

Distance Learning Plan
Grace Lutheran School – Fargo
March 2020
submitted to DPI – March 25, 2020

How much time will students and teachers be required to participate in distance learning each “school day”?

A. Students and parents will be given the daily schedule from school. This schedule will serve as a guide for the amount of time a student may need to complete the work for a given subject. Work time for students will vary depending on age level and ability. This range will be from 15 to 45 minutes per subject.

B. Teachers will offer “office hours” from 9 am to noon and 5 pm to 8 pm. These hours will be used for student engagement, instruction, supervision, monitoring, and support. Teachers will anticipate adding additional time for assessment of work and preparation of new material.

C. Primary goals during this time will be:

- continued spiritual growth*
- maintenance and mastery of skills already learned in core subjects*
- continued growth of individual reading skills*
- opportunities for developing writing and research skills*
- learn new ways to stay connected in a digital world*
- greater integration of cross-curricular learning opportunities*

How will we provide appropriate remote facilities and access for all students participating in distance learning, including computers, internet, and other forms of electronic communication that will be utilized in the program?

A. Families have been surveyed to ascertain device and internet needs. Individuals needing devices have been given one from the school. All students have internet access.

B. Families already regularly use email, SeeSaw, and Jupiter Ed for communication with teachers. This method of communication will increase in frequency. New platforms such as Khan Academy and Google Classroom may be added.

C. Specific instructions and expectations will be communicated every two to three days. Work packets will be picked up every two weeks. Student work will be returned electronically or by weekly drop off at school.

D. Parental pick up of textbooks, school supplies, and personal belongings will take place on March 24. Any additional materials needed for student learning will be available on the scheduled pick up days.

How will we provide distance learning to students who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology?

A. At this time, access to technology is not a concern for any of the students or the teachers. If this problem would occur moving forward, the principal should be contacted so that alternate arrangements can be made. These could include but are not limited to: a device from school being issued, an alternate assignment being given, arranging for internet access.

How do we ensure appropriate learning opportunities for students with special needs?

A. We currently do not have any students with special needs. Individual assignments can and would be modified to address any needs that would arise. Those needs would then be compared to the special needs guidelines.

How will we monitor and verify each student's electronic participation?

A. Completed assignments will count as a full day of attendance.

B. Teachers will monitor each student's electronic participation. Participation may be determined by amount of time, number of assignments, etc depending on the learning platform being used.

How will we address the extent to which student participation is within the student's control as to the time, pace, and means of learning?

A. Student participation will vary based on grade level. Assignments, homework, and expectations will be based on the experience teachers already have with the students. Student participation will be structured around what we already know they can do.

B. Teachers will gather significant feedback initially to ascertain how well the pacing is working for each student and family. Adjustments will then be made based on feedback.

How will we provide effective notice to teachers, staff, students and their parents or guardians of the use of distance learning?

A. Parents, teacher, staff, and school board will receive communication from the principal outlining the plan for distance learning. This will be sent via email. Email communication will continue at least once a week for the duration of the closure.

B. Teachers will do a follow up phone call within two days of the roll out.

C. Some parents and students have access to online grades. Teachers will send periodic communication about student progress and performance.

How will we ensure that all teachers and staff who may be involved in the distance learning program will have access to any and all hardware and software that may be required for the program?

A. All teachers have a school assigned laptop.

- B. Teachers will continue to work as a team to provide technology support to each other.*
- C. Each teacher's computer has a help desk number for IT support.*

Expectations during this time.

- A. Teachers will be available during the published hours of 9 am to noon and 5 pm to 8 pm.*
- B. Teachers will routinely check on students and families.*
- C. Teachers will have new packets of work ready for distribution every two weeks.*
- D. Teachers will assess and weekly record work completed by students.*
- E. Any and all concerns will be shared with the principal in a timely manner.*

Additional notes not addressed in previous answers to questions.

Teaching staff will be meeting for daily devotions and announcements via zoom or in person.

Teaching staff will have at least one training session on distance learning.

Teaching staff will continue to evaluate teaching content in relation to state standards.

