



## **Cleveland Public Elementary (4 - 6) Distance Learning Plan**

*\*Grades 4-6 will be running a 5 day schedule*

### **Days 1-5- Distance Learning Days**

#### **Teacher:**

- **Daily teacher preparation time 8-9AM**
- **Daily lunch time (half hour)**
- **Take attendance via google form & Roll out weekly assignments on Day 1.**
- **Teacher will give the days assignments**
  - **Teachers post instructional videos as needed.**
- **Teacher available during specific “office hours” via video chat, phone or email with students, if need be, to answer questions and help assist with learning**
  - **Times will be set by an individual teacher.**

#### **Student:**

- **Take attendance on the Google form in Google Classroom by 9:00AM**
- **Student will work on given assignments**
- **Daily lunch time (half hour)**
- **Reach out to teachers for questions and answer session during office hours (Google Meets)**
- **All students have these options to turn in work:**
  - **Bus routes**
  - **Call the district office to arrange dropping it off at school 507-931-5953**
  - **Photos of finished work to your teacher**
  - **Google Docs/Email**
- **Students on the bus routes will turn in their assignments to be given to the teacher for grading any day when breakfast/lunch is delivered.**

*\*For district scheduled professional development (late starts, no school days, holidays, etc.), we will plan to collaborate as a staff. No student work will be provided those days and times.*

### **Cleveland Elementary Distance Learning Plan Grade 4-6**

All students at Cleveland Elementary (4-6) have access to Google Classroom or email. Students access Google Classroom by using their Google login information on a personal mobile device, or through the Google webpage on a computer. When a Distance Learning Day occurs, students will login to their Google Classroom account and complete the learning tasks assigned by their teachers. Teachers will have the day's tasks posted on the Google Classroom site by 9:00 am. Teachers will be available from 9:00am - 3:00pm (with 30 minutes set aside for lunch) by regular school communication which includes email, phone/voicemail, and Google Hangouts. For students who don't have internet access, teachers will provide time and resources for them to complete the Distance Learning Day tasks on the next day that school is in session. This plan provides equitable access to learning for all students. In order for students to be counted present for the day, they must log in to Google Classroom or email and fill out the Google Form for attendance. Students must also attempt the assigned activities.

Classroom teachers in collaboration with the special education teacher will provide direct services and support throughout the school day. Paraprofessionals will be available throughout the school day to help support students as described in their IEPs. Paraprofessionals and special education teachers will be invited to the general education teacher's Google Classroom. Lessons and assignments will be differentiated or modified to meet the needs of students on 504's, IEPs and English language learners.

Google classroom resource guides will be sent home to families and posted on our Google Classroom or the school website. Teachers can communicate with students or parents during their office hours to ensure their understanding of technology.

Attendance will be taken daily at 9:00am. Students will take attendance via the google form on their teacher's google classroom site. Attendance will be recorded by teachers at

**9:00am on Infinite Campus. If students have not taken attendance they will be marked absent.**

**Textbooks, paper packets and worksheets will be distributed to students via bus delivery. All students have these options to turn in work:**

- **Bus routes**
- **Call the district office to arrange dropping it off at school 507-931-5953**
- **Photos of finished work to your teacher**
- **Google Docs/Email**
- **Google Classroom**

**Cleveland School counselors will be available virtually. They can be contacted through their school emails. Students and families are also encouraged to utilize Google Meet as well. Every Cleveland student has access to Google Meet through their google account. Through their email, students are able to message their counselor a code video call or vice versus. Google Meet can be found in Google Apps. If you are having difficulty trying connecting with the counselor, please email the person you are trying to contact. Counselors will reach out to individual students as needed, and they can determine which mode of communication best fits with their situation.**

**Cleveland Public School is in compliance with the Children's Internet Protection Act. (CIPA) Cleveland Public School uses a filter and Securely, which is a student safety and device management for schools. Both of these are used for the monitoring of digital content.**