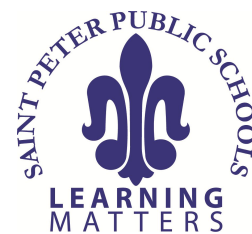


September 3, 2020



Saint Peter Public Schools

Parent/Student COVID Reopening Handbook

The coronavirus remains with us, and Minnesota will likely not return to normalcy until there is a vaccine or a cure. Our return to school will look very different. Saint Peter's education system will need to be flexible and nimble, understanding that the priority of protecting the health of Saint Peter's citizens may require schools to operate in various modes at different times, with minimum advance notice.

Returning to school will look different than it did before March 16, 2020. To best protect the health of Saint Peter's students and citizens and to abide by recommendations from the Minnesota Department of Health, Minnesota Department of Education, and executive orders from the Governor, schools will need to change many practices. However, we remain committed to the vision laid out in Saint Peter's strategic plan - Learning Matters. To inspire a passion for learning that encourages and enables all individuals to reach their highest potential is our mission. The fundamental components of this plan should continue to guide Saint Peter's educators and leaders in our recovery efforts.

Purpose of this Plan

This handbook is designed to help students and parents see the vision of what schools will look like for the 2020-2021 school year. This handbook gives greater detail for what instruction will look like, what safety precautions the district is taking, and what the expectations are for students and parents.

On August 4, 2020, the Saint Peter Public School Board approved the framework of the [Reopening Plan](#). This plan outlined three different status levels which the district may have to move through as the school year progresses. The SPPS Administrative Team will evaluate the status level of the district weekly and will provide an update to the community. The factors that the administration will look at include the following: guidance from the Minnesota Department of Health, mandates from the State, the health of SPPS students, the health of SPPS staff, virus outbreaks, the Minnesota Safe Learning Plan, and the comfort level of the community.



A full return of students for in-person learning



A Hybrid Model or partial return including both in-person and distance learning



Continuation of distance learning

It is likely that more than one of these scenarios will be used during the coming school year as we all respond to the changing dynamics of COVID-19 in our communities.

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A Full Return of Students to In-Person Learning

This document covers the planning, expectations, and learning plans for the SPPS - a full return of students to in-person Learning.



SPPS will follow mandates/requirements required by the Governor, Minnesota Department of Health, and Minnesota Department of Education. These mandates/requirements may affect any/all proposed courses of action.

SPPS Guiding Principles

- Provide in-person instruction for all students as much as possible
- Provide a fully online option for K-12 students
- Prepare to shift between delivery models at any time due to COVID-19
- Create rational procedures for use of facilities, transportation, child nutrition, and student activities
- Continue to follow guidance by MDH, MDE, OHSAA, and the Local Health Department

Parent/Guardian Expectations

- Conduct a student wellness check, including temperature, prior to sending a student to school. Students with a temperature of over 100.4°F should stay home.
 - Need to be excluded until fever-free without the use of medications (Tylenol, Advil) for 24 hours.
- Provide a face mask or face covering for students, parents, and guardians
 - SPPS requires that all students (PK-12) wear face masks/coverings while at school.
 - SPPS requires that all students (PK-12) wear face masks/coverings while on the bus.
 - SPPS is requiring a face mask/coverings for all visitors, parents, and guardians.
 - Take some time before school starts and practice having your student wear a mask.
- Provide your students with a water bottle (non-glass) as water fountains will not be available for use. Water bottle filling stations will be available throughout district buildings.
- Limit your visits to school as much as possible. If you do have to visit the school, conduct a personal health screening prior to coming to a school building, and do not come if you have a fever higher than 100.4°F or are showing other symptoms.
 - It is preferred that you call the building and see if your question can be answered through the phone or by using a virtual platform like Google Meet.

- Follow the posted guidelines and read all signage whenever entering the building.
- Ensure that your student's contact information and medical information is updated through the online forms process within the Infinite Campus Parent Portal.
- Ensure that emergency contacts have been designated and pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.
- Parents/Guardians will not be permitted to join their student(s) for lunch.
- Support the district in reminding your child to follow physical distancing recommendations.
- Read all communication from the District, building principals, and teachers.

