

Cloquet Area Alternative Education Program (CAAEP)
CAAEP Distance Learning Plan for Students and Guardians

3/27/20

A Message from the Principal:

Guardians and students, during these unique and interesting times, the CAAEP staff will do all they can to provide equitable learning opportunities for all students. Though we are not in the building, we are here in cyber space to assist any way we can. Please read the following CAAEP Distance Learning Plan and if you have any thoughts, questions or concerns, I have added the CAAEP phone number to this document. All staff have email as well for communication. Stay safe and we will see you in May. ~ Connie Hyde ~ CAAEP Principal

ATTENDANCE

CAAEP staff will be monitoring student attendance daily via Schoology or Edgenuity log in, emails, phone calls and returned schoolwork. If a student is not online or in contact, staff will be doing thorough searches for those students.

DISTANCE LEARNING PLAN

CAAEP is committed to continuing quality educational programming for all of our students through distance learning as we work to combat the spreading of COVID-19. We understand that our students and our families have varying situations and circumstances during school closures and will work hard to develop a plan to meet the needs of every one of our individual students.

CAAEP ~ (218) 879-0115

Students with Internet Access	Students without Internet Access
CAAEP has and will provide students with a device to engage in Minnesota standards-aligned curriculum via eLearning or distance learning if needed.	Students without internet access will be provided with a Minnesota standards-aligned curriculum and instruction via hardcopy or paper modules (packets).
Students will use Schoology, the district approved Learning Management System (LMS), to access standards-based curriculum and instruction in the form of weekly modules for each subject area.	Students access standards-based curriculum and instruction via paper copies in the form of weekly modules (packets) for each subject area.
Teachers will provide students access to uniformly created weekly modules on Schoology for each course on the first student day of each week, no later than 9:00 am that morning.	Paper copies of weekly learning modules will be delivered to students via van on the first day of the school week and finished assignments will be picked up on the last day of the week. Students with cell phones can also snap a picture of completed work and email it to their teacher.
Student work and assessment will be returned to the teacher electronically through Schoology. If there are any issues with the student devices, making it difficult for students to connect to schoology, call Misty at 879-0115 ASAP so another computer can be delivered.	Van drop-off and pick-up of materials will happen on Mondays and Fridays (per district calendar) . If there are changes in addresses, phone numbers, or internet connectivity please contact Misty at 879-0115 ASAP with those changes.

Students and parents will have access to:

- Their teacher, via Schoology messenger, phone, or email. The best time to contact your teacher will be during their daily scheduled office hours. Office hours will be published on Schoology or in students' paper modules. However, you may attempt to contact them Monday-Friday anytime between the hours of 8:30-3:30.
- Their teacher via email at any time with the expectation teachers will respond in a timely fashion.
- Minnesota state standards-aligned curriculum and instruction. Instruction will be the same for all students in each course unless dictated by an IEP.

Students on an IEP/504 plan will be able to:

- Participate in the provided curriculum and will be provided with additional support and services when needed.
- Student's case managers will work with teachers and families to ensure access to appropriate resources.

Student Health and Wellness:

- Students will have access to our school counselors and other mental health support staff via phone or email using their Chromebooks during regularly scheduled school hours.

Student Responsibilities (online)

- We recommend that you check Schoology daily if possible. Weekly assignments will be made available each Monday morning at 9 am.
- Students will be required to complete assigned work and turn it in at listed due dates/times.
- Students will be expected to contact their teacher via phone, email, or facetime if they are confused about assignments or need help with learning the content.
- Students should set aside time daily for learning.

Student Responsibilities (without internet access)

- Weekly assignments (hard copy) will be made available each Monday (or first student day of that week per the district calendar) delivered via van.
- Students will be required to complete assigned work and turn it in at listed due dates/times (finished paperwork will be picked up on Fridays or the last student contact day of that week)
- Students will be expected to contact their teacher via phone or email (if available) if they are confused about assignments or need help with learning the content.
- Students should set aside time daily for learning.