



## **Distance Learning Plan For Families and Students**

Below is important information for Distance Learning at Spero Academy. Please take the time to read the content.

Distance Learning will begin on Monday, April 6th. Distance Learning at Spero Academy will take place until at least April 30. Please note that this timeline may be changed in the future due to additional guidance from the Minnesota Department of Education.

### **Overview of the Distance Learning Plan:**

Over the course of this Distance Learning Plan Spero Academy staff will partner with families to assist students in engaging in this new mode of learning. Classroom teachers will be instrumental in continuing to communicate and provide instruction to their students. Families/Guardians will have options and resources that will give them choices in distance learning that best fit their students' learning style. The Distance Learning Plan will be assessed weekly based on feedback from families and Spero Academy staff.

If you have questions about distance learning, contact Susan Scheller at [sscheller@spero.academy](mailto:sscheller@spero.academy).

### **Distance Learning Spero Academy**

- [Learning Platforms](#)
- [Communication](#)
- [Student Learning Day](#)
- [Amount of Time Learning](#)
- [Delivery Schedule of Paper Packets](#)
- [Student Expectations](#)
- [Parent Expectations](#)
- [Attendance](#)
- [Technology Access](#)
- [Special Education](#)
- [English Learners Programming](#)
- [Digital Citizenship and Etiquette](#)
- [Student and Family Support Resources](#)
- [Food Support](#)
- [Families Experiencing Housing Instability or Homelessness](#)
- [Childcare for Emergency Workers](#)
- [Family Resources About Coronavirus](#)

## **Learning Platforms**

Spero Academy will use a blended model of digital and analog tools to deliver instruction and track student learning.

The following *Online Platforms* will be used for planning and delivering remotely:

- *Seesaw, Google Classroom, Zoom*, individual classroom *Youtube* channels.

The following *Analog Tools* will be used for planning, and delivering remotely:

- Hard copy resources in the form of work packets will be provided to students weekly. Examples of hard copies are textbooks or leveled readers, worksheets, social stories, visuals and visual schedules.

## **Communication**

- Communication platforms: *Seesaw, Google Classroom, Zoom*, individual classroom *Youtube* Channels, *Google Voice*, Spero Academy email and phone calls
- Daily interactions will happen each day from the classroom teacher and/or classroom support staff (ex. Paraprofessionals, Teacher Assistants) through a variety of platforms and based on teacher and family decisions.

## **Student Learning Day**

What does a Distance Learning Day look like for Spero Academy students?

We want families to create a schedule for their students based on what is best for their family.

Each day daily interaction will happen with your classroom teacher or classroom team member. You and your teacher will decide what time of day check in works best for you. Your teacher will supply you with a Flex Learning Plan specific to the student's learning style through digital, analog or a blend of both formats. Your family will decide when to complete the activities and assignments throughout the day or evening. Hours of learning will vary depending on grade level, Special Education services, and English Language Learner services.

Here is an example of a [Flex Learning Plan](#).

If you have specific questions about activities or assignments, contact your student's classroom teacher.

## **Amount of Time Learning**

Spero Academy's Distance Learning experience will begin on April 6, 2020.

- During the first week of distance learning we will be focusing on review, practice, learning how to navigate remote learning and troubleshooting any issues with distance learning.
- Starting April 13th we foresee the hours per day of distance learning will look something like the following. These times are general guidelines and Special Education services and/or English Language Learner services will also determine the amount of hours students are working.
  - Grades K-2: 1 - 2 hours

- Grades 3-6: 2 - 3 hours

The above hours are guidelines. Please work with your classroom teacher if your family is needing more flexible options.

