



Roseville Area Schools

Quality Teaching & Learning for All...Equity in All We Do

Distance Learning Academy Handbook

Updated October 5, 2020

Overview



Even after we transition to blended learning, where students are able to come in to school for limited in-person learning, some Roseville Area Schools families may prefer a full-time distance learning option for the entire 2020 – 2021 school year.

That is why we created the Roseville Area Schools Distance Learning Academy as our 100% distance learning option for families.

Vision & Mission

Vision Statement: This school year is a historic time for all district students, families and staff to embrace a love of learning, foster curiosity, and build relevant connections to the curriculum by boldly reimagining and radically transforming common policies and practices to try alternatives that offer a more equitable educational system for all Roseville Area students. We do so acknowledging the social-emotional, cognitive and physiological impacts living through these traumatic events have had on students, families and staff.

Our Mission:

To provide the most equitable learning environment to support students, families and our community.

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Glossary

in-person learning: All students learn at school with COVID-19 safety measures in place.

distance learning: Students and instructors are not in the same physical space. All students have access to appropriate educational materials and receive daily interaction with their licensed teacher(s) as outlined in the State of Minnesota's Safe Learning Plan.

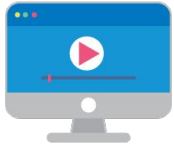
asynchronous learning: a form of learning where students work at their own pace to meet daily or weekly deadlines, and interactions with teachers and peers are through pre-recorded video or online text using programs like Seesaw, Google Classroom or Schoology.

synchronous learning: a form of learning that involves live classroom activities, meetings, and small group instruction where students are online with their teacher and classmates at the same time using programs like Zoom.

blended learning: Students learn through a combination of distance-learning activities and in-person learning, but with strict social distancing and limits to the number of students and staff present at one time. Sometimes this is also called "hybrid learning." ([View the ISD 623 Elementary Blended Learning Handbook](#))

Synchronous vs. asynchronous

Wait, what do **synchronous** and **asynchronous** mean again?!



Asynchronous learning - When a teacher and student are in different places and at different times. Students complete their work any time of the day that works best for a student and their family.



Synchronous learning - When a teacher and a student are online at the same time. Students must be online when the teacher has scheduled the meeting. Students have the opportunity to engage with their teachers, participate in group chats, view web-based lessons, and have video meet-ups with teachers and their classmates.

Classroom Information

Students participating in the **Distance Learning Academy** will:

- Be assigned a classroom teacher and receive instruction 100% online.
- Have a combination of synchronous and asynchronous activities.
- Have live sessions with teachers and online work to complete.

Distance Learning Academy students will be grouped into either grade level or multigrade classrooms at their home school.

ECSE students in the Distance Learning Academy will be placed with other students in the program.

Special education and English language development services will continue to be provided to qualifying students.

Instruction & Curriculum

Students at the elementary level will be provided learning opportunities through a blend of daily live virtual lessons, video tutorials, and independent activities. Courses offered through DLA will meet the core requirements and pacing for their core grade level course work. Some specialist classes like physical education, art and music may be modified in order to create virtual learning opportunities. Teachers will have scheduled time available for students to connect with questions. Asynchronous lessons will include short instructional videos (7-10 minutes) of specific learning targets.

Elementary Synchronous Instruction

- Classroom teachers will hold engaging synchronous lessons for both the whole group and small groups.
- Students and teachers will engage in learning through the use of their online classroom and Zoom.
- Whole group synchronous learning (the entire class together) will not exceed two times a day, or two hours cumulative in a day.
- Small group synchronous lessons may be provided by or in collaboration with the classroom teacher, including English language development support, or special education services.
- Student day includes morning meetings, math, reading, social studies, science, health and specials, e.g., art, physical education, and music.

Instruction will consist of a combination of synchronous and asynchronous activities. Each teaching team will customize learning activities to meet the unique needs of their students based on the content area, developmental stage of their students, and other considerations.

Elementary

Parents Guide to the Online Classroom

Students enrolled in DLA will access their virtual classroom using a learning management platform. Seesaw or Google Classroom will be used as an online classroom for students in grades K – 6. Some fifth and sixth grade classrooms may use Schoology depending on which school they are at. Exceptions may be made to accommodate the activities required of specific classes and teachers will communicate how the DLA course is set up, how students will access and track assignments and how they will receive feedback.

ECSE students will be supported through Seesaw and Zoom.

To request a parent access code or for instructions on using Seesaw or Schoology, please visit our Family Technology Resources help site @ www.isd623.org/familytechresources

Elementary/ECSE

Supporting Your Student During DLA

To ask questions about distance learning or to report an issue with technology visit our [Distance Learning Support](#) website.

Tips for student success during distance learning can be found at [Wide Open School](#) by Common Sense Media.

Elementary/ECSE

Schedule

Students participating in the DLA will receive instruction and academic activities 100% online.

Students will have live sessions with teachers and online work to complete.

We will try our best to place students with teachers from their home schools, but we cannot guarantee that this will happen, as scheduling is dependent on distance learning registration and staffing needs at each site. For ECSE, student's schedules will be based on the student's individualized educational program.

