



North Union-Swea City Campus Preschool-8th Grade Distance Learning Handbook

Created July 1, 2020

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For the most up-to-date information

Please check the district website at nuwarriors.org

Introduction

Dear North Union Families,

As you are aware, due to the spread of the COVID-19 virus, NU may have to take the step of closing school until Public Health and the Iowa Department of Education deem it safe to return. During this time of uncertainty, the NU Administration team would like you to know that we will be continuing to offer high quality educational plans, engaging activities, and assignments for students to work on at home. Different from last spring, distance learning is required for all NU learners. Attendance will be taken and grades will be awarded.

In this plan you will find guidelines to help you and your child during distance learning. We appreciate your commitment and teamwork with the school during distance learning. Together we will be better!!!

Because this is brand new territory for all of us, we are expecting there will be glitches along the way. We ask that you are patient as we try to figure this out. Please know and understand that your child's teacher, along with administration, will be working hard behind the scenes to make this as beneficial and smooth as possible. We look forward to working with you as we all tackle this challenge.

If you have other questions about student services such as internet access, etc., you can reach out to:

PK-8 Principal- Swea City Campus
Mrs. Julie Runksmeier at Julie.runksmeier@nuwarriors.org

North Union Superintendent
Mr. Travis Schueller at travis.schueller@nuwarriors.org

Distance Learning Overview

As part of this executive order from the Governor on distance learning, North Union 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 public health and the Iowa Department of Education determines the need.....and will be run through our online learning platforms of Google Classrooms/Google Sites, Seesaw, and/or Zoom. Students may access their Google Classroom/Google Site and/or Seesaw accounts through the device that was provided by the school or by using another device from home (computer, phone, etc...). 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 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

During registration in the fall, families will need to indicate if they have internet access in their homes and how many devices are available to their students. This information will be used to determine the support needed if we need to enter distance learning throughout the year. North Union will be working with families to ensure students and families will be able to access all materials during distance learning. In the event internet access is not available, alternative methods of instruction delivery will be decided 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

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

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

Health Services from Nurse Sue Boeckholt

Health services will be available during distant learning time. Please reach out to sue.boeckholt@nuwarriors.org if you need help with resources concerning health issues. Still be in contact with your primary care provider for major medical concerns. She can be a link to assist you in finding resources online or in our community. Sue will actively stay up to date on the health information during emergency learning time with the Iowa Department of Health and the CDC.

Learner Expectations

- Learners will be spending approximately 2-3 hours completing assigned lessons, activities, and experiences.
- Google Classroom, and Seesaw are our learning management system. Students need to check these often for updates and classwork. Learners are responsible for checking their Google Classroom/Site and/or Seesaw for assignments and due dates.

- Learners are expected to join a Zoom meeting each week, watch all recorded lessons for their teacher(s), and complete all assignments each day. This engagement, both synchronous and asynchronous is how attendance is taken daily.
- Together, families should develop 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 or Google Meet: Learners and parents need to be aware that sessions can be recorded and posted for future reference.** Learners need to use school acceptable language, take turns asking and answering questions, and practice active listening skills. Learners are expected to have their cameras on at all times 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. Please be reminded that misconduct on Zoom or Google Meets 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.
- We highly encourage parents to help your learners develop a daily schedule.
- Attendance is taken daily by learners engaging in all instruction and activities/homework provided to them
- Contact teachers with questions (see contact information later in this handbook) and encourage learners to do the same.

Student Attendance and Grading

Attendance is recorded by each child's classroom teacher. Attendance is taken based upon daily engagement with posted instructional videos as well as completion of activities and homework. Attendance will be recorded in JMC.

Student Support Services

Student Counseling and Guidance:

Our school counselors, Mrs. Tigges and Ms. Kahler, are available to all of our students and their families during distance learning. They can be contacted to set up individual counseling sessions for students on an as need basis.

Please don't hesitate to contact them:

Mrs. Tigges: sandy.tigges@nuwarriors.org or Ms. Kahler: kerry.kahler@nuwarriors.org

Special Education Services:

Special Education teachers will provide a portion of IEP services to students in a variety of ways during distance learning. 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. All updates will be reflected in the child's IEP. Special education teachers will have, at minimum, weekly contact with each student that they work with to provide instructional support and feedback. The special education teacher will also consult with each classroom teacher daily.

Elementary: molly.albers@nuwarriors.org and nicole.fisher@nuwarriors.org

MS: kerry.kahler@nuwarriors.org, michelle.leach@nuwarriors.org, and nicole.fisher@nuwarriors.org

- **Speech Services:** Materials/activities for the upcoming week will be emailed to parents the weekend before so you are ready to go Monday. Families will have the flexibility to decide when in the week to complete the therapy tasks, but they will need to be completed by the end of the week. Zoom or FaceTime will also be used for periodic data collection and progress monitoring.

sking@plaea.org

- **Title 1 services:**

Title 1 Reading and Math will continue to provide services and support for our students during distance learning. Our Title 1 teachers will reach out to families to set up their system of support for each child currently receiving their services to create a plan of instruction and support.

