

Distance Learning

Device Return Process

Updated 5/27/20 (June 3rd info edited)

As we approach the end of our regular school year and distance learning, we would like to share our plans for collecting devices.

PDF versions and translations of this article: [English](#) / [Spanish](#) / [Somali](#) / [Russian](#) / [Vietnamese](#) / [Cambodian](#)

Device Return Locations for Each School

Eagle Creek: Cafeteria entrance
Red Oak: Cafeteria 3rd - 4th, Main office entrance 5th - 9th
Jackson: Main office entrance
Sweeney: West Middle School Main Entrance
Sun Path: Upper/Main office entrance
Middle Schools: West Middle School Main Entrance
High School & Tokata: High School Main Entrance Lobby

Return Dates and Hours

June 2: 10-5 - **High School and Tokata only** senior drop-off
June 3: 12-7 (*No drop-offs at West today*)
June 4: 8-3
June 5: 7-2
June 8: 12-7
June 9: 8-3

Please note that schools may extend or add more times at their discretion.

Device Return Instructions: Grades K-5

We would like devices returned for the summer so that we can prepare them for the next school year. We have developed a process that we believe is simple and designed to minimize contact.

1. Please attach a post it note or tape a note to the device with the child's name, ID (lunch) number if known, and grade.
2. When you drive up to the device return location, a district staff member will hand you a Ziploc bag for each device. Please place the iPad and charger in the bag (one bag per student). If you were assigned a mi-fi/hotspot, please also place that in the bag.
3. Hand the bagged items back to the district staff.

Please drop off K-5 student devices at the assigned location and within the scheduled times. We have scheduled multiple days for device return along with a variety of hours of availability. *Note that Sweeney has an alternate drop-off site due to construction.*

Note: Special Education students participating in the Extended School Year summer school program are allowed to keep devices through summer.

Device Return Instructions: Grades 6-11

Parent Resources

[Mental Health Resources](#)

[Family and Student Technology \(K-5\)](#)

[Family and Student Technology \(6-12\)](#)

[Guidance for Learning at Home](#)

[Student Attendance](#)

[Cultural Liaisons](#)

[Library Resources](#)

[Options for Internet Access](#)

Tech Support

THE LAST DAY FOR PEARSON ON-SITE SUPPORT IS JUNE 2.

Note Support hours are 8-3

helpdesk@shakopee.k12.mn.us
for student submitted ticket.

parenthelp@shakopee.k12.mn.us
for parent submitted ticket.

Phone: (952) 697-8701

On-Site Support at Pearson (917 Dakota Street South, Shakopee) starts April 6, weekdays 8:00-3:00 for these tasks. Please contact support prior to visiting Pearson so that we can be prepared to assist you.

- Mi-Fi Pick-up.
- New enrollee device pick-up.
- Exiting student device drop-off.
- Broken device drop-off /swap.
- Remote support not possible on device.

Service Statuses

We are allowing students in grades 6-11 to hold on to devices and hotspots over summer. If you would prefer to return the device for the summer, that is fine. Students who may be attending a summer school program (assuming those programs are offered) are encouraged to hold on to the device for use in summer school.

- Middle school students who are choosing to return the device over summer should bring it to West Middle School during the scheduled drop-off times.
- High School and Tokata students who are choosing to return the device over summer should bring it to the High School during the scheduled drop-off times

Device Return Instructions: Grade 12/graduating students

12th grade/graduating High School and Tokata students can return the device to the high school or district office during the hours listed above. Beyond those dates, devices can be returned during regular building hours. We understand that in some cases extensions may be granted to allow 12th grade students to complete their required work. If a computer needs to be kept beyond June 9, please get approval from your assigned counselor or Assistant Principal.

Additional Notes

- Exiting/Withdrawn students: If you are leaving the district and are still in possession of a device after June 9, please return it to the District Office.
- On-Site Support: June 2 will be our last day for on-site support at the Pearson school building.
- Instructions for backing up files can be found on our website here: <https://techtools.shakopee.k12.mn.us/display/ITKB/Roll-in+Tutorials>

Thank you very much for your help with this process.

Shakopee Public Schools Distance Learning Plan

(Updated March 25, 2020)

PDF versions of this article: [English](#) / [Spanish](#) / [Russian](#) / [Vietnamese](#) / [Khmer](#) / [Somali](#)

The Minnesota Department of Education expects schools to continue meeting the academic needs of students by providing distance learning opportunities through daily interactions with teachers. Access to iPads, laptops and other resources help us meet that goal. Our plan will provide opportunities for all students to continue learning new material and practicing the skills they have already learned.

All Students

Canvas

**Some users may be experiencing some page errors when accessing Canvas.
Long Long Times and Page Errors when Accessing Canvas**

<https://status.instructure.com/>

Seesaw

**Site Down with 503 Errors
Unable to Load Images in Feed**

<https://status.seesaw.me>

Google Apps

<https://www.google.com/appsstatus>

Lightspeed Web Filter

**Investigating issues with Relay User Interface but no issues with filtering
Device enrollments down for Mobile Manager**

<https://status.lightspeedsystems.com>

If the situation occurs that schools need to be closed due to the COVID-19 virus, Shakopee Public Schools intends to provide instruction to students in all grades via distance learning. The soonest this would occur is Monday, April 6th (i.e. after Spring Break).

