




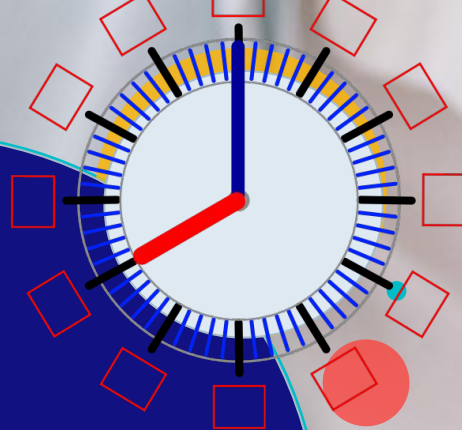
**NEILL ELEMENTARY INFORMATION 2020 - 2021**

# ROBBINSDALE AREA SCHOOLS DISTANCE LEARNING

- August 10th the Robbinsdale School Board voted to start the 2020 - 2021 school year out as a Distance Learning Structure,
- All students will be learning online during the school day from home,
- Robbinsdale students will receive an iPad (K-2) or Chromebook (Grades 3 - 12) for Distance Learning to fully participate in academic instruction.



# STUDENT EXPECTATIONS



ROBBINSDALE

# STUDENT EXPECTATIONS

## STUDENTS WILL:

- Check in daily for attendance with their homeroom teacher.
- Fully participate in the scheduled academic classes.
- Complete all work in a timely manner.
- Follow the Robbinsdale School District Technology Expectations and Student Expectation Guidelines.
- Follow CHAMPS processes for class time.

# PARENT SIGNATURE PROCESS

- A school email will be sent out next week to all parents with the District Procedures Handbook.
- Please take time to read this handbook as it includes information for the school year.
- Parents will be required to sign that they received the information. Information will be included in next week's email to the parents. Two signatures are required:
  1. Technology Usage Policy in the Handbook
  2. District Student Procedures Handbook

# PARENT SIGNATURE PROCESS

This form will be handed out with material distribution.



Student (print name) \_\_\_\_\_

Dear Students and Parent(s)/Guardian(s):

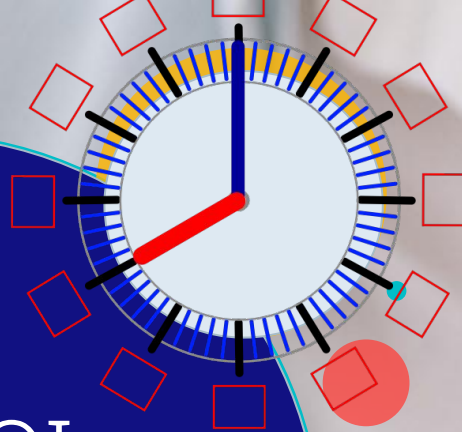
Please sign below, along with your student, to indicate that you have reviewed with your student the 2020-2021 Student Handbook Rights & Responsibilities and the Parent Use Agreement: Digital Devices (2020-2021).

Signatures below indicate the student understands their responsibilities and is expected to follow the district guidelines in the 2020-2021 Student Handbook Rights & Responsibilities, the school and bus safety rules, and the Parent Use Agreement: Digital Devices (2020-2021).

2020-2021 Student Handbook Rights & Responsibilities	Parent Use Agreement: Digital Devices (2020-2021) Grades K-12
Student (print name) _____	Student (print name) _____
Student Signature _____	Student Signature _____
Date: _____	Date: _____
Parent (print name) _____	Parent (print name) _____
Parent Signature _____	Parent Signature _____
Date: _____	Date: _____



# SCHOOL CENSUS FORM



# SCHOOL CENSUS FORM

- Legislative change in 2016 requiring districts to census all students
- Need to update racial and ethnic demographic information provided by families
- Districts are mandated to submit the federal demographics categories for every student
- Ethnic and Racial Demographic Form\*
- Parent Letter\*

\* Forms in many languages available at

<https://education.mn.gov/MDE/fam/count/>

The image shows a thumbnail of the 'Ethnic and Racial Demographic Designation Form' from the Minnesota Department of Education. The form includes fields for Student's First Name, Middle Name/Initial, Last Name, Date of Birth, District, and School. It contains explanatory text about the purpose of the form and instructions for completion. A section titled 'Is the student Hispanic/Latino as defined by the federal government?' provides a definition and asks for a 'yes' or 'no' response. Below this, there are checkboxes for various ethnicities and a section for 'Optional Question A' with checkboxes for specific nationalities.