Mrs. Jackie Albers: jackie.albers@nuwarriors.org

Mrs. Tara Benson: tara.benson@nuwarriors.org

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 distance learning on days that severe weather conditions are present. If virtual learning cannot happen then the severe weather day will be made up.

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). Teachers will follow the same protocol for virtual/distance learning laid out in the distance learning handbook for that 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.

Teacher	Assignment	Zoom Link
Mrs. Schroeder	PreSchool	
Mrs. Pedersen	Kindergarten	
Mrs. Goche	1st Grade	
Ms. Schwartz	1st Grade	
Mrs. Bruhn	2nd Grade	
Mrs. Schiltz	3rd Grade	
Mrs. Johnson	4th Grade	
Mrs. Larson	5th Grade	
Mr. Byrnes	Physical Education	
Ms. Anderson	Art	
Mrs. Mondragon	Music	
Mrs. Tigges	School Counselor	
Ms. Kahler	Classroom Guidance	

Teacher	Assignment	Zoom Link
Chris Hansen	6th Grade Math 7th Grade Math 8th Grade Math Algebra	
Troy Adams	6th Grade Math 6th Grade Science 8th Grade Science	
Kim Bormann	6th ELA	
Tina Pywasit	8th ELA 6th Science	
Nicole Fisher	Special Education	
Joe Johnson	7 ELA	
Brooks Walter	6th Social Studies 7th Social Studies	
Michelle Leach	Special Education	

Chris Lockwood	Band	
Wes Gibbs	6th Technology 7th Technology 8th Technology 8th Social Studies	
Paige Lang	Vocal	
Mitch Mart	TAG	
Hollie Anderson	Art 6 Art 7 Art 8	
Royce Byrnes	6th Physical Education 7th Physical Education 8th Physical Education	
Sandy Tigges	School Counselor	
Kerry Kahler	Special Education	
Jen Hansen	Middle School	

Staff Contact Information

You may call the elementary office anytime between 8am and 2pm to contact any staff member.

<p align="center">Preschool-2nd Grade Teachers</p> <p>barb.schroeder@nuwarriors.org beth.pedersen@nuwarrior.org amanda.goche@nuwarriors.org lydia.schwartz@nuwarriors.org latasha.bruhn@nuwarriors.org</p>	<p align="center">3rd-5th Grade Teachers</p> <p>heather.schiltz@nuwarriors.org Kelsie.johnson@nuwarriors.org jordan.larson@nuwarriors.org</p>
<p align="center">Physical Education</p> <p>K-8: royce.byrnes@nuwarriors.org</p>	<p align="center">Music</p> <p>K-5: courtney.mondragon@nuwarriors.org MS Band: chris.lockwood@nuwarriors.org MS Vocal: paige.lang@nuwarriors.org</p>
<p align="center">Art</p> <p>K-8: hollie.anderson@nuwarriors.org</p>	<p align="center">Counselor/Health services</p> <p>sandy.tigges@nuwarriors.org and kerry.kahler@nuwarriors.org Counselor sue.boeckholt@nuwarriors.org Nurse</p>

<p style="text-align: center;"><u>Special Services</u></p> <p>Special Education Elementary: molly.albers@nuwarriors.org and nicole.fisher@nuwarriors.org</p> <p>MS: kerry.kahler@nuwarriors.org, and michelle.leach@nuwarriors.org, nicole.fisher@nuwarriors.org</p> <p>Speech: sking@plaea.org</p> <p>Reading and Math Interventionists jackie.albers@nuwarriors.org Elementary tara.benson@nuwarriors.org Elementary jen.hansen@nuwarriors.org Middle School</p>	<p style="text-align: center;"><u>MS Staff</u></p> <p>Blg Tech Support adam.fisher@nuwarriors.org chris.hansen@nuwarriors.org Math troy.adams@nuwarriors.org Math/Science brooks.walter@nuwarriors.org Social Studies Wes.gibbs@nuwarriors.org 8th Social Studies/Tech tina.burton@nuwarriors.org 8th Reading/LA joe.johnson@nuwarriors.org 7th Reading/LA kim.bormann@nuwarriors.org 6th Reading/LA Sandy.tigges@nuwarriors.org 7th Sci/Counselor</p>
<p style="text-align: center;"><u>North Union Office</u></p> <p>sommer.nielson@nuwarriors.org 515-272-4361</p>	<p style="text-align: center;"><u>Principal</u></p> <p>julie.runksmeier@nuwarriors.org 515-272-4361 (school) 515-538-1322 (cellphone)</p>

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
Kids: Read for 20 minutes everyday	Electronics - TV, iPads, Phones, etc.
Kids: Distance Learning	Spend time together
Parents: Work	Cook and bake
Everyone: 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 article *4 Tips for Your Families Trying PBIS at Home*



The Warrior Way



Virtual Learning

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