



# North Union Elementary-Fenton Preschool-5th Grade Distance Learning Handbook

*Created July 1, 2020*

## Table of Contents

Introduction .....	1
Distance Learning Overview .....	2
Technology Information and Support .....	2
Health Services .....	3
Learner Expectations .....	3
Parent/Guardian Expectations .....	4
Student Attendance and Grading.....	4
Student Support Services .....	4-5
Student Counseling	
Special Education	
Title 1 Reading and Math	
Staff Hours of Availability & Zoom Meeting Links.....	5-6
Staff Contact List .....	6-7
Severe Weather Virtual Learning Days.....	7
Appendix:	
Sample Home Schedules Examples 1 & 2.....	8, 9
The Warrior Way: Virtual Learning Expectations.....	10

## Introduction

Dear North Union Families,

Our schools, communities, and daily lives have all been greatly impacted by Covid19. During these unprecedented times, North Union teachers and staff are working hard to ensure that our students will be supported emotionally, educationally, and nutritionally at all times, even in the event that we need to deploy an emergency distance learning plan at any time throughout the year.

In creating our state of Iowa required distance learning plan, teachers will prepare lessons, activities, and experiences to keep our students engaged, learning, and in community with each other at any time a distance learning plan will be needed. The intention of this handbook is not to replace the experience a student would have in his/her classroom, but to support him/her with continued learning and interaction while away from campus.

In this plan you will find school-specific information and guidelines to help your child start on this distance-learning journey. Together, we will make this the best educational experience for our students and their families as we possibly can.

We understand that this type of learning will be easier for some students than for others. When our distance learning plan is activated, our staff will be working in the district, or remotely, as directed by our Superintendent. Please do not hesitate to call or email should you need assistance with materials, technology, or other resources.

Thank you for your continued support and partnership. Together we will make distance learning come to life, and through the continuous improvement process, we will continue to provide the best possible education for your child.

*Be Respectful, Be Responsible, Be Safe, Be a Warrior!*

Yours in education,

***Katie Black***

North Union Elementary-Fenton. Principal

## Distance Learning Overview

As part of this executive order from the Governor on distance learning, North Union Community Schools will be providing a well supported, engaging, and standards aligned education for all learners. As educators we will strive to prepare all of our learners for the next year and the next stages of life.

**Distance Learning will begin at any time Superintendent Schueller announces it's need** and will be run through our online learning platforms of Google Classroom (3rd-5th), Seesaw (Preschool-2nd), and/or Zoom (all grade levels). Parents and students may access their Google Classroom and/or Seesaw accounts through the device that is provided by the school or by using another device from home. This handbook will outline how staff will be available to help students with understanding, practice, and support.

As always, our first priority is the safety and well-being of our learners, families and our staff. We also want to ensure every learner has access to the education they need and deserve. If your family does not currently have internet access, please see more information in the next section of this plan. In the event that we are not able to coordinate internet access, your child will receive an alternative means for participating and learning.

## Technology Information and Support

### **Need for Internet Access**

At school registration in the fall, families will be asked to complete a short form indicating whether they have internet set up in their home. This information will help us to help you in the event that we have to activate our distance learning plan throughout the school year. If a family has indicated that they do not have internet in their home, the district will work with the family and other partners to attempt to get access to them. In the event that is not feasible or possible, an alternative method of communication and instruction delivery will be decided upon between the parents and the teacher.

### **Need for Technology Support**

We understand that our students may need additional technology support as we begin distance learning. Our technology office is available and ready to help with these and other technology needs.