Student Expectations

Health and Safety

- Conduct a wellness check, including temperature, prior to reporting for school.
 - Students with a temperature over 100.4°F must stay home.
- Bring and wear a face mask or face covering.
 - SPPS requires that all students (PK-12) wear face masks/coverings while at school.
 - SPPS requires that all students (PK-12) wear face masks/coverings while on the bus.
 - Take some time before school starts and practice wearing a mask.
- Students will need to bring a water bottle as water fountains will not be available for use. Water bottle filling stations will be available throughout district buildings.
- Students will be asked to follow social distancing recommendations when feasible.
- If students feel ill or are showing symptoms, they will be asked to go to the health office area for further evaluation.
 - Teachers/Staff need to notify the health office before sending the student.
- Students will be asked to wash their hands and use hand sanitizer numerous times throughout the day.
- Follow the posted guidelines and read all signage whenever entering the building and when moving throughout the building.

Entering and Exiting the Building

- Students will be required to stay outside of the building until the designated time to report to 1st period/homeroom.
 - It is recommended that students wait in their vehicles or on the bus until the designated time.
 - Designated entrance times are as follows:
 - 7:45am at South and North
 - 8:10am at the Middle School
 - 8:15am at the High School
 - No congregating at the entrances, outdoor play areas, or common areas.
 - Depending on the building, there may be separate entrances for different grade levels.

- Dismissal procedures will allow for maximum spacing.

Hallways and Transitions

- Bell schedules and transition times will be altered; students need to follow the new schedules.
- Hallway movement will be regulated to maximize social distancing.
- Students will be asked to limit the use of lockers or cubbies.
 - Locker access may be limited throughout the day.
- Students are asked not to congregate in bathrooms.

Classrooms

- Students will be asked to follow physical distancing recommendations to the extent possible.
- Students are asked not to share supplies with other students.
 - If certain supplies/equipment must be shared, they will be cleaned in between student uses.
- Students may be asked to help clean off desks between class changes.

Lunch/Cafeteria

- When available, students will use new touchless scanners for food purchases, which will replace all pin pads.
 - More grab-and-go items will be available at some buildings, with limited choices.
 - No self-service through the lines; everything will be prepackaged or served.

Bus expectations

- SPPS requires that all students (PK-12) wear face masks/coverings while on the bus.

Hybrid Model or Partial Return Including both In-Person and Distance Learning

This document covers the planning, expectations, and learning plans for the SPPS - Hybrid Model or Partial Return, including both In-Person and Distance Learning



SPPS will follow mandates/requirements required by the Governor, Minnesota Department of Health, and the Minnesota Department of Education. These mandates/requirements may affect any/all proposed courses of action.

SPPS Guiding Principles

- Provide in-person instruction for all students as much as possible
- Provide a fully online option for K-12 students
- Prepare to shift between delivery models at any time due to COVID-19
- Create rational procedures for use of facilities, transportation, child nutrition, student activities
- Continue to follow guidance by MDH, MDE, OHSAA, and Local Health Department
- All students and families will have access to quality educational materials that align to state standards and the supports and equipment needed to successfully access those materials.

Saint Peter Public Schools values face-to-face instruction with all of our students. SPPS also values the safety and well-being of our students, staff, and community. To appropriately balance these two values, SPPS will be enacting a hybrid model of learning for the start of the 2020-21 school year. This model will allow for students to receive face-to-face instruction two days a week and virtual instruction three days a week. SPPS will monitor the changes that are caused by COVID-19 and re-evaluate the levels and respond appropriately, with the hope that we can return all students back to school, five days a week, at some point in the 2020-2021 school year.











Learning Model Objectives

- Students and schools/teachers will maintain a personal connection that supports necessary, rigorous academic work in a manner that is respectful of students' contexts (their mindset, feelings, responsibilities, home considerations, etc.).
- Simplicity is best during this time — the simplicity of the framework, of communication structures, and of expectations.
- Support the whole child — their mental health, nutritional needs, and safety needs.
- Parents and other caregivers need access to clear information and ample resources.