**mn DEPARTMENT OF EDUCATION**

**Ethnic and Racial Demographic Designation Form**

Student's First Name: \_\_\_\_\_ Middle Name/Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ District: \_\_\_\_\_ School: \_\_\_\_\_

Schools are required to report ethnicity and race to the state and to the U.S. Department of Education. Because of recent changes to Minnesota state law, Minnesota disaggregates each category into detailed groups to further represent our student populations. Parents or guardians are not required to answer the federal questions (**in bold**) for their children. If you choose not to answer the federal questions (**in bold**), federal law requires schools to choose for you. This is a last resort—we prefer if parents or guardians complete the form. State questions are labeled as "Optional" and schools will not fill in this information for you.

This information helps improve teaching and learning for everyone and helps us accurately identify and advocate for students currently underserved. The information this form collects is considered private information. You can review the privacy notice to learn more about the purpose of collecting this information, how it will be used and not used, and how the detailed groups were identified. The privacy notice can be found in our [Frequently Asked Questions: Ethnic and Racial Designation Form](#).

**Is the student Hispanic/Latino as defined by the federal government?** The federal definition includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.<sup>1</sup>

**[You must select "yes" or "no" to this question.]**

☐ **Yes** [If yes, go to Question A.] ☐ **No** [If no, go to Question 1.]

Optional Question A: If yes was chosen above, select all that apply from the list below (this question will not be answered by school staff):

<input type="checkbox"/> Decline to indicate	<input type="checkbox"/> Guatemalan	<input type="checkbox"/> Salvadoran	<input type="checkbox"/> Other Hispanic/Latino
<input type="checkbox"/> Colombian	<input type="checkbox"/> Mexican	<input type="checkbox"/> Spaniard/Spanish/	<input type="checkbox"/> Unknown
<input type="checkbox"/> Ecuadorian	<input type="checkbox"/> Puerto Rican	<input type="checkbox"/> Spanish-American	

# ATTENDANCE



ROBBINSDALE

# SCHOOL START AND END TIME

School Start Time:

**9:15 am**

School End Time:

**3:45 pm**

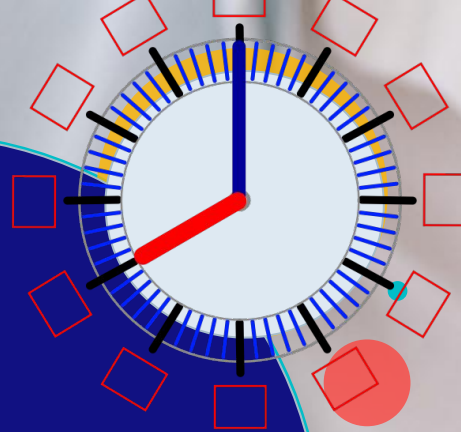


# ROBBINSDALE ATTENDANCE POLICY

- Students must check in everyday by participating in their morning meeting.
- Parents may e-mail or call the teacher if the student is not able to connect to the internet for the day. This will be counted for attendance if the student continues the classwork.
- If a child is sick, parents should call the Neill Attendance Line at (763)504-7410.
- Attendance is important and unexcused absences will follow the Hennepin County “Be At School” truancy program.
- An unexcused day is noted if the child does not participate in the live sessions, homework or a call is not made to the sick line.



