

**LAFAYETTE**  
**PUBLIC CHARTER SCHOOL**

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## **Distance Learning Plan**

**2020-2021**

## **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, or in the event Covid cases per 10,000 increases to 50 or above, Lafayette Public Charter School intends to provide instruction to students , Pre-K-8th grade through distance learning.

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.

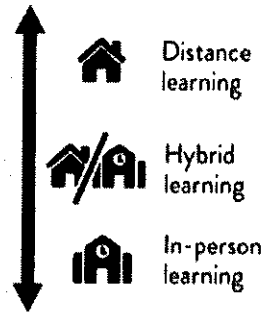
The implementation of distance learning will require the cooperation of students, teachers, and parents to make instruction successful and meaningful. Teachers will focus on essential content to make things more manageable for students. Students may not be working on academics for the same amount of 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.

On July 27th the Minnesota Department of Education (MDE) laid out their Safe Learning Plan for the 2020-2021 school year. The plan takes into account county caseload per ten thousand resident data within the district and allows school districts to make decisions about learning plans based on the data using a five step process.

## How do schools determine their safe learning model?

- STEP 1** Minnesota Department of Health (MDH) will use data from counties to determine a base learning model for public schools.
- STEP 2** Minnesota Department of Education (MDE) will share county data and the consultative process for public schools to engage with education and public health experts to review their county health data and safe learning plans.
- STEP 3** Public schools, with their incident command team, will evaluate their ability to implement required and recommended health best practices.
- STEP 4** Public schools, in consultation with public health, will determine a learning model to begin the school year and communicate that decision with their school community.\*
- STEP 5** Public schools and MDH will monitor the community and school-level impact of COVID-19 on a regular basis. Adjustments will be made to the learning model if needed.

## Safe learning models:



\* Regardless of learning model, all public schools must offer an equitable distance learning option to all families.

Districts examine the county caseload rate and use the following numbers to guide the learning model.

$$\text{Total number of cases for last 14 days} \div \left( \frac{\text{County population}}{10,000} \right) = \text{14-day county case level rate per 10,000}$$

### Learning Model Parameters

Number of cases per 10,000 over 14 days, by county of residence	Learning Model
0-9	In-person learning for all students
10-19	In-person learning for elementary students; hybrid learning for secondary students
20-29	Hybrid learning for all students
30-49	Hybrid learning for elementary students; distance learning for secondary students
50+	Distance learning for all students

## **Attendance:**

During the duration of distance learning at Lafayette Public Charter School, school will be 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 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 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.

## **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 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**

Teachers will be live streaming lessons each day. Students are expected to be online and following the teachers expectations for online learning. Families will receive a schedule and expectations of online learning from their teacher.

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).

## **Envelopes**

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.

## **Assessment**

Assessments 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.

## **Pre-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.

## **Title/RTI Services**

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

## **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 continue to work with families that are participating in counseling services. 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.

## **Childcare**

- Childcare will be provided for essential workers per MDE guidelines, if you have questions whether your family qualifies please contact the office.
- Childcare will be provided for students 4-12 years old per the school calendar.
- Transportation will be provided to and from school for childcare students.

## **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>

## Contact Information

Lafayette Public Charter School Website [www.lafayettecharter.k12.mn.us](http://www.lafayettecharter.k12.mn.us)

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