

Hello HPPA Families,

I hope you and your family are doing well and staying healthy.

Starting tomorrow April 6, 2020, St. Paul Public Schools (SPPS) will officially start instructions for PK-12<sup>th</sup> Grade Distance Learning. During this time, we asked that you read the following information below for SPPS Distance Learning.

### **Distance Learning Plans for Elementary School Families**

This plan for addressing any COVID-19 (Coronavirus) incident is intended to serve the best interests of students, employees and families in the remote event of an incidence or threat of infecting an SPPS student, employee, volunteer or a family member. This will primarily be accomplished through the use of online learning tools and district-issued iPads at home.

This will require the full cooperation of students, school staff and families to make this instruction meaningful and in compliance with the expectations of Minnesota statutes. Students, teachers and families are asked to utilize the checklist below.

### **Technology Support During Distance Learning - Website: [spps.org/covid](https://spps.org/covid)**

Families can utilize distance learning support documentation on the SPPS COVID website. Students and families with questions or difficulty accessing distance learning materials can also email the teacher using the teacher's [@spps.org](mailto:@spps.org) email address. The teacher will answer the question to the best of their ability or submit a Technology Services ticket on their behalf for additional support.

### **Technology Maintenance During Distance Learning:**

Maintenance of District-issued technology including iPads, charging accessories, iPad cases and WiFi hotspots can be addressed in the event of loss, damage or theft. Due to the evolving nature of the COVID-19 pandemic and CDC recommendations, please visit the [spps.org/covid](https://spps.org/covid) website for current information on this topic.

### **WiFi Access:**

If your student or family needs access to WiFi, attempt to utilize the free Comcast WiFi available specifically, for COVID-19. For a map of free Comcast hotspots near you, visit the Comcast website. If Comcast Wifi is not able to be accessed, SPPS is able to provide free hotspots for internet access. Due to the evolving nature of the COVID 19 pandemic and CDC recommendations, please visit the [spps.org/covid](https://spps.org/covid) website for current information on this topic.

### **Elementary Student Checklist**

#### **During School Distance Learning**

- I will check Seesaw (PreK-2) or Schoology (3-5) each morning.
- I will check Seesaw (PreK-2) or Schoology (3-5) each day for any activities my teacher assigns.
- I will do my best to complete activities from my teacher and post them in Seesaw (PreK-2) or Schoology (3-5) each day.
- I will ask my family to help me with activities if I need help.

## Elementary Family Checklist During School Distance Learning

- I will help my child with activities if they need help.
- I will check the SPPS COVID website ([spps.org/covid](https://spps.org/covid))
- I will email the teacher with any questions about the activities.
- I will make sure my child completes their activities.
- I will call the school's attendance line or email my child's teacher if my child is sick and unable to do the daily work.

Utilize the SPPS Onestop page ( [spps.org/onestop](https://spps.org/onestop) ) to access student information such as: Student ID#, email address, Library GO #, teacher name & email, and additional school information.

For more information about Distance Learning please visit [spps.org/covid](https://spps.org/covid)

Attached to this email is your child's daily Distance Learning Schedule. Your child will have the opportunity to directly communicate with their teachers and support staff during online work time and afternoon check-out.

PYP Schedule	9:00	Today's lessons and work will be posted
	9:30	<b>Morning Check-In and Attendance:</b> Complete the morning check-in as soon as you can. Teachers will use this time to take attendance. If you are sick and cannot complete work, your parent/guardian must contact your teacher to let us know.
	10:00	<b>Work Time:</b> Students will view lesson videos and complete work the has been assigned. Teachers will answer your questions and check work during this time. Ask your parent/guardian or teacher if you get stuck on your work.
	12:00	Lunch and Activity Time for you. Your Teachers will take a lunch break and prep and will not be available during this time to answer questions. Teachers will also be attending meetings during this time.
	2:30	<b>Work Time:</b> Continue completing work that has been assigned. Teachers answer your questions and check your work during this time.
	3:30	Afternoon Check-Out: Your teacher will post a quick survey to ask you about how things are going with your learning or post a question for you to answer.
	4:00	<b>Dismissal:</b> You may continue to work on your assignments after 4:00PM. However, all assignments due on this day must be turned in by 4:00PM.
		<b>Revised 4.1.2020</b>

Please feel free to contact your child's teacher or me if you have any additional questions or concerns. We look forward to connecting with you and your student on April 6.

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