

## K-12 Distance Learning Logistics Overview

Question	Answer
What is Distance Learning?	Distance Learning is a method of conducting teaching and learning via the use of technology and learning management systems such as Schoology and Seesaw.
When must K-12 licensed staff be available?	Teachers must be accessible via phone ( <a href="#">Click HERE for information to create your Google Virtual phone number</a> ) and online (email, Schoology or Seesaw). EPS licensed staff will be available from 9:30am-3:30pm on a Distance Learning day to assist students and parents. Licensed staff prep and additional activities/meetings per the teacher contract will occur from 8:00 a.m. to 9:30 a.m. AND 3:30 p.m. to 4:00 p.m.
When must K-12 licensed staff have assignments posted by?	Assignments will be posted by 9:30 am for Distance Learning.
Will attendance be taken for a Distance Learning day?	Yes--Student attendance will be recorded through a Schoology completion folder <b>OR</b> assignment submission in Schoology or Seesaw. Teachers will record attendance at 3:30pm for each Distance Learning day. Students who do not participate in the Distance Learning day are reported absent. According to <a href="#">MN statutes 120A.22, subdivision 12</a> , student absences will be marked excused or unexcused at the building level upon receipt of communication from home. <b><i>Our goal is to have strong student attendance during this time. If a student has not attended for two days, please contact the parent or guardian to encourage attendance. Student support teams will assist with attendance.</i></b>
How are paras used during a Distance Learning day?	Teachers should utilize paraprofessionals to support student learning.
What if a K-12 licensed staff is unable to participate in the Distance Learning day (sickness, bereavement, etc)	Staff absences must be submitted in Aesop for a sick day or for bereavement. If a staff member is requesting a personal day, contact with a supervisor is required. **Note: The staff member should work with team members to find coverage for their course. The absence must be communicated to students, assignments provided for students, and the plan of who the students should contact due to the absence of their teacher.
Professional Learning and Distance Learning Course Development	<p>To support possible Schoology professional development needs, the Personalized Learning department has created a self-paced study course for creating and curating learning activities in Schoology. <b>The Schoology course Access Code is: G74C-PNZ6-73JK7</b></p> <p>Coaches and coordinators will be available to support teachers with Schoology or Seesaw related professional development needs.</p>

Service of Special Education and EL Students.	Case managers check in with students on their caseload beginning at 9:30 AM to discuss the work that needs to be completed at home. Instructions for use of the language line for EL students/families can be found <a href="#">here</a> .
Service of K-6 KEY Learners	To ensure students and families have one access point for distance learning, Gifted Specialists will provide instruction and assignments via Schoology or SeeSaw course.
K-6 Specialist (Phy-Ed, Art, Music, World Language)	To ensure students and families have one access point for distance learning, Specialists will provide instruction and assignments via the classroom teacher's Schoology or SeeSaw course.
Deadline for work completed for Distance Learning.	The deadline for work completion will be determined and explicitly communicated by the teacher.
What about students who don't have access to the internet?	We must make accommodations for families who do not have internet access at home. Families who need free or low-cost household internet service can contact <b>Comcast</b> (call 855-846-8376) and <b>CenturyLink</b> (call 888-833-9522). Eden Prairie Schools does not endorse either of these services. In addition, a limited number of internet hotspots are available for anyone in need. <a href="#">Here is a link for anyone needing an internet hotspot.</a>