#### **Technology Office**

Adam Fisher-Armstrong and Swea City Campus'-(515)272-4361-[adam.fisher@nuwarriors.org](mailto:adam.fisher@nuwarriors.org)

Ann Hansen-Fenton Campus-(515)889-2261-[ann.hansen@nuwarriors.org](mailto:ann.hansen@nuwarriors.org)

**If you are having internet connection issues, please contact your internet provider.**

## Health Services from Nurse Amber Henderson

Health services will be available during distant learning time. Please reach out to [amber.henderson@nuwarriors.org](mailto:amber.henderson@nuwarriors.org) or (515)889-2261 if you need help with resources concerning health issues. Still be in contact with your primary care provider for major medical concerns and the Iowa Department of Public Health is always there to assist you as well. Amber can be a link to assist you in finding resources online or in our community. Amber will actively stay up to date on the health information during emergency learning time with the Iowa Department of Public Health and the CDC. She will work with our school administration to mitigate the spread of Covid-19 to any extent possible.

## Learner Expectations

- Learners will be spending approximately 20 to 120 minutes each day (depending on their grade level) completing assigned lessons, activities, and experiences.
- Google Classroom (3rd-5th), Seesaw (Preschool-2nd), are our district-wide learning management systems. Students and parents need to check these daily for updates and classwork. Learners are responsible for checking their Google Classroom or Seesaw for assignments and due dates. Younger learners will need the support of their families.
- Learners are expected to join a Zoom meeting each week, watch all recorded lessons from their teacher(s), and complete all assignments each day. This engagement both synchronous and asynchronous is how attendance is taken daily. **Synchronous=learning that happens at a specific time and place like a Zoom session. Asynchronous=learning that doesn't happen at the same time and place like watching a teacher's recorded lesson and completing the activity/homework.**
- Our learners and their families are recommended to make a home schedule for the day, this is something that can be flexible for your own learning and will help you to organize your day and manage your learning plan. There are two example schedules attached in the appendix section of this handbook for your reference and use.
- **On Zoom: Learners and parents need to be aware that sessions can be recorded and posted for future reference.** Learners need to use school acceptable language, be dressed appropriately for school, take turns asking and answering questions, and practice active listening skills. Learners are expected to have their cameras on at all times, be engaged, and remain muted until directed otherwise. Students are also expected to have a quiet and distraction free place to work and to conduct themselves in a safe, respectful, and responsible manner at all times. You can find our Warrior Way: Virtual Learning Expectations in the Appendix section of this handbook. Please be reminded that misconduct on Zoom will result in the instructor removing the student from the meeting and a phone call to the parent(s) immediately following the meeting to set up a make-up time for the session.

## Parent/Guardian Expectations

- Parents are encouraged to check-in with their learners and monitor their progress. We suggest parents encourage your learners, and help them as much as you are able. Our younger learners will require more support from adults at home.
- We highly recommend that you help your learners develop a daily schedule.
- Attendance is taken daily by learners engaging in all instruction and activities/homework provided to them. Attendance is based upon synchronous and asynchronous participation each school day and will be reported in JMC.
- Contact teachers with questions (see contact information later in this handbook) and encourage your learners to do the same. Teachers are available to assist you.

## Student Attendance and Grading

**If your child is ill or cannot participate on a virtual learning day, it is the family's responsibility to let the teacher or school know, just like when school is in session.** Attendance is recorded by each child's homeroom teacher. Attendance is taken based upon daily engagement with posted instructional videos as well as timely completion of assigned activities and homework. Attendance for all distance learning days will be recorded in JMC. If a child cannot participate in a virtual learning day they will be counted absent and the child will be given time to make up the assigned work per the [make up work policy in the Parent/Teacher Handbook](#). Teachers will be expected to provide grading and/or feedback on all submitted assignments during distance learning. Student grades will reflect their performance toward the Iowa Core Standards on activities and assignments and grades will not be indicative of attendance. Although, if students aren't present at Zooms and completing assigned work, it is possible that their grades will potentially reflect this.

## Student Support Services

### **Student Counseling and Guidance:**

Our Elementary School Counselor, Ms. Traver is available to all of our students and their families during distance learning. She can be contacted to set up individual counseling sessions for students on an as needed basis. Ms. Traver will continue to provide services to those students and groups who routinely meet with her and she will set up appointments with those families for dates and times that work best for their child to receive services.