Overview of Saint Peter Schools - Hybrid Model

- Students will have access to learning activities five days a week via a combination of in-person and distance learning.
- Students will be divided into two different cohorts, A and B, by households.
- Students in Cohort A:
 - Attend school face-to-face on Mondays and Wednesdays
 - Complete learning tasks virtually on Tuesdays, Thursdays, and Fridays

K-12 schedule example with Friday distance learning for all

	A day	B day
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

- Students in Cohort B:
 - Attend school face-to-face on Tuesdays and Thursdays
 - Complete learning tasks virtually on Monday, Wednesday and Fridays
- Students who are involved in athletics, band, or clubs/organizations that need to have practice or meetings may return to school for those practices after school on virtual learning days.
- Some students with intensive and complex special educational needs may attend school four days a week (Monday, Tuesday, Wednesday, Thursday). A team meeting will be held to determine their placement, based on a standardized rating of need.
- Face mask or face covering policy
 - SPPS requires that all students (PK-12) wear face masks/coverings while at school.
 - SPPS requires that all students (PK-12) wear face masks/coverings while on the bus.
 - SPPS is requiring a face mask/covering for all visitors, parents, and guardians.
- All staff are required to wear a face mask/face-covering when:
 - in front of students
 - working one-on-one with a student
 - working in close proximity with a small group of students
 - circulating around the room
 - walking through the hallways
 - meeting in groups of staff members

What Would Instruction Look Like?

Learning and Instruction During Face-to-Face Days:

- All students and staff are required to wear face coverings.
- Homerooms/sections/courses will be at 50% capacity.
- Student seating will be placed 6 feet apart to ensure social distancing.
- Whenever possible, student seating will be placed so that students all face the same direction.
- Student movement patterns will be regulated to enhance social distancing during passing times.
- Students will be asked to wash/sanitize hands at regular times.
- When developing plans for the hybrid model, teacher teams will take advantage of the time they have with students in the face-to-face setting by being mindful of which lessons/activities are best suited for in-person learning and which are best delivered virtually.

Learning and Instruction During Virtual Days:

- Virtual lessons will be delivered asynchronously via Seesaw (Elementary) or Google Classroom (Middle and High school). Asynchronous learning happens on each individual student's own schedule. While the teacher will provide materials for reading, lectures for viewing, assignments for completing, and exams for evaluation, the student has the ability to access and complete these assignments within a flexible time frame. Methods of asynchronous online learning include self-guided lesson modules, streaming video content, virtual libraries, posted lecture notes, and exchanges across discussion boards.
 - Examples - video recording of the teacher doing a mini-lesson, explaining a strategy, giving a mini-lecture, modeling a strategy, collaboration, and group work with other students, self-assessment, self-paced learning, utilizing technology programs like IXL, LEXIA, BrainPop, Raz Kids, NewsELA, etc.

Fridays For Students:

- Students will have digital assignments to work on as part of their distance learning day.

Are Special Education services/accommodations still offered in the Hybrid Model?:

- Yes, services and accommodations will be provided in the hybrid model.
- Services will be delivered while the student is at school or virtually, if needed, and planned with the parents through the IEP process.

How will English Language Learner services be offered in the Hybrid Model?:

- Services will be delivered while the student is at school or virtually if needed and planned with the parents.

<p>How will teachers track attendance?:</p>
<ul style="list-style-type: none"> ● Teachers will be responsible for reporting student attendance in accordance with state requirements and MDE guidelines via Infinite Campus on in-person learning days. ● Students/Families will be responsible for marking their attendance via their Infinite Campus Portal or on Seesaw on distance learning days. ● Teachers will also be responsible for assigning and documenting students' completion of work in a distance learning environment and/or participation in online classes, and for following up, as appropriate, when it appears that a student is not participating in learning opportunities.
<p>Instructional Models</p>
<p>Elementary Instructional Model</p>
<ul style="list-style-type: none"> ● Students in grades 1-4 accessing distance learning only will have their devices distributed during back to school conferences on Sept. 4 and 8. Distance only Kindergarten students will receive their devices at a later date communicated by South staff. ● Those students learning in the hybrid model, will receive their device during back to school conferences on Sept. 4 and 8. Teachers will give students an overview of the expectations for the hybrid model, including how to navigate Seesaw and how to explain the online and on-site classroom routines. ● Teachers will post all assignments through Seesaw. ● Teachers will post weekly expectations and schedule of classwork through Seesaw announcements. ● Teachers will create instructional components, including online and offline activities, that are aligned to current content and standards. ● Teachers should consider that online activities need to be self-directed, as teacher availability is limited through the four days of face-to-face instruction. ● Assignments will cover math, English/language arts, science, social studies, speciality content, and health. ● Intervention specialists, specialists, and EL teachers can adapt lessons for students, as needed, per a student's IEP, 504, WEP, etc. They can also support students on face-to-face days as appropriate. ● Teacher teams will identify methods to assess student learning (summative and formative). ● Teachers and counselors will ensure that a SEL (Social Emotional Learning) component is embedded in each week's assignments. Face-to-face time should also be used to support students' SEL. ● Teachers will host Meets with small groups and individual students, as appropriate, for a portion of their time on Fridays. <ul style="list-style-type: none"> ● If students need WI-FI, please see school staff.
<p>Middle School Instructional Model</p>
<ul style="list-style-type: none"> ● Student devices will be distributed during back to school conferences on Sept. 4 and

8.