# SCHOOL DAY STRUCTURE



ROBBINSDALE

# SCHOOL DAY STRUCTURE

- Teachers will email parents the distance learning schedule. The schedule will also be posted on SeeSaw (Gr K - 3) and Schoology (Gr 4 - 5)
- School hours are 9:15 am to 3:45 pm. Your child will engage in learning activities throughout the day.
- Specialists (art, music, media and physical education) are part of the school day.
- Work will be uploaded through SeeSaw (K-3) and Schoology (Gr 4 - 5)



# SCHOOL SUPPLIES



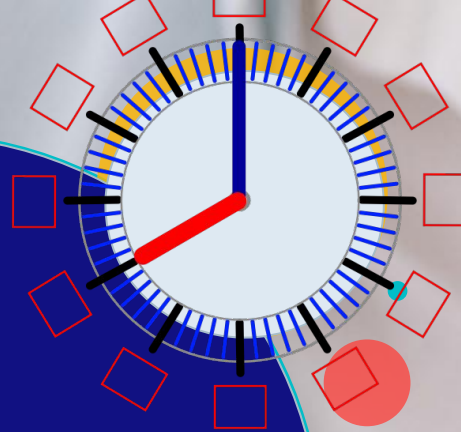
ROBBINSDALE

# SCHOOL SUPPLIES

- The required school supplies will be used during the Distance Learning time (when we move back to school, the school supplies should be sent with the students). Supply lists are posted on the school webpage.
- Teachers will let students know which school supplies they will need for learning during the day.
- If you are in need of help with school supplies, please contact the Neill Social Worker at 763-504-7400.



CLASSROOM  
OFFICE HOURS



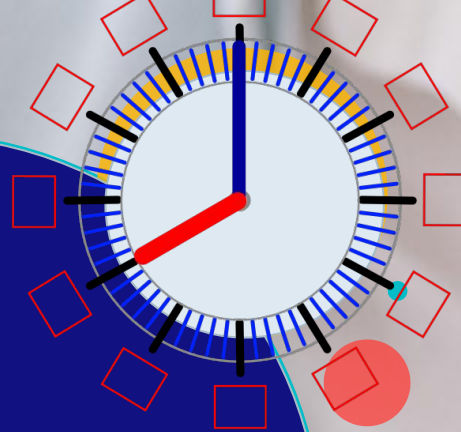
ROBBINSDALE

# CLASSROOM OFFICE HOURS

- Classroom Office hours are specific times that students can meet for help from the classroom teacher through Google Meet.
- Phone calls or emails to the teacher can also be made during this time, however it may take the teacher up to 24 hours to respond.
- Classroom Office hours are to help with homework.
- If parents have personal questions about their child, an email or phone call should be sent to the teacher for private sharing of information.



TECHNOLOGY  
INFORMATION



ROBBINSDALE

# TECHNOLOGY INFORMATION

- Technology information for device pick up will be emailed out by next week.
- Grade 3 students with ipad devices will need to exchange for a Chromebook.
- Kindergarten students will also receive an iPad for instructional purposes.
- New students to the school will also receive a device.
- Insurance will be able to be purchased for \$25 for the school year to cover accidental damage (see guidelines in email next week).
- Devices are property of the Robbinsdale School District and must adhere to the standards in the district technology policy.

# LIVE BROADCAST AND PARTICIPATION

- Students will participate in virtual sessions during the school day.
- We know for the younger students, parents may help them set up for the day, however, it is important that the child takes ownership in the learning for the day.



# OPEN HOUSE INFORMATION



ROBBINSDALE

# OPEN HOUSE INFORMATION

- Due to safety, Open House will be **virtual** for this school year.
- An email will be sent to all families from the classroom teacher on Thursday, September 3rd. The e-mail will identify the student's teacher and the classroom contact information.
- Please click on the video links for your child's grade level to meet the teacher and hear the grade level expectations.

# DISTRIBUTION PLAN FOR MATERIALS

- Please watch for a school email regarding pick up times for iPads, Chromebooks, reading/math materials.
- Distribution will happen the week of August 31st - September 4th.
- Safety protocols will be in place for pick up of materials. More information will be in the parent email and school phone call.