Sample
Schedule
K-3

Sample
Schedule
4-6

Sample
Schedule
ECSE

Elementary/ECSE

Sample Schedule: K – Grade 3 (may differ by school)

Example Distance Learning Schedule - Kindergarten through Grade 3					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
9 - 9:20 a.m.	Morning meeting (synchronous)		Asynchronous learning day for students Teacher/Student communication as needed	Morning meeting (synchronous)	
10 - 10:30 a.m.	Math (synchronous)			Math (synchronous)	
11:15 - 11:30 a.m.	Social Studies/Health/Science (synchronous and asynchronous)			Social Studies/Health/Science (synchronous and asynchronous)	
11:30 a.m. - noon	Lunch			Lunch	
12:30 - 1:15 p.m.	Literacy (synchronous)			Literacy (synchronous)	
2 - 2:30 p.m.	Physical Education/Music/Art (synchronous and asynchronous)			Physical Education/Music/Art (synchronous and asynchronous)	

Elementary/ECSE

Sample Schedule: Grades 4 – 6 (may differ by school)

Example Distance Learning Schedule - Grade 4 through Grade 6					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
9 - 9:20 a.m.	Morning meeting (synchronous)		Asynchronous learning day for students Teacher/Student communication as needed	Morning meeting (synchronous)	
10 - 10:40 a.m.	Math (synchronous)			Math (synchronous)	
11 - 11:30 a.m.	Physical Education/Music/Art (synchronous and asynchronous)			Physical Education/Music/Art (synchronous and asynchronous)	
11:30 - noon	Lunch			Lunch	
Noon - 12:20 p.m.	Writing (synchronous)			Writing (synchronous)	
12:30 - 1:30 p.m.	Literacy (synchronous)			Literacy (synchronous)	
2 - 2:15 p.m.	Social Studies/Health/Science (synchronous and asynchronous)			Social Studies/Health/Science (synchronous and asynchronous)	
2:15 - 2:30 p.m.	Reflection/Teacher check-in (asynchronous)			Reflection/Teacher check-in (asynchronous)	

Sample Schedule: ECSE (may differ by specific class)

Example Distance Learning Schedule - ECSE					
Time	Monday - A Day	Tuesday - B Day	Wednesday	Thursday - A Day	Friday - B Day
9:30 - 9:50 a.m.	Welcome and Circle Time (synchronous)		Asynchronous learning day for students Teacher/Student communication as needed	Welcome and Circle Time (synchronous)	
9:50 - 11 a.m.	Individual Instruction- IEP Goals and Objectives (individual synchronous and asynchronous activities)			Individual Instruction- IEP Goals and Objectives (individual synchronous and asynchronous activities)	
11:15 - 11:30 a.m.	Closing and Goodbye (synchronous)			Closing and Goodbye (synchronous)	

Attendance

Students are expected to attend school every day and teachers will take attendance daily as required by the Minnesota Department of Education (MDE). State and school board policies regarding attendance apply to students enrolled in this program. According to MDE, attendance is considered interaction with a teacher on an instructional day. At the elementary level, attendance is determined by daily interaction on Seesaw, turning in an assignment, being present during a live session, and/or individual communication with a teacher. In ECSE students are expected to attend each scheduled class day. Attendance is determined by class interaction on Seesaw and being present during Zoom sessions.

Students for whom no teacher has direct interaction on a given day are reported as absent for that day. Students/Families should contact their school's attendance line if they will not be able to participate during a distance learning day.

Elementary/ECSE

Grading & Assessment

Students registered in the DLA will receive grades following the same grading system as in person school.

In the DLA, learning will be assessed through formative feedback provided by the student's teacher on an ongoing basis throughout the class, primarily through the student's virtual classroom. DLA students will also participate in typical classroom summative assessments and standardized tests.

Report cards are provided the same as they would be during in-person school.

No grading is completed for students in ECSE. Assessments will be completed with input from parents and interactions with students. Progress on IEP goals and objectives will be completed as indicated in the IEP.

Elementary/ECSE

Conferences

If the district is in a distance learning or blended learning scenario, conferences will remain virtual (phone, Zoom, etc). Parents may request an in-person conference if we are in a blended or fully in-person model.

General education teachers, special education staff, and case managers will collaborate around general progress.

Elementary/ECSE

Devices & Technology

Students may use a personal device to participate in DLA as long as the device is compatible with school apps. If your family checked out a school device at the beginning of distance learning, your student can continue to use that device. If your family needs a device, or is wondering what type of device to purchase, visit the [Family Technology Resources](#) page. Information about logging into Schoology, Seesaw or other platforms can also be found on the [Family Technology Resources](#) website.

Elementary/ECSE

Enrollment

The Distance Learning Academy will open to enrollment on a trimester basis. At the end of the trimester, families may opt-into blended learning from the Distance Learning Academy, or families in blended learning may opt into Distance Learning. Please contact your child's principal (elementary) or case manager (ECSE) if you are considering a change in enrollment after the enrollment period.

Enrollment

Trimester 1 - September 8 – December 3

Registration took place the week of September 14 – 18.

Trimester 2 - December 7 – March 4

Registration will take place TBD.

Trimester 3 - March 15 – June 10

Registration will take place TBD.

Elementary/ECSE

Harambee Enrollment

Quarter 1 - September 8 – November 13

Registration took place the week of September 14 – 18.

Quarter 2 - November 30 – February 11

Registration will take place TBD.

Quarter 3 - March 8 – May 13

Registration will take place TBD.

Quarter 4 - June 1 – July 29

Registration will take place TBD.

Elementary/ECSE



Roseville Area Schools

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...Equity in All We Do*

isd623.org/reopening