- Students who do not pick up their device during conferences will get their device from their homeroom teacher on the first day of school.
- Teachers will post distance learning assignments through Google Classroom by 8:30 am.
- Middle School teams will work together to create instructional material that is aligned to current content and standards from traditional classes.
- These assignments will cover math, English/language arts, science, social studies, exploratory, and elective courses. Intervention specialists and EL teachers can adapt lessons for students, as needed, per a student's IEP.
- All students will have access to a SPPS One-to-One Device (Chromebook).
 - If students need WI-FI, please see the school staff.
- Teachers will create an online syllabus and make it accessible in Google Classroom.
- Teachers should consider that online activities need to be self-directed, as teacher availability is limited through the four days of face-to-face instruction.
- Teachers will host Meets with small groups and individual students, as appropriate, for a portion of their time on Fridays.
- Teachers will give students an overview of the expectations for the hybrid model, including how to navigate Google Classroom, and to explain the online and on-site classroom routines.

High School Instructional Model

- Student devices will be distributed during back to school conferences on Sept. 4 and 8.
- Students who do not pick up their device during conferences will get their device on their first day of school.
- Teachers will post all assignments through Google Classroom.
- Teachers will create an online syllabus and post it in Google Classroom.
- Teachers will work together to create instructional components, including online and offline activities, that are aligned to current content and standards from traditional classes.
- Teachers should consider that online activities need to be self-directed, as teacher availability is limited throughout the four days of face-to-face instruction.
- Teachers will host Meets with small groups and individual students, as appropriate, for a portion of their time on Fridays.
- Teachers will give students an overview of class expectations for the hybrid model, including how to navigate Google Classroom, and will explain the online and on-site classroom routines.

Full Distance Learning with All Students or Individual Buildings

This document covers the planning, expectations, and learning plans for the SPPS - A full distance learning with all students or individual buildings.



SPPS will follow mandates/requirements required by the Governor, Minnesota Department of Health, and Minnesota Department of Education. These mandates/requirements may affect any/all proposed courses of action.

SPPS Guiding Principles

- Provide in-person instruction for all students as much as possible.
- Provide a fully online option for K-12 students.
- Prepare to shift between delivery models at any time due to COVID-19.
- Create rational procedures for use of facilities, transportation, child nutrition, student activities.
- Continue to follow guidance by MDH, MDE, OHSAA, Local Health Department

The safety and well-being of our students and staff is always a top priority for us at Saint Peter Public Schools. Safe school plans are in place at each of our schools in case there is an emergency or critical incident that impacts the operations of our buildings. This includes a plan to leverage technology to continue the educational process for students if there is a need to close a building or the District for an extended period of time.

SPPS Reopening Plan reviews adaptations to teaching practices that might be necessary to support our students' well-being and academic learning over the time period we can not physically be in our classrooms.

Learning Model Objectives

- All students and families will have access to quality educational materials and to the supports needed to successfully access those materials.
- Students will have access to meaningful/high-quality educational materials that align to State standards.
- Students and schools/teachers will maintain a personal connection that supports necessary, rigorous academic work in a manner that is respectful of students' contexts (their mindset, feelings, responsibilities, home considerations, etc.).
- Simplicity is best during this time—simplicity of the framework, of communication structures, and of expectations.

- Provide support for the whole child—their mental health, nutritional needs, and safety needs.
- Parents and other caregivers need access to clear information and ample resources.
- Teachers may need support, encouragement, and compassion to ensure their success and resilience.

Student and Family Commitments

As students and families are implementing this learning plan, we need your help.

- Having students establish and follow regular daily routines to the greatest extent possible.
- Ensuring students get enough sleep.
- Designating a specific space to work on remote learning activities.
- Setting sensible time limits for students' technology use.
- Reviewing communication from the District and buildings as frequently as possible.
- Completing assigned activities to the greatest extent possible.
- Discussing remote learning experiences and needs and communicating these with our staff.