### **Delivery Schedule of Paper Packets**

- During distance learning Flex Learning packets will be delivered to students' homes. The first delivery will be on April 2nd and will contain two weeks worth of instruction. The anticipated delivery dates of packets are as follows and will be split between two days in the following weeks. Completed packets will be picked up on the same delivery dates. These dates could be subject to change as we go forward with the distance learning plan.
  - Thursday, May 21, 2020
  - Thursday, June 4, 2020
  - Thursday, June 18, 2020
- If you would prefer to pick up your student's packet at Spero Academy please email Edi Becerra at [ebecerra@spero.academy](mailto:ebecerra@spero.academy) for more information.
- All Flex Learning Lesson Plans for individual students will be emailed or posted by your classroom teacher on an online platform Monday morning of each week by 8:30 am in order for families to access links to digital instruction.

### **Student Expectations**

- Students will know where to find distance learning assignments
- Students will connect with teachers via email, *Seesaw*, *Zoom*, *Google Classroom*, *Google Voice* to ask questions or get feedback on assignments
- Students will complete their assignments as directed to the best of their ability

### **Parent Expectations**

Spero Academy understands the challenges facing families as we begin to implement a distance learning plan with your students. Spero Academy is here to support families and students as we navigate this plan.

We are asking you as parents/guardians for the following support:

- Read email updates sent from Spero Academy
- Familiarize yourselves with your teacher's mode of communication or delivery of instruction (ex. *Seesaw*, *Zoom*, *Google Classroom*, *Google Voice*)
- Families without home Internet access or with limited Internet access please inform your teacher of this fact so needed modifications to assignments and due dates can be made.
- Read Flex Learning plans sent to you by your teachers
- Support your student in their at-home learning to the best of your ability
- Email your teachers with any questions and concerns regarding the Flex Learning Plans (For example; needing more time to complete assignments, difficulty accessing content)
- Families of students with an Individualized Education Plan will follow lessons provided by their special education teachers

### **Attendance**

Attendance will be taken by your child's teacher on or before 12:00 pm each day. Your teacher will let you know on which platform they intend to take attendance. (ex. *Seesaw*, email, phone call, *Google Classroom*) Please let your student's teacher know if your student is ill and cannot participate on a particular day. If your teacher is unable to reach you on a given day, it will be marked as an unexcused absence. Students whose families choose to opt out of distance learning will be marked as an unexcused absence. If families are needing alternatives or accommodations for attendance-taking please contact your student's classroom teacher to make arrangements.

If you have questions about attendance, contact Diane Pangal at [dpangal@spero.academy](mailto:dpangal@spero.academy) or Edi Becerra at [ebecerra@spero.academy](mailto:ebecerra@spero.academy).

### **Technology Access**

Technology is available for Spero Academy students who do not have the technology they need to access their curriculum at home. Please send a technology request to Erin Giebink ([egiebink@spero.academy](mailto:egiebink@spero.academy)) if you need a device for your student. The type of device most appropriate for your student is determined by their classroom teacher.

If you have questions about technology, contact Erin Giebink at [egiebink@spero.academy](mailto:egiebink@spero.academy).

### **Special Education**

- If your student has an Individualized Education Program (IEP), in addition to general education distance learning, your student will have an individualized distance learning plan (IDLP) for their special education services during this time. Your student is entitled to equal access to learning and materials including technology during this time as well.
- Due to the nature of distance learning taking place from the home, other individuals may have access to the distance learning classroom when supporting their student's participation. We will work to ensure that your child's educational record remains private. Similar to when you visit your child's classroom in person, we ask that you maintain student confidentiality during distance learning.
- IEP Team meetings will be held online via platforms via conference call or video platforms such as Zoom. Your case manager will work with you on setting up the meeting and will send you a link to join the meeting.
- Evaluations will continue, the IEP team will work with you on development of an evaluation plan and determine which testing can be completed remotely or if we need to wait to finish the evaluation when face to face school resumes.
- Mental Health services will continue to be provided via conference call or video services by our school psychologist. Please email your case manager if you are in need of mental health support.

If you have questions about Special Education services, first contact your case manager or classroom teacher. The Special Education Department contact is Kelly Tiedemann at [ktiedemann@spero.academy](mailto:ktiedemann@spero.academy) or Alex Ward at [award@spero.academy](mailto:award@spero.academy).

