



LAFAYETTE
PUBLIC CHARTER SCHOOL

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Distance Learning Plan

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Distance Learning Overview

This document was created with the guidance of the Minnesota Department of Education, and from requirements made by Minnesota government officials regarding the COVID-19 virus.

In the event the Minnesota Public schools are closed in the name of public health safety, Lafayette Public Charter School intends to provide instruction to students , K-8th grade through distance learning. The earliest the Governor would require Distance Learning to begin would be Monday, March 30, 2020.

Distance learning is a model of instructional delivery that will continue to provide students with new learning opportunities while maintaining previously learned skills in a digital or remote manner with daily interaction with the teacher. The goal is to connect the learning of regular instruction that occurred throughout this school year to the learning that will commence through various other methods.

The implementation of distance learning will require the cooperation of students, teachers, and parents to make instruction successful and meaningful. Teachers will focus on essential content to make things more manageable for students. Students may not be working on academics for the same amount of time as a face-to-face school day, but will be required to meet with teachers in alternative formats for instruction and assignments during the school week, per the school calendar. Teachers will be utilizing a limited, but specific, group of platforms to ensure routines and structures for students and families are maintained.

We are all still learning as we go and while we hope we have a great plan in place we also know that we may need to change and tweek things. Please be patient as we figure this out and do not hesitate to provide feedback to us about what is working and what is not.

District Level Programming

Title Services

- Mrs. Reinhart will be available via email at reinhart@lafayettecharter.k12.mn.us. If your students qualified for Title services and they need additional help use the contact information above.

English Learner Services

- Lafayette Public Charter School does not have a student population of English language learners.

Special Education Services/Speech Services

- Students receiving Special Education Services will continue to receive direct services during distance learning. These services will be based on current Individual Education Plans (IEP).
- Specialized Service staff (case managers) will work with classroom teachers to support students that need modifications/accommodations to support learning in addition to providing instructional activities aligned with current IEP goals, services, and related services.

Student Support Services (Mental Health Services)

Sioux Trails Mental Health Center will be contacting families that are participating in counseling services and set up time to meet with them on a virtual platform. If you would like to talk to refer your child for services please call the office or call Sioux Trails Mental Health Center at (507) 354-3181.

Library Resources:

Unfortunately during this time, the school library is inaccessible to students. Thankfully, there are great online resources that students can use to access books remotely.

- [Unite for Literacy](#)
- [Epic](#)
- [NY Public Library](#)
- [E- Library MN](#)
- [MN Digital](#)

Technology

Devices

- Devices will be made available to those that need them. If you have not already, please contact the office if your family needs a device.
- In order to receive a device you will need to sign a good-faith contract and are responsible for replacement costs.

Connectivity

- We have compiled a list of households without internet connectivity and we have reached out to all households via our messaging system to make them aware of options available to them.

Support

- Technology support will be available for all students and parents that need support. Email, Google Chat, Google Meet, and phone support will all be available.

Nutrition

- Families within the district must call the office to sign up for bus delivery of meals. Once a family has signed up; they do not need to call again unless they would like the meals to discontinue.
- Children age 1-18 within the community can request meals by contacting the office. Lafayette Public Charter School will deliver the meals.
- Meals are prepared within the Lafayette Public Charter School kitchen.
- Families are contacted regarding when their meals are being delivered.
- Childcare provided within the school will also receive meals.

Attendance:

During the duration of distance learning at Lafayette Public Charter School, school is still in session from 8:00-3:00 through online instruction, and attendance will be taken daily based on the following factors.

- Students will be required to either connect with their teacher or will need to complete assigned tasks to be counted present each day.
- Teachers will be available to parents from 8:00-3:00 via email.
- From 8:00-3:00 students should be available to meet with teachers via Google Classroom, Google Chat, or Google Meets. This is the window of time that teachers will host lessons and students can reach out for help with assignments or tasks.

- Independent assignments in Google Classroom can be completed at any time during the day, but the expectation is that work is to be submitted according to the distance learning plan below by the following morning by 8:00 a.m. in order for the students to be counted present for the previous day. Unless otherwise assigned.
- If your student needs additional assistance after the 8:00-3:00 window, they should turn in or complete the assignment, email the teacher, and the teacher will follow up the following day.
- If parents need assistance from their child's teacher and cannot reach out between the 8:00-3:00 window, feel free to message at any time. Keep in mind that you may not get a response until the following day if you send a message after 3:00. Your child's teacher will reply to you beginning at 8:00 a.m. the next day.
- Absences due to illness, appointments, etc. need to be reported via email to the office.
- Each week a student envelope will be distributed at designated areas, families are responsible for picking up their envelope(s). Parents will need to sign daily on the outside of the envelope and return the envelope each week to the designated area.

If students are not digitally attending or completing assignments daily they will be marked as absent. Truancy policies will remain the same as stated in the school handbook. Families will be called after two days of not communicating.