District-wide Expectations
<ul style="list-style-type: none"> ● All students will be loaned a device which they can take home. <ul style="list-style-type: none"> ○ PreK-4 = iPads ○ 5-8 = Chromebooks ○ 9-12 = iPads ● Grades PK-4 will utilize Seesaw as the main delivery platform. ● Grades 5-12 will utilize Google Classroom as the delivery platform. ● All grades will have access to digital content programs. ● All teachers will be required to set schedules for regular check-ins and office hours. ● Targeted check-ins will be set for students who need additional support. ● Specific virtual class schedules will be created by each building. ● Distance instruction will be held through: <ul style="list-style-type: none"> ○ Synchronous live instruction through Google Meet or asynchronous learning activities delivered through Seesaw (EC/North/South) and Google Classroom (Middle and High School). ● All staff members will work to respond to emails within a 24-hour period that falls within normal school days. ● Staff members will have access to the following communication tools: <ul style="list-style-type: none"> ○ Infinite Campus Messenger, Google Classroom, District Email, and District Phone. ● Students and Staff have access to the SPPS Every-1 Connected Program with 200 hotspots.

Elementary Schools Instructional Plan

- Schools will post a “Welcome Video” that will give students an overview of how to navigate Seesaw and to explain the online classroom routine and expectations.
- Teachers will post all assignments through Seesaw.
- Teachers will post expectations and schedules of classwork through Seesaw Announcements.
- Grade-level teams will map out the content that needs to be covered one semester at a time. The content being covered during the semester will be broken down into standards-aligned mini-units.
- Grade-level teams will work together to create instructional components that are aligned to current content and standards.
- Assignments will cover math, English/language arts, science, social studies, and specialists.
- Intervention specialists, EL teachers, and special education teachers can adapt lessons for students, as needed per a student’s IEP, 504, intervention plan
- Grade-level teams will identify methods to assess student learning (summative and formative).
- Grade-level teams and counselors will ensure that a SEL (Social Emotional Learning) component is embedded in each week’s assignments.
- Teachers will host Meets with the whole class, small group, and individual students.
- All students will have access to a One-to-One Device.
- If students need WIFI, please see the SPPS Every-1 Connected Program.

Middle School Instructional Plan

- Teachers will post all assignments on Google Classroom.
- Teacher teams will work together to create instructional material that is aligned to current content and standards from traditional classes.
- These assignments will cover math, English, science, social studies, electives, and exploratory courses.
- Intervention specialists, EL teachers, and special education teachers can adapt lessons for students, as needed per a student’s IEP or learning plan.
- All students will have a one-to-one device.
- If students need WIFI, please see the SPPS Every-1 Connected Program.
- All teachers will be available every day to answer questions. They will be continually planning lessons, creating resources, and grading.
- Teachers will work to respond to student communications within a 24 hour period.
- [Students will self report attendance via Infinite Campus Portal once per instructional day.](#)

High School Instructional Plan

- Teachers will post all assignments through Google Classroom.
- Teachers will create an online syllabus and post it in Google Classroom.
- Teachers will map essential learning. The content will be broken down into standards

aligned units.

- Teachers will be available every day to answer questions. They will be collaborating with teams to plan lessons, create resources, provide feedback, and grade.
- Teachers will work to respond to student communications within a 24 hour period.
- All students will have a SPPS one-to-one device.
- If students need WIFI, please see the SPPS Every-1 Connected Program.
- [Students will self report attendance once per instructional day.](#)

How teachers will track attendance

Teachers will be responsible for reporting student attendance in accordance with state requirements and MDE guidelines whether instruction is provided in person or remotely. The administration, with input from teachers, shall develop guidelines for tracking attendance in a distance learning environment (e.g. requiring student log-in to a synchronous online class or self reporting attendance via Seesaw (elementary) or Infinite Campus Portal (middle and high school)).

Teachers will also be responsible for assigning and documenting students' completion of work in a remote learning environment and/or participation in online classes, and for following up with students' parents/guardians, as appropriate, when it appears that a student is not participating in learning opportunities.

