

**Prairie Creek Community School
Distance Learning Plan Framework (Spring 2020)**



Prairie Creek Community School (PCCS) has developed a framework to support the distance learning needs resulting from the COVID-19 pandemic.

This document was updated on March 26

School Mission

The PCCS Distance Learning Plan will strive to adhere to progressive education best practices pedagogy and honor the school mission.

- PCCS is a progressive school
- PCCS is a child-centered school
- PCCS is a community school
- PCCS aims to make the world a better place

General information About the Distance Learning Framework

DISTANCE LEARNING: The MN Department of Education defines distance learning as the following: *“Students engaging in distance learning have access to appropriate educational materials and receive daily interaction with their licensed teacher(s).”* The distance learning plan is not the same as flexible / e-learning days (used for snow days). Children are expected to be online each day, interacting with their teacher and engaged in learning.

TECHNOLOGY ACCESS:

- **SEE SAW AND GOOGLE CLASSROOM:** Teachers in grades K-3 will use See Saw as a tool to communicate and deliver content to children. Teachers in grades 4-5 will use Google Classroom to communicate and deliver content.
- **ZOOM:** Teachers will use Zoom to provide face to face (synchronous) instruction and interaction with children. Teachers will arrange blocks of time throughout the week for this face to face interaction via Zoom. This is called a live Zoom meeting.

EXPECTATIONS FOR LEARNING: Teachers are designing lessons to provide two-to-three hours per day of student engagement while allowing for student and family flexibility.

OFFICE HOURS: Prairie Creek office staff will be available by email from 7:30 AM - 3:30 PM during Distance Learning Days. The distance learning email address for general office questions is: officedl@prairiecreek.org Families can also contact the office by phone at 507 645 9640.

CLASS ATTENDANCE: Attendance will be taken each day based on student interaction with their teacher via Zoom, telephone, or other electronic means.

STUDENT ABSENCE: If students are ill or have an appointment, parents should still call the office (507 645 9640), or email at attendance@prairiecreek.org to excuse them. Unless students are called in they will be expected to be online each day and complete and turn in daily classroom activities. Teachers will be notified of students who are called in as absent from their parents.

TEACHER WORKDAY: The teacher workday is 8:00 AM - 3:30 PM.

TEACHER ABSENCE: If a teacher is unable to be present for class (illness, personal leave, appointment, etc.), they will leave student expectations for the day in SeeSaw or Google Classroom, much like they would leave for a substitute, but they would not be present to answer questions or help students on this day.

SPECIAL EDUCATION LEARNERS / 504 PLANS: The specific needs of each special education student are outlined in the student's Individual Education Program plan (IEP). During a required Distance Learning period, special education teachers will be in contact with students and/or parents to create an Individualized Distance Learning plan for students to ensure continuity of service as is appropriate. Students will continue to receive related services identified in the IEP as appropriate in a Distance Learning period. Special education teachers will continue to provide instruction to address individual IEP goals using a variety of options available. General education and special education teachers will also implement the accommodations and modifications necessary to access their instruction in both general education and special education materials. More detailed guidance will be provided by the Special Services Department.

For students with 504 plans, the accommodations and modifications listed on the current plan will be implemented during a required Distance Learning period as appropriate/applicable to the new distance learning environment. The building 504 coordinator will provide more information should changes need to be made to the plan.

TITLE I MATH / READING INTERVENTION SERVICES: Intervention math and reading support for students in the Title 1 math and general education reading intervention programs will continue on a modified schedule. The intervention teacher will communicate the schedule in collaboration with the classroom teacher and manage instruction with children.

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SPECIALIST CLASSES: When in school, students participate in Spanish, Music, and Art, each for 60 minutes per week. For Distance Learning, Specialist teachers will be preparing lessons for each grade level each week. These lessons will be included in the work plans sent to students by classroom teachers. Music teacher Olivia will continue her work with orchestra participants through individual outreach to families.

TECHNOLOGY SUPPORT/DAMAGED IPAD: If you need technology help or have a damaged iPad or Chromebook, please contact your classroom's teacher for help or leave a message at 507-645-9640.

CHILD CARE FOR EMERGENCY AND HEALTH CARE WORKERS: During the statewide closure of Minnesota schools, Prairie Creek Community School [will provide childcare for children in Kindergarten through age 12 from families of healthcare workers and other emergency providers](#) in collaboration with authorizer Northfield Public Schools. This childcare is available for families of healthcare workers and other emergency providers. Please contact the school office by email or phone if you have questions.

FREE MEALS FOR CHILDREN: Free meals are available for children every weekday from 11:30 am – 12:30 pm. The service is provided in collaboration with our authorizer, Northfield Public Schools will be “drive-through” at various locations. Students will be provided with a “grab and go” breakfast and lunch and must be present to pick up meals. More information about free meals through Northfield and a list of other area providers can be found on our website. Please contact the school office by phone or email with questions.

SCHEDULING LEARNING EXPERIENCE FOR STUDENTS:

Classroom teachers will send more detailed schedule documents to families that include all learning areas as well as coordinated recess and lunch times. These schedules are intentionally designed to be flexible, with the understanding that families are managing distance learning in different ways.

Each day, students will be expected to check in for attendance and then work on the learning tasks assigned by their teachers. Most of the learning time will be flexible, but each class will have a short period of time during each day when students are asked to be present in a Zoom meeting for face to face classroom time. We have been careful in scheduling face-to-face instruction via Zoom so as not to overload family internet bandwidth and to be mindful that families may be sharing devices.

In addition to the Zoom meetings, students will interact with their teachers at other times of the day in small group Zoom settings, or through email or assignments in See Saw or Google Classroom. Classroom teachers will provide instruction using a variety of online and offline methods. Teachers will also be making connections with students individually to check on

student progress and to answer questions students may have about assignments. Each teacher’s schedule will include “office hours”. Office hours is a designated time when teachers are available to students and families to answer questions and discuss concerns. Teachers will be available throughout the day as well.

K-1 Schedule

Time	Activities
8:00-10:00	Morning meeting, social/emotional skills; literacy or math
10:00-11:30	Literacy or math
11:30-1:00	Recess, Lunch, PE
1:00-2:30	Theme (Science and Social Studies) Specials (Music, Spanish, or Art)
2:45-3:30	Teacher office hours

2-3 Schedule

Time	Activities
8:00-10:00	Attendance, Literacy or Math
10:00-11:30	Literacy or Math, morning meeting
11:30-1:00	Recess, Lunch, PE
1:00-2:30	Theme (Science and Social Studies) Specials (Music, Spanish, or Art)
2:45-3:30	Teacher office hours

4-5 Schedule

Time	Activities
8:00	Morning check in Daily work document posted in Google Classroom
8:15-10:00	Literacy
10:15-11:30	Math

11:30-1:00	Recess, Lunch, PE
1:00-2:45	Class meetings (see schedule below) Theme (Science and Social Studies) Specials (Music, Spanish, or Art)
Meeting times (in Zoom)	1:00: Herons 1:30: Kestrels 2:00: Robins
2:45-3:30	Teacher office hours