

Elementary Distance Learning Guidebook  
2020



Information for Distance Learners during  
the 2020-21 school year.

**Introduction:** Distance Learning is a learning environment where students obtain their academic knowledge using a virtual platform. Students will interact with a teacher and grade level peers on a daily basis to receive lessons and assistance on grade level curriculum. In order to communicate our expectations to students and families, regarding Distance Learning, this guide book was created.

### **Distance Learning Teachers**

4K-Cassy Rogers

Kindergarten-Ashley Jerman

1st Grade-Chad Langer

2nd Grade-Chad Gibson

3rd Grade-Cheryl Whittington

4th Grade-Lindsey Rick

**Distance Learning Platforms (Online Software/Resources):** Rice Lake Elementary teachers will deliver grade level curriculum, as well as some online programming to supplement instruction. The online software we use is:

1. SeeSaw for grades 4K-1
2. Google classroom for grades 2-4

In combination, this instruction allows for flexible, diverse and proven learning options. The online platforms are web based, meaning that a distance learning student can access the software wherever they have Internet access and a device (**cell phones are not an appropriate device for long term use as they have limited capabilities**).

### **Definitions and Roles**

**Distance Learner (Student):** The distance learner is the student who will be participating in a distance learning curriculum. The student, along with their distance learning coach (see below) is responsible for engaging in the learning process. This means that a distance learner should develop and possess important skills to learning. This includes:

- Maintaining a schedule conducive to learning by being “present” during the learning process in a way similar to if a student was attending school face to face. Students should be engaged in learning for the duration of the daily schedule created by your child’s teacher with breaks for lunch, etc, similar to a normal school schedule.
- Utilizing provided technology for its intended purposes. School district devices should be used for school work only, not gaming, social media, etc.
- Students should be an active learner by interacting with their distance learning teachers, completing assignments and demonstrating academic integrity.

**Distance Learning Coach (Parent/Guardian):** The Distance Learning coach (DLC) should be a parent or guardian. This person needs to be a support person for the distance learner. Learning at home is a large commitment by the student, family and school district. Taking an active role in the distance learner's schooling is an important task of the Distance Learning Coach. The DLC should be present in the home to facilitate learning, monitor testing and quizzes and help the student maintain an academic schedule. The DLC needs to be committed to:

- Checking their email once a week for announcements
- Notifying the Elementary school of any address, telephone or email changes and providing a reliable connection to the Internet
- Monitoring academic progress and integrity.

**District Learning(Teacher):** Distance learning students will be assigned to a Distance Learning Teacher (DLT) who will assist the distance learner with the content of their learning. It should be understood that being in distance learning is a commitment to independent learning, but the DLT can provide:

- Further explanation and lessons if a student is having a difficulty in a particular area or concept or needs content to stretch a student's learning.
- Feedback on written materials, tests and quizzes.
- Assistance with quizzes, tests and monitoring progress.

### **Attendance**

Each distance learner is held to the same attendance requirements as any other student in the district. For distance learners, this means spending up to ....hours per day actively learning. Daily attendance will be taken by the Distance Learning teacher at the start of each school day and some teachers may take attendance before the start of the afternoon session. Just like in face to face learning, the Distance Learning Coach (parent) needs to report any absences to the attendance office of the school the student was originally assigned. Per state policy, a student is allowed up to 10 days of excused absences each school year. Any absences beyond 10 days, without a medical excuse, are considered unexcused and are subject to truancy. A student does get up to 10 days of pre-excused days per year. These days can be used if a student is attending an appointment, family emergencies or pre-arranged family vacations. Students must attend school each day, just like if they were attending school in a face to face manner. Students are not allowed to bank hours, such as working on school work for 3 hours one day and then 7 the next. Students are encouraged to work on school extra hours, if they wish. If a student reaches five unexcused absences, a meeting with the student, parent, distance learning teacher, principal and outreach worker may take place to determine if distance learning is an effective form of education for the student.

## School Supply Lists

The school supply lists are intended to provide families with a list of supplies that will be used throughout the school year. If a family already has access to the listed supplies, it is not necessary to purchase additional supplies.

## Schedules

[4K](#)

[K](#)

[1st](#)

[2nd](#)

[3rd](#)

[4th](#)

## Technology

If a family does not have a device for the student to access grade level curriculum or online meetings with the teacher and class, 4K and Kindergarten distance learners will be provided with an iPad device while 1st - 4th grade distance learners will be provided with a Chromebook device. This device will require the student to login using the student's district login, consisting of a username and password. This device is strictly for the student's educational use. By utilizing the district device and having to log in to the device, browsing history and use can be monitored. A distance learner's username and password should not be shared with anyone other than the learner and Distance Learning Coach (parent/guardian). Gaming, downloads, social media, personal emails and entertainment (videos, Netflix, etc) are not allowed. If a district device is damaged or is not being used properly, the student and family could be responsible for repair costs or lose the privilege of using the device. Parents have the option to purchase insurance from the district to cover the cost of accidental damage.

## Learning Process

The Distance Learning Coach (parent/guardian) must be present when the student is taking unit tests. If a DLC cannot be present, then the student should make arrangements with their Distance Learning Teacher to do the test through a virtual meeting format, such as Google Meet.

**Distance Learning Students are not permitted to take tests without a level of adult supervision. Adult supervision should consist of the Distance Learning Coach or the Distance Learning Teacher.**

## **Frequently Asked Questions about Distance Learning at the Elementary Level**

### **1. How do I get support from Rice Lake Elementary Teaching Staff?**

**Answer:** You will have a teacher assigned to you for the grade level. This teacher will deliver the content as well as set up learning software that will supplement their instruction.

### **2. What if I determine that distance learning is not for my child(ren) and I want them to attend face to face courses at their elementary school?**

**Answer:** If a student elects to do distance learning, they must stay committed to that learning option until the end/start of a trimester unless there is an extenuating circumstance. Parents should contact the building principal to discuss options.

### **3. Can my student take some classes at their elementary school and also be a distance learner?**

**Answer:** No. If you choose distance learning, your child cannot take classes at their elementary school unless otherwise specified by an individual learning plan or special education services. The reasoning is that this would cause too much inconsistency in student travel, attendance and social distancing procedures being followed.

### **4. How are grades determined with distance learning?**

**Answer:** Students will have assignments and projects to complete. These will be graded based on the student's performance. In addition, weekly and end of the unit assessments will be given which will contribute to the grade a student receives.

**5. Do distance learners follow their elementary school building calendar and Rice Lake Area School District calendar?**

**Answer:** Yes, distance learners follow the same calendars that any other elementary student would follow. Therefore, if there is a vacation day in the calendar or a day with no school, distance learners would not be expected to work. The same procedure would be followed in the case of an inclement weather day. However, it is important to remember that the online curriculum is able to be used anytime if a student wants to work ahead, get caught up from an absence, etc.

**6. How often are students expected to complete activities related to Phy Ed, Music, Art and Library?**

Students will receive a grade for Phy Ed, Art and Music. Students will be expected to participate every day of the week and complete activities as assigned by the teacher.

**7. What if I have an IEP? Can I do distance learning?**

**Answer:** If a student has an IEP and wants to participate in the distance learning option, an IEP meeting needs to be held. At that time, the IEP team will determine if distance learning is a good fit for that student and family based on the student's needs.

**If you have further questions, you may contact your child's distance learning teacher or the principal of the school your child is assigned.**