

Dear 742 Elementary Students and Families,

We have missed you over these last few weeks. We've used this time to make adjustments to the way we'll teach during distance learning. You can expect some changes to HOW we deliver instruction but know the content and rigor of instruction will be the same.

We've included information on what to expect during distance learning below. Please take time to read through it before distance learning begins.

Sincerely,
Your 742 Team

DISTANCE LEARNING EXPECTATIONS

Elementary students will use Seesaw, an online tool, during distance learning. Teachers will post new lessons, assignments and learning activities each day by 10:00 am. Students should log in each day from a device at home to complete the activities.

Teachers will be recording all instruction, so families can complete lessons at any time throughout the day. Students are required to log in every Monday through Friday and complete assignments to receive credit for attendance. Teachers will be available to answer questions and provide help through Seesaw or through their district phone or email address.

Prepare for Distance Learning by setting up your child's Seesaw account and your parent Seesaw account using the information **that you will be receiving** from your classroom teacher. Contact your child's teacher if you have questions about how to use Seesaw. Ensure your child completes activities each day and again, contact your child's teacher for help if needed.

Families needing assistance with either Seesaw or Skyward should visit the Technology Department -- the General Family Resources page at <https://www.isd742.org/Page/1036>. Anyone requiring additional support should contact their school's media specialist, administrator, or school counselor.

If your child is the youngest or only child in your family, and you have not been able to pick up a device, please contact your school principal.

TECHNOLOGY ASSISTANCE

Students needing technology assistance should direct questions to their schools' Media Specialist via phone or email for assistance.

Media Specialist contact information:

Elementary Media Specialists			
NAME	SCHOOL	EMAIL	OFFICE WORK NUMBER
Jason Florek	Madison	Jason.florek@isd742.org	320-370-6355
Sara Martini	Westwood	Sara.martini@isd742.org	320-370-7655
Sarah Mathiason	Discovery	Sarah.mathiason@isd742.org	320-370-6205
Jeanette McNew	Talahi	Jeanette.mcnew@isd742.org	320-370-7805
Marlene Miller	Lincoln	Marlene.miller@isd742.org	320-370-6685
Holly Nelson	Kennedy	Holly.nelson@isd742.org	320-370-7455
Paul Olsen	Oak Hill	Paul.olsen@isd742.org	320-370-6025
Jourdan Coliman	Clearview	Jourdan.coliman@isd742.org	320-370-6518

STUDENT ATTENDANCE FOR ELEMENTARY

Attendance will be recorded through daily student interaction on Seesaw. Direct any concerns about attendance to administration.

- Students will be expected to engage in assigned classroom learning activities any time during the day/evening that works for their family.
- Students who engage in the expected class activities via Seesaw will receive credit for attendance.
- Autocalls will go to families whose students did not interact with teachers the previous day.

Families will need to call the school attendance line whenever their child is not able to participate in distance learning on any given day due to illness or otherwise. Students who do not engage in daily activities will be counted absent and established truancy procedures will be followed during the school closure period. However, any absences related to COVID-19 symptoms will not be counted toward truancy.

SPECIAL EDUCATION

Supervisors are working with case managers to design instruction unique to each student. There may be situations in which the services the student receives at school may not be available remotely. Case managers will connect daily with their students and families as indicated in the Individualized Distance Learning Plan.

MULTILINGUAL EDUCATION

Multilingual students will work closely with their teachers to continue to develop language fluency.

ACADEMIC SUPPORT

Students needing academic assistance should contact their child's teacher by phone or email. All staff contact information can be found through the District Directory at <https://www.isd742.org/Page/100> or through the school website. School counselors and administrators are also available to support.

SOCIAL EMOTIONAL SUPPORT

We know this can be a challenging time for students and families. Our school counselors, social workers, nurses, chemical health, and Greater MN counselors are here for you. This team will be connecting with students through Google Meet and can also be reached by phone or email.

Our schools will continue to offer opportunities for connection with students and families. Daily announcements or other community building activities will continue via Seesaw.

OTHER INFORMATION

We are in the process of developing hotlines for families to call when they need assistance. These help lines will be dedicated for English, Somali, and Spanish speaking families and students. Additionally, we are creating a phone number guide by school for each staff member.