Please don't hesitate to reach out if your child or family needs any support during this time.

[carrie.traver@nuwarriors.org](mailto:carrie.traver@nuwarriors.org)

(515)889-2261 Ext. 1019

Ms. Traver will continue her weekly Guidance lessons with each group of students. The Guidance lessons will be from our Second Step curriculum along with any other pertinent instruction needed during this time and can

be accessed on your child's classroom learning platform on their regularly scheduled Guidance day each week.

**Special Education Services:**

Our Special Education teachers will provide appropriate IEP services to students in a variety of ways when distance learning is in place. The North Union staff want to ensure individualized instruction is provided, thus the special education staff will be contacting each family to discuss individualized distant learning plans and services for each student and their family. Such information may be reflected in the child's IEP for future use. Special education teachers will have, at minimum, weekly contact with each student on their caseload and will have at minimum daily contact with the child's teacher to discuss lesson accommodations and support for each child they work with.

Mrs. Dreyer and Mrs. Hoover can be reached via school phone or via email through any school day:

K-2nd Grades: [melissa.dreyer@nuwarriors.org](mailto:melissa.dreyer@nuwarriors.org) 3rd-5th Grades: [brittany.hoover@nuwarriors.org](mailto:brittany.hoover@nuwarriors.org)

**Speech Services:**

Speech services will continue during distance learning. Mrs. Capesius, our AEA Speech Language Pathologist, will contact families of the students she routinely works with to set up an arrangement for virtual speech to happen on a regular basis, or as outlined for distance learning in the child's IEP. Mrs. Capesius can be reached at the following email address:

[dcapesius@plaea.org](mailto:dcapesius@plaea.org)

**Title 1 Reading and Math Services and Support:**

Our Title I Math and Reading teachers will continue to provide services and support for our students during distance learning. Our Title I teachers will reach out to families to set up their system of support for each child currently receiving their services and will create a plan of instruction and support for each child who receives their services.

Mrs. Gappa: Reading

[sandy.gappa@nuwarriors.org](mailto:sandy.gappa@nuwarriors.org)

(515)889-2261 Ext. 1005

Ms. Wirth: Math and Reading

[darcie.wirth@nuwarriors.org](mailto:darcie.wirth@nuwarriors.org)

(515)889-2261 Ext. 1014

**Staff Hours of Availability**

Teachers are available via email or phone throughout each school day. All staff will be working on-site from 8:00am through 2:00pm during distance learning, if it is safe to do so, or they will work remotely from home. Please see contact information on page 6. Teachers will also be available for contact during evening hours via email or their Zoom meeting link, as needed. Contact your teacher if you would like to set up a Zoom meeting.

Teacher	Zoom Meeting Link	Teacher	Zoom Meeting Link
Mrs. A. Preston	<a href="#">Zoom Link</a>	Ms. Wirth	<a href="#">Zoom Link</a>
Mrs. D. Preston	<a href="#">Zoom Link</a>	Mr Mart	<a href="#">Zoom Link</a>
Mrs. Walter	<a href="#">Zoom Link</a>	Mrs. Hansen	<a href="#">Zoom Link</a>
Mrs. Brandt	<a href="#">Zoom Link</a>	Mrs. Dreyer	<a href="#">Zoom Link</a>
Mrs. Eaton	<a href="#">Zoom link</a>	Mrs. Hoover	<a href="#">Zoom Link</a>
Mrs. Vaske	<a href="#">Zoom Link</a>	Ms. Traver	<a href="#">Zoom Link</a>
Mrs. Bruhn	<a href="#">Zoom Link</a>	Ms. Anderson	<a href="#">Zoom Link</a>
Mrs. Bierstedt	Zoom Link	Mrs. Gappa	<a href="#">Zoom link</a>
Mrs. Mondragon	<a href="#">Zoom Link</a>	Mrs. Black (Principal)	<a href="#">Zoom Link</a>

### Staff Contact Information

You may call the elementary office (515)889-2261 anytime between 8am and 2pm to contact any staff member. (If teachers have been ordered to work on-site) If working remotely, email or setting up a Zoom meeting is the best contact method for our staff.

