, teachers will utilize multiple forms of authentic assessment, such as:
  - Students submitting independent practice work for feedback.
  - Reviewing discussion board posts or conducting live-stream discussions to ensure student understanding.
  - Online quizzes.

## Lesson Guidelines

- Each teacher will provide a weekly schedule with assignments and expectations. This will be shared with specialists, special education, and other support teachers by Monday for the following week. This allows other teachers to prepare for student support needs.
- The Special Education and other support staff will approve or provide specific accommodations or modifications back to classroom teachers by that Friday to allow teachers to make appropriate adjustments.
- As during the regular school year, general education teachers are responsible for adapting instruction to meet IEP, 504, and EL modifications but may utilize other support staff as resources in doing so.
- Homeroom teachers must have a daily interaction with each student. This can take many formats, such as phone calls, text messages, emails, video recordings, discussion boards, quizzes, surveys, and exit tickets.

- Teachers should plan for students to spend 20-40 minutes per day per subject area. Specialist classes should plan for 20-30 minutes of instruction 1-2 days per week based on their normal schedule. Total overall time should be roughly 2-3 hours per day, depending on the grade level. PreK families can expect approximately 30 minutes per day.
- Students may turn in assignments in a variety of ways, including online assignments, taking photos of work and emailing or texting it to their teacher, or other means as agreed upon by the teacher and the family. Paper packets or assignments should not be returned to school.

## **Attendance**

- Parents/Guardians should contact their child's teacher to report absences.
- Students or their parent/guardian are required to have contact with their homeroom teacher every day during distance learning. This may be in the form of a phone call, text messages, email, Google meet session, or online response. Students must respond between 12:01 am and 11:59 pm that day to be counted as present for attendance.
- Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.
- For more information regarding attendance and truancy, please see page 5 of the student handbook.
- It is the student's responsibility during distance learning to participate in the daily attendance activity every day that school is in session. Students must be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student's responsibility to request any missed assignments due to an absence.
- Teachers should notify administration of students who are not actively participating in their classes.

## **Student Checklist**

- Before Distance Learning Days

- My teacher has connected with me about the activities I can do on a Distance Learning Day.
- I know how to access the Distance Learning Day activities while at my home
- During Distance Learning Days
  - I will do my best to complete the activities.
  - My teacher is available for help. I can email my classroom teacher and supporting teachers with questions.
  - If my parents or family members are available I can ask for their help.
  - I will be ready to share the work I did with my teacher when they ask for it.

## Family Checklist

- Before Distance Learning Days
  - I know how to find learning materials on Seesaw or Google Classroom.
  - I am prepared to help my child with questions about their activities.
- During Distance Learning Days
  - I will help my child with the activities if they need help and contact the teacher or support teacher with any questions. Teachers are available via email, text, phone, or through Seesaw or Google Classroom.
  - I will make sure that my child completes their Distance Learning Day activities.
  - If my child is ill, I will let their teacher know.
  - I will help my child organize and store their learning materials so that they can be shared with the teacher upon request.

## Special Education

- Special Education paraprofessionals will be assigned to students/subject areas. The paraprofessionals will reach out to students to provide support based on IEP accommodations.
- Each case manager will check in with each student on his/her caseload that has academic goals at least once per week.

## Technology

- Students will have access to online platforms during distance learning.
- Families who do not have internet access or adequate devices at home to be able to complete the instruction, can contact Achieve and we will do our best to provide resources.
- Chromebooks will be checked out to families by request as follows:
  - Families with 1-2 school age children = 1 Chromebook
  - Families with 3-5 school age children = 2 Chromebooks
  - Families with 5+ school age children = 3 Chromebooks
- Internet hotspots will be available on an as needed basis.
- Families who have difficulties accessing technology or online resources should contact Renee Schley at [rschley@achievemn.org](mailto:rschley@achievemn.org).

## Childcare

- Childcare will be available on school days for families who meet the criteria provided by the Governor's Executive Order 20-20 from 7:30 am to 3:30 pm.
- Childcare is available for these families free of charge.
- Transportation is provided for childcare.
- Childcare will not be available on previously scheduled school breaks and no school days.
- Children who are showing signs of illness (fever, etc.) will not be allowed to stay at school for childcare.

## Meals

- Students under age 18 are eligible for free meals from Achieve.
- Meals will be distributed on Mondays and Thursdays from 8:00-10:00 am and 4:00-6:00 pm. 3 days of meals (both lunch and breakfast items) will be provided at each distribution time.

- Other resources for food in our surrounding community are available here: [bit.ly/AchieveFood](http://bit.ly/AchieveFood)
- Families who are unable to pick up meals are encouraged to call (651-583-6109) or email ([food@achievemn.org](mailto:food@achievemn.org)) to arrange for delivery.
- Families will pick up meals by pulling up in front of the building and waiting for a staff member to come to them. Please do not leave your car or come into the building at this time.

### Bullying Prohibition

- Achieve has adopted strict policies prohibiting bullying. Please see the Bullying Prohibition Policy 514 for a full explanation. Consequences for violating this policy are severe, and can include expulsion.
- If you are concerned whether or not your child is experiencing bullying, bullying incidents typically involve a combination of these three factors: an imbalance of power, intent to cause harm, and repetition. Reporting incidents of bullying is critical for the welfare of all students.
- These expectations apply to actions of students during school hours, before and after school, and while using the school network or any Achieve owned computer or IT Devices. It should be noted that Achieve’s anti-bullying policy extends to students before or after school, on or off school grounds, and at any time.
- As Achieve’s Google Classroom system is tied to student-issued emails, all interaction between students is recorded and subject to review by administration.

### Whom to Contact

For questions about:	Contact:
Class assignment or resources	Classroom teacher ( <a href="#">Contact info here</a> )
Student usernames and passwords	Classroom teacher ( <a href="#">Contact info here</a> )
Access to internet or technology devices	<a href="mailto:rschley@achievemn.org">rschley@achievemn.org</a>

Special Education/504 Plans	koelze@achievemn.org
English Learners (ELL)	ahalverson@achievemn.org
Students experiencing homelessness or housing instability	koelze@achievemn.org
Meals	food@achievemn.org
Onsite childcare for children of healthcare or emergency workers	testrada@achievemn.org
Students diagnosed with or exposed to COVID-19	ahalverson@achievemn.org