## **English Learners Programming**

During distance learning EL instruction will be provided to previously identified ELL students based on the student's learning style and parent input through digital, analog or a blend of both formats. The EL instructor will provide materials to ELL students that support the students in developing their English skills in reading, writing, speaking and listening. Paper materials will be made available in the student's classroom packets sent home on the designated delivery dates. (Refer to the Delivery Schedule of Paper Packets bookmark on this document.) As with the student's regular classroom work, your family will decide when to complete the activities throughout the day or evening. The EL instructor will check in with students one time weekly through email, *Seesaw*, or *Zoom* meetings based on family preference. Classroom teachers have guidance to use multilingual resources such as *Google Translate*, *Google Voice*, or Spero Academy staff to communicate with families.

If you have questions regarding EL programming, contact Maureen Fink at mfink@spero.academy. Para información o preguntas en español, favor de contactar a Edi Becerra al correo electrónico ebecerra@spero.academy.

## **Digital Citizenship and Etiquette**

Please review these digital citizenship tools with your child and have a discussion about why these are important.

- [Digital Citizenship Videos](#)

Other tips for families:

- Be with your child
- All devices should be used in a public place in your home
- Check and see their work and history
- School devices are to be used for learning only.
- In the evening, charge them in the kitchen so access is controlled by the adults.
- Secure your home wireless network -  
<https://heimdalsecurity.com/blog/home-wireless-network-security/>

## **Important Information About Seesaw**

- [How does Seesaw keep student information safe?](#)
- [Where is my data stored?](#)
- [What is Seesaw's Privacy Policy?](#)
- [Are student journals private? Who can view student journals?](#)

## **Student and Family Support Resources**

Spero Academy encourages families to take advantage of the resources available in the resource document we put together:

- [English](#)
- [Español](#)

## **Food Support**

During school closure, Spero Academy is providing FREE meal delivery to all students who request it. Please email Edi Becerra (ebecerra@spero.academy) and Devin Taylor (dtaylor@spero.academy) if you are not currently receiving food service and would like to. There are no requirements or

qualifications to receive food from Spero Academy during this time. Meals are delivered one day each week. Students will receive 5 lunches and 5 breakfasts. In accordance with our vendor's timeline for ordering, households that request meal service will begin receiving meals the week following the week the request is made.

- Food Delivery Schedule:
  - Monday, May 18
  - Monday, May 26
  - Monday, June 1
  - Monday, June 8
  - Monday, June 15
  - Monday, June 22

If you have questions about food service, contact Devin Taylor at [dtaylor@spero.academy](mailto:dtaylor@spero.academy).

### **Families Experiencing Housing Instability or Homelessness**

Spero Academy's mission is to provide all students with an education that meets their individual needs, academically, emotionally, and socially. This mission is the same for students and families who may be experiencing housing instability or homelessness. Spero Academy will assist families experiencing housing instability or homelessness so that students may participate in distance learning along with their peers. Please let us know if your family has needs beyond academics at this time so that we can help meet those needs ourselves, through our partnerships, or by providing outside resources. We are committed to providing all students with equitable access to education, food, and other resources during this time.

### **Childcare for Emergency Workers**

During the mandatory school closure, Spero Academy will provide childcare for students and siblings of "emergency workers critical to the State's response to COVID-19."

If you need to request childcare, please contact Edi Becerra at [ebecerra@spero.academy](mailto:ebecerra@spero.academy)

If you have questions about health and safety procedures for on-site child care please contact Roxann Manaen at [rmanaen@spero.academy](mailto:rmanaen@spero.academy).

### **Family Resources About Coronavirus**

[My Coronavirus Story](#)- Social Story for children

[Brainpop Coronavirus](#)- Informational videos and other resources for kids

[CDC: Share Facts not Fear](#) - busting some of the myths

[COVID-19 Vocabulary Guide](#) - with so much specialist terminology being used, this list can help fluency and aid understanding

[Guided Meditation for Children](#)

[How to talk to an anxious child about coronavirus](#)

## [How to support children in times of crisis](#)