Parent/Guardian Expectations

- Utilize the SPPS website for support with technology, curriculum, or social emotion resources
- Monitor student progress on coursework
- Develop and follow a "school schedule" to keep routines in place for students while working at home
- Communicate questions and concerns to SPPS staff
- Read (and respond when necessary) the communication from the District, building principals, and classroom teachers
- Make WI-FI available to students or apply for a hotspot through the SPPS Every-1 Connected Program

Student Expectations

- Grades PK-4 will utilize Seesaw and complete and submit assignments
- Grades 5-12 will utilize Google Classroom and complete and submit assignments
- Check Seesaw or Google Classroom numerous times during the day
- Check SPPS email
- Develop and follow a "school schedule" to keep routines in place for students while working at home

- Communicate questions and concerns to SPPS staff
- Attend assigned check-ins with teachers
- Adhere to positive digital citizenship routines and follow the SPPS acceptable use policy while online/using SPPS devices
- Follow proper safety precautions to keep your device in good working order

Saint Peter Schools Distance Learning Opt-in

This document covers the planning, expectations, and learning plans for the SPPS - Distance Learning Opt-in



SPPS will follow mandates/requirements required by the Governor, Minnesota Department of Health, and Minnesota Department of Education. These mandates/requirements may affect any/all proposed courses of action.

The safety and well-being of our students and staff is always a top priority for us at Saint Peter Schools. Safe school plans are in place at each of our schools in case there is an emergency or critical incident that impacts the operations of our buildings. This includes a plan to leverage technology to continue the educational process for students in the newly created Saint Peter Schools Distance Learning Opt-in.

The Saint Peter Schools Distance Learning Opt-in plan reviews adaptations to teaching practices that will be made to support a fully virtual learning environment for our students in grades K-12.

Learning Model Objectives

- All students and families will have access to high quality, research-based educational materials and to the supports needed to successfully access those materials.
- Students will have access to meaningful/high-quality educational materials that align to State standards.
- Students and teachers will maintain a personal connection that supports necessary, rigorous academic work in a manner that is respectful of students' contexts (their mindset, feelings, responsibilities, home considerations, etc.).
- Simplicity is best during this time—simplicity of the framework, of communication structures, and of expectations.
- Support the whole child—their mental health, nutritional needs, and safety needs
- Parents and other caregivers need access to clear information and ample resources.
- Teachers may need support, encouragement, and compassion to ensure their success and resilience.
- Distance Learning Opt-in will be taught by Saint Peter School teachers.

Student & Family Commitments

As students and families are implementing this full-time distance learning, we need your help

- Having students establish and follow regular daily routines to the greatest extent possible.
- Ensuring students get enough sleep.

- Designating a specific space to work on distance learning activities.
- Following the syllabus and monitoring the progress of your child.
- Setting sensible time limits for students' technology use.
- Reviewing communication from the District and buildings as frequently as possible but at least weekly.
- Completing assigned activities to the greatest extent possible.
- Discussing remote learning experiences and needs and communicating these with our staff.

K-4 Distance Learning Opt-in

- Building up to approximately 120 - 150 min of synchronous learning a day and 30 - 60 minutes a day of practicing skills application.
- Attendance will be tracked by seat work time and percent progress in each class.
- Teachers will be using an entirely online curriculum directly tied to current on-site curriculum; activities and pacing will vary.
- Classes will be available through Seesaw.
- Students have flexibility in practicing learning tasks within the day, but there will be specific times students must login to live Google Meets.
- Students will experience synchronous small group learning sessions and check-ins through Google Meet.
- Asynchronous learning (video recordings) will include mini-lesson delivery, opportunities for independent practice, and demonstrations of mastery.
- Teachers will provide ongoing feedback synchronously and through digital platforms.
- A variety of assessment methods will be utilized. Grading procedures are consistent with a traditional grading system.
- Students will be responsible for district-wide assessments.
- Teachers will hold office hours for students to ask questions and receive additional support.
- Teachers will require activities to complete offline. Consideration should be given to needed additional materials.
- The learning environment may impact service options available through an IEP or 504 as well as services for EL, among others.
- All students will have the same learning experience/courses.
- Families must commit to this plan for a full grading term.

5-12 Distance Learning Opt-in

- [Students will log-in for attendance on Infinite Campus Portal one time per day.](#)
- This will not look like a traditional day. The programming is self-paced; however, students must maintain appropriate progress in each course.
- Classes will be available through Google Classroom.
- Students have flexibility in their schedule to complete learning tasks within the day. It is highly recommended to set a consistent schedule for yourself to complete work and maintain appropriate progress in each course.

