

# Distance Learning Expectations

Updated 5/4/2020

Mountain Lake Elementary School

2019-2020

## Purpose:

To provide meaningful instruction to students during the Covid-19 pandemic.

## Expectations:

The elementary school model of distance learning is being implemented based on the guidelines developed by the Governor and Minnesota Department of Education.

### 1. Attendance

Attendance will be determined by the weekly contact of the student/guardian with the teacher through the submission of the weekly assignment log. If contact has not been made by the student or guardian via email, gmail, Google Meets, Google Classroom, Bloomz, or Zoom then:

- a. A phone call will be made by the classroom teacher to the parents/guardians
- b. A phone call will be made by the school social worker or principal to parents/guardians
- c. The school administration will develop a plan to address attendance during the distance learning period

### 2. Assignments

- a. The final three weeks of distance learning materials will be delivered May 4th between 3:00 and 5:00 p.m.
- b. Each student will receive a distance learning schedule. They will receive all educational materials in a manilla envelope.
- c. Only assignments identified by the teacher or with a picture icon **MUST** be returned via photo to the teacher's email.
- d. The Weekly Distance Learning schedule will be attached to the child's weekly assignment packet.
- e. At the end of the week take a photo of the weekly distance learning schedule AND the identified **MUST DO** assignments.
- f. Must do assignments may be sent to the teacher prior to the end of the week.
- g. Send the photo to the teacher's email address.
- h. Teachers will develop alternate assignment completion plans as an alternative to photos.

### **3. Office Hours**

- a. All teachers will answer emails between the hours of 8-3. Emails will be answered within an hour.
- b. All teachers will respond to emails, outside of these hours, the next school day.

### **4. Grading**

- a. Due to Covid-19 the school will utilize a Pass/Incomplete/Not-Applicable (N/A) grading system for 4th quarter.
- b. The focus will be on evidence of learning and work completion during 4th quarter distance learning.