<p><b><u>Preschool-2nd Grade Teachers</u></b>  <a href="mailto:amy.preston@nuwarrior.org">amy.preston@nuwarrior.org</a> Ext. 1027  <a href="mailto:amy.walter@nuwarriors.org">amy.walter@nuwarriors.org</a> Ext, 1017  <a href="mailto:deb.preston@nuwarriors.org">deb.preston@nuwarriors.org</a> Ext. 1022  <a href="mailto:mary.brandt@nuwarriors.org">mary.brandt@nuwarriors.org</a> Ext. 1021  <a href="mailto:joann.eaton@nuwarriors.org">joann.eaton@nuwarriors.org</a> Ext. 1016</p>	<p><b><u>3rd-5th Grade Teachers</u></b>  <a href="mailto:stacy.vaske@nuwarriors.org">stacy.vaske@nuwarriors.org</a> Ext. 1032  <a href="mailto:neola.bruhn@nuwarriors.org">neola.bruhn@nuwarriors.org</a> Ext. 1013  <a href="mailto:michelle.bierstedt@nuwarriors.org">michelle.bierstedt@nuwarriors.org</a> Ext. 1015</p>
<p><b><u>Physical Education</u></b>  <a href="mailto:sandy.gappa@nuwarriors.org">sandy.gappa@nuwarriors.org</a> Ext. 1005</p>	<p><b><u>Music</u></b>  <a href="mailto:courtney.mondragon@nuwarriors.org">courtney.mondragon@nuwarriors.org</a> Ext. 1042</p>
<p><b><u>Art/Enrichment</u></b>  <a href="mailto:hollie.anderson@nuwarriors.org">hollie.anderson@nuwarriors.org</a> Ext. 1023</p>	<p><b><u>Counselor/Health services</u></b>  <a href="mailto:carrie.traver@nuwarriors.org">carrie.traver@nuwarriors.org</a> Counselor/Guidance  Ext. 1019  <a href="mailto:amber.henderson@nuwarrior.org">amber.henderson@nuwarrior.org</a> Nurse  Ext. 1003</p>

<p style="text-align: center;"><b><u>Special Services</u></b></p> <p><b>Special Education Teachers</b>  <a href="mailto:melissa.dreyer@nuwarriors.org">melissa.dreyer@nuwarriors.org</a> K-2nd Grades  Ext. 1020  <a href="mailto:brittany.hoover@nuwarriors.org">brittany.hoover@nuwarriors.org</a> 3rd-5th Grades  Ext. 1022</p> <p><b>Speech</b>  <a href="mailto:diane.capesius@plaea.org">diane.capesius@plaea.org</a></p> <p><b>Title 1 Reading and Math</b>  <a href="mailto:darcie.wirth@nuwarriors.org">darcie.wirth@nuwarriors.org</a> Ext. 1014  <a href="mailto:sandy.gappa@nuwarriors.org">sandy.gappa@nuwarriors.org</a> Ext. 1005</p> <p><b>TAG/Enrichment</b>  <a href="mailto:mitch.mart@nuwarriors.org">mitch.mart@nuwarriors.org</a> Ext. 1025</p>	<p style="text-align: center;"><b><u>Technology Support</u></b></p> <p><a href="mailto:ann.hansen@nuwarriors.org">ann.hansen@nuwarriors.org</a> Ext. 1029  <a href="mailto:adam.fisher@nuwarriors.org">adam.fisher@nuwarriors.org</a></p>
<p style="text-align: center;"><b><u>NU Elementary Office</u></b></p> <p><a href="mailto:judi.bruhn@nuwarriors.org">judi.bruhn@nuwarriors.org</a> Ext. 1038  515-889-2261</p>	<p style="text-align: center;"><b><u>Principal</u></b></p> <p><a href="mailto:katie.black@nuwarriors.org">katie.black@nuwarriors.org</a> Ext. 1036  515-889-2261 (school)  319-290-1399 (cellphone)</p>