All plans are intended to be fluid and flexible. Communication between teachers, staff, principal, parents, and school board will be ongoing throughout this school closure.

Reviewed and approved by the Red River Lutheran School Association School Board

Email communication dated March 20.

Dear Parents,

The prayer in my devotion this morning was a verse from the hymn "I am Trusting You Lord Jesus". It reads "I am trusting you to guide me; You alone shall lead, every day and hour supplying all my need." We truly do need to trust God to guide and lead us during this time of uncertainty and heightened change. He alone has, can and will supply all that we need.

In light of the governor's announcement yesterday and after a special board meeting last night, I am pleased to let you know that Grace Lutheran School is ready to move forward in continuing to provide educational learning opportunities for your child(ren). The faculty has worked to develop a basic plan that will be submitted to the state. Now it's time to get our students back to work.

First - the main goals we have set for our initial dive into "distance learning opportunities".

- continued spiritual growth*
- maintenance & mastery of skills already learned in core subjects*
- continued growth of individual reading skills*
- opportunities for developing writing & research skills*
- greater integration of cross-curricular learning opportunities*

Here is what the basic plan looks like:

1. Homework packets and textbooks will be sent home.
2. Families that do not have/or need another device will be able to borrow one from school.
3. Information about the general routine for communication, assignments, and homework turn in will be with the first packet.
4. Teachers will have "working hours" to be available to provide instruction and support.
5. This plan is purposefully designed to be flexible and fluid. We know there will be changes as we

receive feedback and as we get better at what we are doing.

6. None of the class plans will look exactly the same. Maybe not even the student plans within a grade. This is our greatest chance at individualized instruction!

This is what we need from you as parents:

1. Pick up of materials will take place on Tuesday, March 24. Sign up online or call the office. Only **one** adult per family will be allowed in the building. Only **four** adults per hour will be allowed in. We will wipe down door handles frequently and will have hand sanitizer available. You will be packing up all of your student's belongings. We can provide bags.
2. School begins again on Wednesday, March 25. Do your best to plan an at home schedule. Teachers will email their copy and suggestions by Monday.
3. Please be sure to call with any questions or concerns. We are here to help. Everyone's situation is different and we can only respond when we are informed. Our goal is to serve our families in this time of need.

Thank you for your continued prayers, support, and patience.

May God's peace continue to dwell with you.

In Christ,

Mrs. Jahnke

Interim Principal

Grace Lutheran School

Email communication dated March 23.

Dear Parents,

The teachers have been hard at work for the past week and we are looking forward to getting materials and schoolwork home to our students. You have been in our thoughts and prayers as we all walk through this challenging time.

Thank you for the great response to signing up for a time to pick up supplies. We are ready to make this as safe and easy as possible.

Please know that open communication will be vitally important in the next two weeks. Remember to take advantage of those published "office hours" for the teachers (9 am - noon and 5 pm to 8 pm). While you are free to contact us at any time, those times are dedicated working hours for the teachers. Our goal is that those times lessen the pressure that you might feel to "become the teacher". We will help.

After picking up supplies tomorrow, set a schedule for learning that works in your household. Establishing a routine will reap benefits in the long run. To aid that schedule, our school schedule is listed below.

1. The office will continue to be open from 7:30 to 3:30.
2. Monday, March 30th will serve as a day for dropping off homework that has been completed. Labeled bins will be available in the west entrance for this purpose.
3. Monday, April 6th will serve as a drop off day for homework as well as a pickup day for new lessons and materials. (Of course, we all hope to be back in school by then, but we just don't know.)

Easter break will take place as normally scheduled. You should plan to not have homework during that time period.

As always, please call with any questions or ideas that will help us do this better. It is new territory for all and all insights are welcome and helpful.

