



# Distance Learning Plan

## Rochester STEM Academy Distance Learning Plan

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## ***Education and Distance Learning***

### **Office Hours**

Rochester STEM Academy will not be physically open during Distance Learning. If families need to access the building, an appointment needs to be made with the Office Manager or Executive Director by calling the phone numbers provided at this time. Teachers/Instructors/Service Providers will maintain virtual office hours of 9:00am-11:00am and 1:00pm-3:00pm Monday through Thursday. Teachers will be accessible via email, Google Hangouts, and Zoom Meeting.

### **Attendance and Truancy**

Students are to check in for attendance as requested via Google Classroom Monday through Thursday at some point during the day. If this is not completed, students will be marked Absent Unexcused. This will also be marked in JMC. If a student is not able to check in for the day, parents need to contact the Advisory teacher and communicate the reason for not checking in by the end of the week, but preferably that day. Check in failures can result in the filing of truancy.

Staff will be required to attend Zoom Meetings as scheduled for attendance tracking. Policies regarding sick time and vacation time are followed in the same manner as if the building were physically open. Requests to take personal time are to be emailed to the Executive Director for approval. Sick time is calculated in accordance with school policy and state/federal guidelines as outlined in labor laws.

Rochester STEM Academy students, parents, and staff will be notified of all attendance expectations via: email, JMC, Cobra Zone, phone call/text, and [www.rochesterstemacademy.org](http://www.rochesterstemacademy.org)

### **Distance Learning**

Rochester STEM Academy utilizes Google Classroom and other school approved applications and websites to deliver instructional material, peer and teacher interaction, and assessment. Each student will be provided a school chromebook during the Distance Learning period to utilize at their home. Rochester STEM Academy staff (teachers/support staff/service providers) will utilize a variety of instructional resources to provide the highest level of instruction. Rochester STEM Academy staff will be available to provide instruction and support to students during the school day and content will be posted continuously. Students are required to give parents access to their school provided email, ex. [studentname@rochesterstemacademy.org](mailto:studentname@rochesterstemacademy.org), and connected access to Google Classrooms. Staff will provide instruction on accessibility into content displayed. Please see individual teacher expectations on due dates for assignments, assessments, and any other related content as assigned.

Rochester STEM Academy families may pick up and drop off classroom related paper materials each week on Mondays from 10:00am-12:00pm. If you are unable to pick up/drop off materials, please contact the school to coordinate a schedule.

All recommendations from the Minnesota Department of Health and the national Centers for Disease Control will be followed out of respect to you, and the staff coordinating these efforts. We are doing our best at Rochester STEM Academy to promote healthy and safe procedures at this time for everybody's well-being.

Rochester STEM Academy will effectively support our student's needs through frequent communication with students and their families to determine levels of instruction needed to reach all student learning goals.

During the Distance Learning period, Rochester STEM Academy will support and assist management of programming related service providers and paraprofessionals.

## **Data Privacy**

Rochester STEM Academy will follow MDE guidelines outlined for data privacy in online settings. The online conferencing resources are approved for use by the Executive Director in accordance with FERPA.

## **PSEO Students**

Students that are dual enrolled at Rochester STEM Academy and Rochester Community and Technical College will be supported by school staff, and the counseling department at the cooperating college/university. We will continue to work with students to complete requirements for the upcoming semester registration.

## **Special Education Services - IEP or 504 Plan**

The Special Education/504 team will be working closely with teachers, administrators, families, and related service providers to ensure students have the support with their accommodations and modifications within their IEP goals. Case Managers/Coordinators will have daily check-ins with their students and staff will work concurrently to address needs that students and their families will have. Students and their families will meet with staff via Google suite and Zoom.

Special Education paraprofessionals will work directly with teachers through Google suite and Zoom. They will be available to assist students individually and in small groups with content assigned by teachers. Paraprofessionals will also communicate directly with parents as needed, and work with staff to communicate family/student needs.

## **English Learners**

Instruction and lessons will continue to be provided in ways that meet the needs of our English Language Learners. Audio instruction, modified assessment, alternative readings, audiobooks, graphic organizers, vocabulary lists, and provided notes will continue to be offered to students. These things will be provided by the EL teacher on Google Classroom as well.

## **Students Experiencing Homelessness or Housing Instability**

Rochester STEM Academy will continue to monitor the well being of students experiencing homelessness or housing instability. Partnering with local services and community groups will help to provide necessary resources to these students for equitable access to learning materials and content. The school will communicate regularly with these students via phone/text and email to support student and family needs.

## **Assessment**

The state of MN has canceled ALL mandated assessments for the 2019-2020 school year. This includes: MCA, MTAS, NWEA-MAP, and ACT.

## **Nutrition**

Breakfast and Lunch bags will be provided weekly at 10:00am until 12:00pm to be picked up at the school. The most current and up to date health guidelines as outlined by the Minnesota Department of Health will be followed regarding safe retrieval processes. Nutritional guidelines will be followed to provide healthy and balanced meals to students.

### **Anti-Bullying Policy**

Distance Learning provides students with an environment that is safe and secure. Rochester STEM Academy will continue to follow the school's bullying policy. In this situation, students that are not following respectful and safe practices, will be suspended from their school Google gmail account as needed, and this information will be recorded in JMC.

### **School Board Meetings**

Rochester STEM Academy School Board meetings will continue to meet as scheduled. These meetings will occur via electronic means according to MN Statute 13D.021 which outlines procedure and direction during a pandemic. Meetings will be made available via phone or Zoom meetings. Access to the agenda, minutes and financial information can be found on the school website.