

# Distance Learning Plan



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

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## Distance Learning Plan - updated 3/12/2021

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 Curtis Windham ([cwindham@achievemn.org](mailto:cwindham@achievemn.org)) with any questions you may have.

COVID-19 is a respiratory illness caused by a novel (new) virus, and we are learning more about it every day. 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 work with staff to determine the best distance learning location for instruction.
- 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 7:15 AM-3:15 PM. For communications that are received after school hours, a response will be given the next school day.
- A daily live instruction schedule will be provided by teachers. Arrangements can be made for families that are unable to attend daily live instruction, including access to a recording of the live instruction.
- 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 daily. Teachers must report attendance by 9 a.m. the following morning.
- Teachers are responsible for providing 504, IEP and EL accommodations and modifications. Tier 2 teachers will provide interventions with students.

## **Delivery of Instruction**

- The Distance Learning schedule will be Monday through Friday on days school is in session - according to the academic calendar.
- Learning will be focused on skills aligned with the Minnesota Academic Standards.
- 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:
  - Teacher created pre-recorded instructional videos for students to watch that focus on teaching a concept.
  - Teachers may find 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, Reading Eggs or Math Seeds.
  - Live virtual instruction
- Achieve's instruction will happen both with scheduled live instruction and also with independent online activities that can be completed any time during the school day.
- 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 weekly schedule will also provide live instruction and meet times.
- 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.
- Students are required to participate in classroom learning activities. Attendance will be taken on a daily basis during school hours. Completion of work during the school day is also required. Please see Student Responsibilities below.
- Students are to spend the following average time per day in distance learning:
  - K-5
    - Online Instruction 2-4 hours per day
    - Instructional Activities and Assignments 2-2.5 hours
    - Total Time Per Day approximately 4-6 hours
  - 6-8
    - Online Instruction 2-4 hours per day
    - Instructional Activities and Assignments 3-4 hours
    - Total Time Per Day: approximately 5-7 hours

## Attendance

- Parents/Guardians should contact their child's teacher to report absences.
- The State of Minnesota states "Attendance is considered an interaction with a licensed teacher. There are multiple ways - such as participating in a synchronous class, posting completed coursework to a learning management system, or turning in coursework on a given day - for students to count as in 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 activities and lessons 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.

## Family Responsibilities:

During Distance Learning:

- Make sure your child is attending school each day. If your child is going to be absent, contact the homeroom teacher.
- Supervise your child to ensure they are participating in live instruction and completing daily required work.
- Seek help from classroom teachers when either you or your child has questions. Teachers are available by phone, email, text, Google Classroom or Seesaw.

- Teachers are available during scheduled school days from 7:15 AM-3:15 PM
- Please note that when teachers are providing live instruction, they may not be immediately available.
- All communications will be responded to as soon as possible.

## **Student Responsibilities:**

### During Distance Learning

- Interact daily with your teacher to be marked present.
- Students will be responsible for attending all scheduled live instruction and completing daily assignments by their due date.
- Students are responsible for reading directions, using all available resources and asking questions when they need help from a teacher.
- Assignments will be graded and counted towards report cards. Students must complete daily work and assessments to receive a grade.
- Students are responsible for reading feedback given by the teacher and responding in a timely manner.

## **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.
- 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

- There will no longer be Essential Worker child care now that there is an In-Person option.

## Meals

- Students under age 18 are eligible for free meals from Achieve.
- Meals will be distributed on Tuesdays from 4:00-6:00 PM.  days of meals (both lunch and breakfast items) will be provided at each distribution time.
- 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
Student usernames and passwords	Classroom teacher
Access to internet or technology devices	rschley@achievemn.org
Special Education/504 Plans	koelze@achievemn.org
English Learners (ELL)	cwindham@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	cwindham@achievemn.org