**Severe Weather Virtual Learning Days**

According to the Governor’s Proclamation dated July 17, 2020, schools may now implement their virtual/distance learning plans on days that it is deemed unsafe to hold school in person due to severe weather. North Union Community School District plans to utilize virtual/distance learning on days that severe weather conditions are present if the circumstances are in favor of this. If virtual/distance learning cannot happen then the severe weather day will need to be made up at a later time.

In the event of inclement weather and the school announces they will be learning virtually that day, students will be required to complete the work assigned by their teacher(s) and attendance will be taken based upon participation. Teachers will follow the same protocol for virtual/distance learning as laid out in this distance learning handbook for that school day. If a student is not prepared at home with a device to complete the assigned work, they will be given an additional day to complete any requirements.



**SAMPLE #1**

-----'S DAILY SCHEDULE

Day of Week (circle):   Monday   Tuesday   Wednesday   Thursday   Friday

TIME	ACTIVITY / TO DO	DONE (check)
	Wake Up / Get Dressed / Make Bed	
	Check Emotions/Feelings (e.g., Zones, Feelings Wheel)	
	Eat Breakfast / Brush Teeth	
	Calm & Focus Activity (deep breathing, tapping, etc.)	
	Google Meeting / Zoom with Teacher (or recording)	
	Assignment for _____ (SUBJECT)	
	Movement Break / Exercise	
	Read for at least 10 minutes (free choice book)	
	LUNCH	
	Free Choice Activity	
	Movement Break / Exercise	
	Calm & Focus Activity (deep breathing, tapping, etc.)	
	Google Meeting / Zoom with Teacher (or recording)	
	Assignment for _____ (SUBJECT)	
	Snack	
	Free Time	
	Family Time	

**SAMPLE #2**

----- **FAMILY DAILY SCHEDULE**

Things We HAVE To Do	Things We WANT To Do
<b>Kids:</b> Read for 20 minutes everyday	Electronics - TV, iPads, Phones, etc.
<b>Kids:</b> Distance Learning	Spend time together
<b>Parents:</b> Work	Cook and bake
<b>Everyone:</b> Chores	Exercise and go outside

TIME	ACTIVITY / TO DO	DONE (check)
9:00 a.m.	Morning Meeting	
9:30 a.m.	Chores	
10:00 a.m.	Structured Learning + Snack	
11:00 a.m.	Move your body!	
12:00 p.m.	Lunch	
1:00 p.m.	Choice Time	
2:00 p.m.	Drop Everything And Read (DEAR Time)	
2:30 p.m.	More Learning	
3:30 p.m.	iPad Games	

4:00 p.m.

Exercise and Free Time

**Resource:** Adapted from [www.pbisapps.org](http://www.pbisapps.org) article *4 Tips for Your Families Trying PBIS at Home*



# The Warrior Way



## Virtual Learning

<b>Be Respectful</b>	Please, <ul style="list-style-type: none"><li>★ Leave your video on at all times</li><li>★ Leave your audio off unless directed otherwise by your teacher</li><li>★ Use the first few minutes for chat with friends if allowed</li><li>★ Be an active listener</li><li>★ Wait until our turn to ask or answer questions</li></ul>
<b>Be Responsible</b>	Please, <ul style="list-style-type: none"><li>★ Login to the virtual learning room on time, dressed appropriately, and ready to learn</li><li>★ Begin class with your device charged or plugged in</li><li>★ Have all materials ready</li><li>★ Find a quiet and distraction free place to work</li></ul>
<b>Be Safe</b>	Please, <ul style="list-style-type: none"><li>★ Choose a distraction free workspace</li><li>★ Use kind words and faces</li><li>★ Use equipment as intended</li></ul>