Implementing distance learning will require the full cooperation of students, teachers, and parents to make the instruction and learning meaningful and in compliance with the full expectations of Minnesota Statutes.

If you or a designated person could stop by the school to pick up the iPad, laptop and/or additional resources provided to support learning, school offices will be open during regular school hours between now and March 20th. If someone other than you is coming to pick up the device, please contact the school office ahead of time to let them know who will be picking up the device. ***If you are unable to pick up the device from the school and need to make arrangements for drop-off, please call the school office to let them know.***

The district also has a limited number of wireless hotspots that can be made available for households that do not have wireless Internet access. Let the school office know if you would like to request a wireless hotspot.

It is intended that the distance learning model of delivery will continue to provide students with new learning while sustaining previous learning. Therefore, the goal will be to connect learning to the regular instruction that has been occurring. Tasks will be meaningful and important to student learning goals and outcomes.

- Teachers will focus on essential learning. This ***does not*** mean that students will be working on academics for the same duration of time as a face-to-face school day.
- Teachers will focus on setting up routines and structures to support students/families.
- Teachers will strive to provide best practice instruction that meets the needs of all learners to the extent possible.
- Teachers will leverage digital tools students are using as part of their regular instruction (i.e., Canvas, Seesaw, apps, etc).
- Teachers will be available to students during the regular school day. Please note, on Wednesdays from 1-3pm, teachers will be meeting virtually in online PLCs, so access during this time will be limited.

Students in Grades PreK

Although students in PreK have experience with iPads, the District does not have enough devices available to provide every student an iPad for home use. A Combination of online/web-based and offline resources will be provided to support our early learners.

Our distance learning model will follow these guidelines:

- a. PreK activities will include 30-45 minutes of instructional learning per day, followed by daily recommended schedules for continued learning.
- b. Main communication regarding learning activities will be provided via email/Seesaw.

Students in Grades K - 5

Related Articles

- [Secondary Student Distance Learning Checklist](#)
- [Virtual Student Library Card](#)
- [Family and Student Technology \(6-12\)](#)
- [Guidance for Learning at Home](#)
- [Student Attendance](#)
- [Family and Student Technology \(K-5\)](#)
- [Options for Reduced Rate/Free Internet Access](#)
- [Parent Tech Help Contacts](#)
- [Infinite Campus Report Card View](#)
- [How to Change Your Password](#)
- [Canvas for Parents](#)
- [Mi-Fi Request](#)
- [Install a Printer at Home on Your Mac](#)
- [Software and Websites Students Use](#)
- [iPad Apps - Backing up Files](#)
- [Infinite Campus Parent Help](#)

For Grades K-5, the District will provide students with an iPad for Distance Learning. We prefer students use a district device because:

- Students are assigned the device during the school year and are familiar with it.
- District devices continue to be **filtered** at home just as they are at school.
- Devices are already set up for most of the apps and accounts that we would hope to have students use during this time.
- It will be easier for the district to provide tech support on a district device as opposed to a personal device.

Our distance learning model will include a combination of online resources and assignments that are not technology-based, and will follow these guidelines:

- a. Kindergarten will include 45-60 minutes of instructional learning per day, followed by daily recommended schedules.
- b. First and Second Grade will include 1-2 hours of instructional learning per day, followed by daily recommended schedules for continued learning.
- c. Third Grade will include 1.5 - 2.5 hours of instructional learning per day, followed by daily recommended schedules for continued learning.
- d. Fourth and Fifth Grade will include 2 - 3 hours of instructional learning per day, followed by daily recommended schedules for continued learning..
- e. Main communication regarding learning activities will be provided via email/Seesaw.
- f. Teachers will post daily assignments by 9am.
- g. Expected feedback to students should be 2x/week.

Students in Grades 6-12

For Grades 6-12, the District provides students with iPads or laptops for Distance Learning.

Our distance learning model will be provided online via Canvas, and will follow these guidelines:

- a. Grades 6-8 will include no more than 30 minutes per class of instructional learning per day.
- b. Grades 9-12 will include no more than 60 minutes per class of instructional learning per day.
- c. Teachers will post daily assignments by 9am.
- d. Expected feedback to students should be 2x/week.

Students with IEPs

Despite the fact that many students with IEPs use iPads to support learning, there will be modifications in order to implement appropriate instructional strategies that comply with IEPs. Specialized Service staff will work with classroom teachers to support students that need modifications/accommodations to support learning in addition to providing instructional activities aligned with current IEP goals, services, and related services. Specialized Service staff will work with students and families on assistive technology needs.

Students who are English Language Learners

As much as possible, service delivery in distance learning will reflect and align with the service students receive in the classroom. For example, co-taught classrooms will continue to be co-taught and students will receive support and feedback from the EL teacher along with the classroom teacher.

Student Online Attendance

Distance Learning will take the place of regular schooling and therefore, attendance is important. As such, school districts will be expected to monitor and report student daily attendance to the State of MN.

Instruction when the teacher is unavailable

If a teacher is unable to provide instruction for the day, you will receive communication from your child's teacher regarding the absence.

Technology Support

E-mail: parenthelp@shakopee.k12.mn.us

This goes to our help desk system. Please provide as much detail as you can about the issue.

Phone: (952) 697-8701

This is not a direct line, but you can leave a voicemail and we will get back to you.