- Students may experience synchronous small group learning sessions and check-ins through Google Meet.
- Teachers will provide ongoing feedback synchronously and through digital platforms.
- A variety of assessment methods will be utilized. Grading procedures are consistent with a traditional grading system.
- Students will be responsible for district-wide assessments.
- Time will be designated on Fridays for teachers to connect with distance-only students.
- The learning environment may impact service options available through an IEP or 504 as well as services for EL, among others.
- Families must commit to this plan for a full grading term.

How will teachers track attendance?:

- Teachers will be responsible for reporting student attendance in accordance with state requirements and MDE guidelines.
- Teachers will be responsible for assigning and documenting students' completion of work in a remote learning environment and/or participation in online classes.
- Technology resources will be used to determine if a student is participating in learning opportunities.
 - Google Classroom/Seesaw login and assignment submission
 - Infinite Campus login data

Parent/Guardian Expectations

- Utilize the SPPS website for support with technology, curriculum, or social emotional resources
- Monitor student progress on coursework
- Develop and follow a “school schedule” to keep routines in place for students while working at home
- Communicate questions and concerns to SPPS staff
- Read (and respond to when necessary) the communication from the District, building principals, and classroom teachers
- Make WIFI available to students or apply for a hotspot through the SPPS Every-1 Connected Program

Student Expectations

- Grades K-4 will utilize Seesaw and the current curriculum frameworks and complete and submit assignments.
- Grades 5-12 will utilize Google Classroom to complete and submit assignments.
- Check SPPS email
- Develop and follow a “school schedule” to keep routines in place while working at home
- Communicate questions and concerns to SPPS staff

- Attend assigned check-ins with teachers
- Adhere to positive digital citizenship routines and follow the SPPS acceptable use policy while online/using SPPS devices
- Follow proper safety precautions to keep your device in good working order

SPPS Every-1-Connected Program

Saint Peter Schools is offering a limited number of free wireless hotspot devices to students who have limited or no internet access at home. Every-1-Connected is a program sponsored by Saint Peter Public Schools. It gives students with the greatest need the opportunity to borrow a free “hotspot” from their school media centers during the school year. Mobile hotspots allow free access to the internet. Multiple students can sign on to a single hotspot, so students are asked to coordinate use for group projects.

Both the device and monthly service fees are fully paid by the district. The program is intended to help district students access online resources at home to help bridge the digital divide and ensure educational equity.

To ensure peace of mind for parents, school devices connected to the hot spots have content filtering and browser history recorded. If a personal device is connected to the hot spot, it is not subject to district filters and proper use must be monitored by parents. Only one device may be borrowed per household, but these devices can be signed out repeatedly throughout the year, based on availability.

For students to participate in this program, parents must contact their school’s teacher or office. A replacement fee of \$100 will be charged if the device is lost, damaged or not returned. The existing district Technology Protection Plan can cover the cost of any damaged hotspot devices, but damage(s) due to intentional reckless, willful, wanton and/or malicious conduct is not covered.

Steps for Obtaining a Hotspot

1. The school district will work with families to identify families with no internet access.
2. The school media center will check out the hot spots to those families identified.

Who is eligible to participate?

This program is open to Saint Peter School students who are fully enrolled in one of the district buildings. Priority will be given to students on the free/reduced lunch list and who have little to no household internet access. The district reserves the right to loan devices to any student who shows a need.

Is there a cost?

Borrowing a hotspot is free. There are no fees for the device or the service. If the device is lost, stolen, or damaged, a \$100 fee will be charged to parents. The district Technology Protection Plan can cover any possible damages, but it will not cover the cost if the device is lost or stolen and will not cover damage(s) due to intentional reckless, willful, wanton and/or malicious conduct.

Rules of use

- Hotspots are provided and maintained by Saint Peter Schools. If problems occur while using the hotspot, contact the school's media center for technical support.
- The borrower is responsible for ensuring the hotspot is not damaged, lost, or stolen. The replacement cost for the hotspot is \$100. The school media center specialist/aide should be notified immediately of any damaged, lost, or stolen hotspot.
- Hotspots are provided for educational use. Users must adhere to the rules listed here, as well as those included in the district Acceptable Use Policy and the district Student Handbook.
- Hotspots must be returned to Saint Peter Schools at the end of the renewal period, upon the request of district administration, or upon withdrawal from the district.
- Hotspots are for use by students enrolled in Saint Peter Schools only and should only be used on school-issued devices.
- Bypassing the internet filter, resetting the hotspot, or reconfiguring the hotspot is strictly prohibited and cause for immediate removal from the district's Every-1-Connected program. This behavior also will be subject to possible school discipline.