God's peace be with you,
 Susan Jahnke
 Interim Principal
 Grace Lutheran School

Sample lesson plans
7th Grade World History March 25 through April 3

Wednesday, March 25	Reread chapter 34 and your notes for the chapter. Be sure to pay special attention to the areas of land that were part of each of the territory additions for the U.S. – i.e. Louisiana Purchase, Gadsden Purchase, Adams-Onis Treaty, etc.	
Thursday, March 26	Complete the “test” for chapter 34. This is an on your honor system. If you are absolutely not ready, take it tomorrow or over the weekend.	
Friday, March 27	Draw a picture and/or write a note to send to your chapel buddy. An addressed, stamped envelope will be available for pick up on Monday from the school.	
Monday, March 30	1. Read 35 – 1 p. 561 – 565. Complete the graphic organizer (#5) in the Section 1 assessment p. 565.	
Tuesday, March 31 – through Thursday, April 2	1. Check out two of the following websites to learn more about Napoleon. www.ducksters.com/biography/ - you will need to search for him www.history.com/topics/france/napoleon www.notablebiographies.com/Mo-Ni/Napoleon-Bonaparte.html www.watchknowlearn.org/Category.aspx?CategoryID=1625 - these are videos 2. Add new details to your graphic organizer from Monday.	
Friday, April 3	1. Complete the ch. 35 Reteaching worksheet. 2. Be sure your graphic organizer is finished. 3. Prepare both assignments to be turned in online or have them ready to be dropped off at school on Monday, April 6.	

Lesson Plan/Packets for Distant Learning

Theme for March 24 – April 6 Spring Time

Reading Readiness:

- Parents were encouraged to talk to their child about the day of the week and the weather.
- Parents were encouraged to read at least two books in the morning.
- Packets included Read it, Trace it Write, Paste it worksheets to help students learn pre-primer sight words.
- Differentiated instructions included worksheets with the letters F and H.

Math:

- Students were given spring themed math counting worksheets.
- Students were given number tracing and writing on own worksheets.
- Students were given a number work booklet to improve tracing and fine motor skills.

Art:

- Students were given art projects with supplies to do the following art project:
 - o Tulip rows: Which helps with ordinal counting
 - o A bee craft: Helps with fine motor skills: holding a pencil correctly, correctly holding scissors.
 - o A kite craft: Allowing the students to explore with colors, practicing writing their name accurately.
 - o A 3-D flower craft: This allows the children to explore parts of a flower, colors, and to enhance Christian values of kindness.

Music:

- Parents received worksheets and a letter from the Music teacher. This allows the students to stay knowledgeable on what they have learned throughout the year.

Phyed:

- Parents were encouraged to spend time outside. Play on gonoodle, have throwing contest with socks and laundry baskets.

Jesus Time/Christian Learning:

- Students were given lesson worksheets from Mrs. Worrall based on lessons that were to be taught during in class time.
- Students were given 5 minute devotional worksheets.

developed March 2020

Before school routine

1. Students entering building will be screened for temperature, coughing, and general wellness.
2. Students will proceed to the gym to deposit materials into labeled individual baskets. (class rows will have distance between them)
3. Students will then wash hands before proceeding to tables.
4. Parents will only be allowed in first set of doors for drop off.

Daily school procedures

1. Upon dismissal to classrooms, baskets for morning care will be sprayed with Lysol.
2. Tables in the gym will be washed after morning care.
3. Hand sanitizer is available in classrooms and numerous opportunities for hand washing will be observed during the day.
4. Students will wash desks, chairs, and other classroom surfaces at the end of each day.
5. All delivery people will be met at the door. Delivery people will not enter the building.

Lunch procedures

1. The school cook will hand out milk cartons.
2. School personnel will wear gloves and dish up items from the salad bar.
3. Classes will rotate eating in the gym while other classes eat in their classrooms. (This will increase social distancing by placing half as many students in the same space at any one time.)

After school cleaning additions

1. Door knobs will be wiped down daily – including entrance doors.
2. The outsides of lockers will be wiped down daily.

Procedural practices already in place that will continue

1. Tables are sanitized after lunch.
2. Toilets, sinks, and water fountains are cleaned daily.
3. Students feeling ill are sent to the office, screened, and if necessary, sent home.
4. Signs are in place for encouraging proper hand washing.