FIRST WEEK  
OF SCHOOL  
SEPTEMBER  
8th - 11th



# MEET AND GREET CONFERENCES

- Meet and greet Conferences will be held from September 8th - 11th.
- You will sign up for a google meet through *My Conference Time*.
- Parents will be able to sign up for a 20 minute conference time with the classroom teacher.
- The purpose of the conference is to:
  - Share hopes and dreams for your child
  - Goal setting for your child for the year
  - Relationship building with the family
- This will allow students and parents more one-on-one time with the teacher.

# SEPTEMBER 8th - 11th

- Each student will participate in the daily Morning Meeting Google Meet with the teacher and classmates. Attendance will be taken.
- It is important that students participate in these sessions to build relationships with their classmates and teachers.
- Teachers will assign small projects during day for students to engage in.
- Students will participate in their specials each day.
- Teachers will be in conferences during the day and will not be available. This will be a “soft start” to the school year and introduce students to various curriculum areas.

# SEPTEMBER 8th - 11th

Students will participate in the following on these days:

30 - 40 minute Morning Meeting

Schedule will be sent by the classroom teacher

30 minute Classroom Activity assigned by the teacher

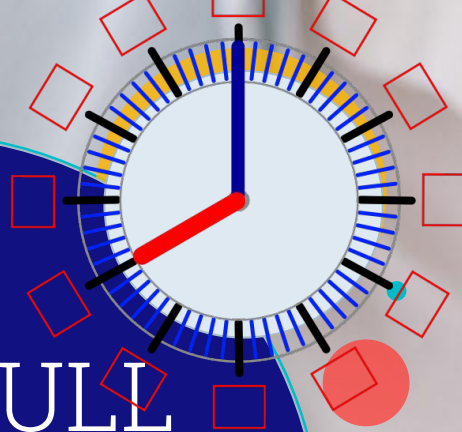
20 minute Reading Activity

30 minute Specialist Time

20 minute Closing Circle/Office Time



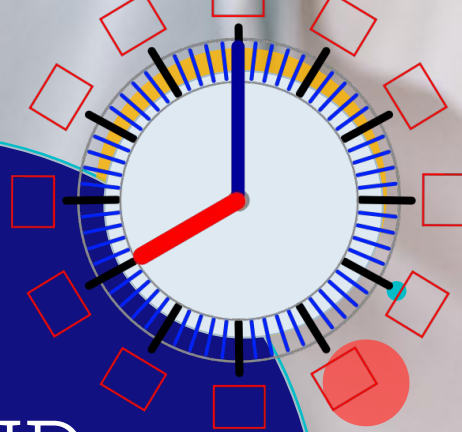
FIRST FULL  
DAY OF  
SCHOOL  
SEPT. 14th



# SEPTEMBER 14th

- The first full day of school with full curriculum structure will be September 14th.
- Students should be prepared for structured learning activities during the day.

# HYBRID STRUCTURE



# Hybrid Day - A, A, (DL), B, B

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Group A:</b> Attend school at elementary. The students receive face-to-face instruction</p> <p><b>Group B:</b> Receive work at home through a device, and continue on the standards (asynchronous)</p>	<p><b>Group A:</b> Attend school at elementary. The students receive face-to-face instruction</p> <p><b>Group B:</b> Receive work at home through a device, and continue on the standards (asynchronous)</p>	<p><b>NO STUDENTS ON CAMPUS</b></p> <p>Reserved for teacher planning, district/school lesson development, student interventions/assessments and parent communication day.</p>	<p><b>Group A:</b> Receive work at home through a device, and continue on the standards (asynchronous)</p> <p><b>Group B:</b> Attend school at elementary. The students receive face-to-face instruction</p>	<p><b>Group A:</b> Receive work at home through a device, and continue on the standards (asynchronous)</p> <p><b>Group B:</b> Attend school at elementary. The students receive face-to-face instruction</p>