Distance Learning

Kindergarten-8th grade

Student Communication

Students will be required to communicate with teachers daily through Google Classroom. This will be used for teachers to post daily messages and assignments. This can also be used for your child to reach out to teachers for additional help or coaching. Students will have the ability to chat with each other but this should be reserved for only communicating with teachers.

Students should use their own devices to communicate with peers. Google Chat keeps a record of all communication and appropriate consequences will be administered as a result of misuse of the app. Students should enable Google Calendar as teachers as a scheduling tool.

Teaching Methods

Students will be receiving instruction through Google Classroom with daily interaction with the teacher. If students need additional coaching, students can send an email or message on Google Meets/Google Chat. If you are having trouble communicating through Google Meets/Google Chat, find the appropriate video in the tutorials section (videos will be added as we create or find them).

Independent Tasks

Students will be completing independent tasks when they are not participating in meetings with teachers. These tasks could include the following:

- Worksheets (electronic or paper)
- IXL - if you need a password contact your teacher
- Spelling City - teachers will assign as needed
- Independent Reading - reading on their own

Schedule

Envelopes with assignments and communications will be delivered and dropped off on Friday of each week. On the following Friday please return the homework for the week (after the first week). There will also be school supply kits if you need them just ask.

Assignments will be posted daily by 9:00 a.m. for students to work on. This may be in the form of a video, recorded meeting, assignment, etc. Many online assignments will have their own due date and need to be completed by the date stipulated in Google Classroom or by your teacher. Assignments that are written on paper should be completed by the following day unless noted by the teacher but will not be handed in until the drop-off date.

Switches will be incorporated as much as possible by your classroom teacher. In your weekly packet you will find weekly PE activities.

Assessment

Assessment will be administered using the following methods; paper pencil, informal or Google Classroom. Assessment results will be interpreted with caution due to being completed in an uncontrolled environment.

K-8 Parents, please note...

If students are not understanding something, they should reach out to their teacher rather than rely on parents. Parents are encouraged to help as needed, but not required. If students are refusing to do the work, parents should get involved and should also communicate this to the teacher. We anticipate that students will be completing 20 to 30 minutes of work per subject, per day.

Distance Learning Technology Tutorials:

- [Connecting Your iPad to WiFi \(YouTube\)](#)
- [Parent's Guide to Google Classroom \(Google Slides\)](#)
- <https://www.teacherspayteachers.com/Product/Distance-Learning-A-Parents-Guide-to-Google-Classroom-Distancelearningtpt-3676911>

We are ALL here for you and your families, to answer questions, listen to concerns, and help you maneuver all the new things we are all experiencing. We are trying new ways of teaching, and if we find that something does not work well for some families, we might change it. Please be patient with us!

Please do NOT be hesitant to ask questions! There are no dumb questions! Together, we will not only get THROUGH the days and weeks ahead, but we will RISE and we will SOAR, discovering new ways of learning and teaching, finding patience we didn't know we had, and solving problems we didn't think we could surmount!

Thank you for being a part of the Lafayette Public Charter School family and we look forward to learning, caring, and succeeding with each of you as we dive into 4th quarter together!

Tips for Parents

Have a dedicated study space for your student.

- Talk to your student(s). How do they like to study? Find a place that is free from distractions and then stock it with the supplies your students might need. Obviously, a desk area is ideal, but anywhere your student feels comfortable and can be productive is an optimal place for your child to study and complete homework.

Schedule

- Because distance learning allows such freedom in setting one's own study schedule, it's also easy NOT to set a schedule — and not having a schedule is a HUGE mistake. After talking to your student, decide what time of the day is best for focusing on academics that works for them and your family.

Have your student set deadlines and stick to them.

- It's important that your student keep up with the assignment schedule, submitting all assignments in a timely manner. Adhering to deadlines is an important life lesson.

Have your student stay in touch with his/her teacher.

- Your students should contact their teacher regularly, especially if they are having difficulties or have questions about assignments. Teachers like hearing from students! They don't consider it a bother at all.

School Contacts

Office lcsoffice@lafayettecharter.k12.mn.us

Mrs. Petersen - Director- 7/8 Teacher petersen@lafayettecharter.k12.mn.us

Ms. Larson - 5/6 Teacher larson@lafayettecharter.k12.mn.us

Mrs. Walters & Mrs. Muscatello - 3/4 Teacher walters@lafayettecharter.k12.mn.us

Miss Sullivan - 1/2 Teacher sullivan@lafayettecharter.k12.mn.us

Mrs. Clobes - Kindergarten clobes@lafayettecharter.k12.mn.us

Mrs. Manteufel - Special Education manteufel@lafayettecharter.k12.mn.us

Mrs. Reinhart - Pre-Kindergarten - Title Teacher reinhart@lafayettecharter.k12.mn.us

Mr. & Mrs. Johnson - Technology tech@lafayettecharter.k12.mn.us