# Hybrid Day - A, A, (DL), B, B

## IN-PERSON

### **Morning Meeting**

*Building a classroom community by connecting with the teacher*

### **Literacy**

*All components of Benchmark Literacy - reading, writing, phonics*

### **Mathematics**

*Number Sense, Computation, Geometry, Data Analysis,  
Reasoning Concepts*

### **Social/Science**

*Big Ideas of Science, Social Studies Big Ideas*

### **Lunch & Recess**

*Students will have the opportunity to interact with peers and in a social setting*

### **Specialists**

*Art, Music, Phy Ed, Media, Band (Gr 5) and Orchestra (Gr 4/5)*

## AT-HOME

### **Synchronous Instruction (LIVE)**

*Possibly joining Google Meet in the AM*

### **aSynchronous Instruction**

### **Teacher Communication**

*Students will receive communication through SeeSaw/Schoology of the assignments for the day/week.*

### **Literacy**

*Students will engage in a literacy framework:*

- *Phonics units of studies*
- *Writer's Workshop*
- *Word Study*
- *Fluency*

### **Mathematics**

*Students will continue to learn and practice mathematics concepts*



# ONLINE SCHOOL



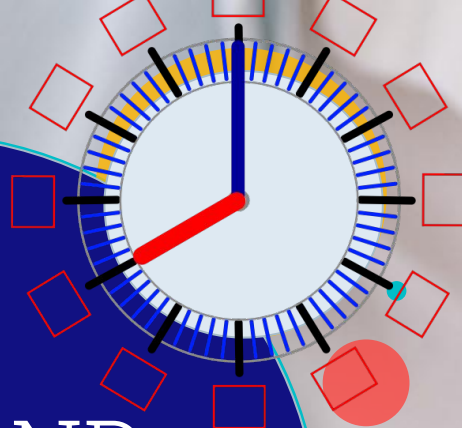
ROBBINSDALE

# ONLINE SCHOOL

- Courses run on a quarter system.
- Students will start the year in their home school classroom, as the entire district will be online.
- On November 6th, the online registered students will be placed into the online school. Our goal would be for the students to have a teacher from their home school, but this cannot be guaranteed until numbers are finalized.
- Please visit the [rdale.org](http://rdale.org) website for more information on the online school.
- Regular updates will be posted on the [rdale](http://rdale.org) website weekly.



FREE AND  
REDUCED  
LUNCH



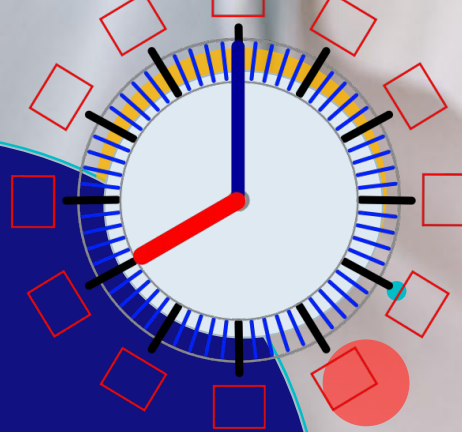
ROBBINSDALE

# FREE AND REDUCED LUNCH FORM

- This fall, Robbinsdale Schools will resume traditional nutrition programs under the National School Breakfast & Lunch Program.
- Students who qualify for Free & Reduced meals will receive free breakfast and lunch.
- Students who use paid accounts can also access breakfast and lunch using their meal accounts.
- Families can [apply for Free and Reduced meals](#) for the upcoming school year.



# SMART START TIMELINE



ROBBINSDALE

# SMART START TIMELINE

## August 11-12

- District & building administration continue to work on framework for safe learning plan

## August 13-21

- Principals and staff work on school-specific items for safe learning plan.

## Week of August 24

- Plans refined; parent/guardian virtual FAQ meetings with school principals

# SMART START TIMELINE

## August 31 - September 4

- Teacher Workshops
- Virtual Back-to-School Open House - Sept. 3rd
- Safe learning plan posted to website.

## September 8th-11th

- Meet and Greet Teacher Conferences - “soft start”

## September 1-31st

- Review county & local health data to determine continuation or shift in learning model in October

# THANK YOU





ROBBINSDALE AREA SCHOOLS