



St. Paul's Lutheran
Church and School
1010 Georgia Ave.
Norfolk NE, 68701

Office: (402) 371-1233
Fax: (402) 379-3646

March 20, 2020

Dear Families of St. Paul's,

We are currently living in unprecedented times during our era. With so much uncertainty, we know that there is one unshakeable truth: The love, grace, and peace of the Lord Jesus Christ is ours. May we be continually reminded of that beautiful truth through our interactions with each other.

St. Paul's Lutheran School, exists to assist our congregation & community by partnering with parents for gospel-growth in children. While this has regularly been carried out through face-to-face, daily interaction between students and staff, that option is not currently available to us. Even though we will not be in the same building during the coming days, we will continue to work toward our mission of educating students.

We are committed to you. In the event the Nebraska Department of Education would announce that we can fully close without offering instructional opportunities to our students, we will not do this. We will continue to provide you, our families, the support you need so the critical education of your children does not stop.

For the time being, the delivery method of our education is changing. We are still committed to high quality, Christ-centered education. In order to accomplish this, we are transitioning our delivery of instruction to distance learning. Our plan to accomplish that is laid out in the following pages. The roll-out of this new distance learning will not be perfect. You will have many questions and we will work to answer those questions as quickly and completely as possible.

We thank you for your commitment to the mission of St. Paul's, safety, and continued education of our students.

In Christ,

Mr. Michael E. Paulsen, Principal



ST. PAUL'S LUTHERAN SCHOOL

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Distance Learning Plan

Timeline:

St. Paul's Lutheran School building is closed to student education until at least April 6. We will make a decision on reopening at a date closer to April 6. All planned educational activities, extracurricular activities, and after school care are cancelled until further notice. We will be doing distance learning school days on March 26-27 and March 30-April 3. Those two weeks of school (7 days) will be marked for attendance for grades PreK-8. Distance learning days are determined for the whole school by the administration and Board of Christian Education. **The first pick up day will take place on Wednesday, March 25th.**

Office Hours:

On Wednesday, March 25, the school office will be open from 7:45-3:30 p.m. and 5:00-7:00 p.m.

Parents should stop in to pick up materials, report cards, etc. as well as to bring back any completed Science Projects. If you need a different time to do this, please contact your homeroom teacher.

The school office hours for the week of March 26-April 3, will be normal school hours (7:45 a.m.-3:30 p.m.) Office hours are subject to change. All changes will be communicated via email.

Staffing:

On Wednesday, March 25, the teaching staff will be available in the lobby/gym throughout the day to support this transition and help answer questions. The teaching staff will be available per request should alternative times work better for you to come in and ask questions.

On all other distance learning days, staff will be able to work from home. If you come to the school building during school office hours, teachers will likely not be in the building to answer your questions.



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Communication Plan:

During distance learning days, email will be the preferred method of communication. Staff members will check and respond to emails between 8:10-3:30 p.m.

Mrs. Linda Mullen - mrs.linda.mullen@gmail.com

Mrs. Sarah Nelson - sarahnelson.stpls@gmail.com

Mrs. Katie Brown - kbrown@stpls.com

Mrs. Heidi Rixe - heidi.rix@gmail.com

Mrs. Kinzie Paulsen - mckinziepaulsen@stpls.com

Mr. Scott Brown - sdbrown@live.com

Mrs. Shannon Spreeman - shannon.spreeman@gmail.com

Mr. Michael Paulsen - mikepaulsen@stpls.com

Attendance:

Distance learning days are school days. Unlike a traditional school day, attendance is not determined based on being physically present in the school building. Instead, attendance is tracked through work completion. Attendance is counted each distance learning day for all students in K-8 upon return of their student packets or assignments being turned in online.

For each distance learning day, the classroom teacher will assign work for students to complete in various subject areas. In order to be counted as "present" on a distance learning day, all of the work assigned in Religion, Math, and Language Arts must be completed (Note: For 5-8 students, Social Studies/Science, based on their current course schedule, is also a required subject each day). Students will be marked "absent" for the school day until all coursework is turned in (whether by online submission or packets being turned in). These absences will count toward their yearly total of absences for the 2019-2020 school year. In the event your child falls ill, you are not required to inform the school office. If they are still able to complete all the required daily work, they will be marked "present" for the distance learning day.

While teachers will set daily work requirements, attendance will be marked as we are able to verify that the work is completed. For those able to complete the work on a computer, attendance can be marked as soon as teachers verify the digital work is completed. For those completing paper versions of the work, we will mark attendance as soon as we are able to get the work back and verify completion.

Teachers may also assign other subjects for students to complete. Students are encouraged to complete these other subject areas for their educational value.



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Grade Level Specific Academic Expectations:

PreK:

PreK student participation in distance learning days is completely optional. Attendance will not be taken on distance learning days for PreK students. PreK teachers will provide a weekly packet of Religion, Math, and Language Arts activities for parents to complete at home with their child. These packets do not need to be returned to school. Teachers will also provide videos to assist parents with at-home instruction.

K-2:

K-2 student participation in distance learning days is required for school attendance. All Religion, Math, and Language Arts daily work is required to be completed in order for the student to be counted as "present" for that day. K-2 instructional materials will be available via paper packets for pickup on Thursday/Friday of the week. Teachers will also provide videos to assist parents with at-home instruction.

3-4:

3-4 student participation in distance learning days is required for school attendance. All Religion, Math, and Language Arts daily work is required to be completed in order for the student to be counted as "present" for that day. 3-4 instructional materials will be via paper packets for pickup on Thursday/Friday of the week.

5-8:

5-8 student participation in distance learning days is required for school attendance. All Religion, Math, Language Arts, and Social Studies/Science daily work is required to be completed in order for the student to be counted as "present" for that day. 5-8 instructional materials will be available digitally on Google Classroom. Teachers will provide video lessons as needed to assist students with at-home instruction.

Technology Support :

If you experience technology issues during distance learning days, contact your child's classroom teacher. They will serve as the point person for either assisting you or connecting you with the individual for additional support.



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Distribution of Materials:

iPads -

Lower grade families (K-4) that have internet connection at home but do not have a laptop, desktop, or tablet that their child(ren) could use for distance learning days will have the option of checking out a St. Paul's iPad. iPad's will be available upon request and may be picked up in the school office during office hours. Families will need to sign Usage Agreement forms prior to checking out a iPad.

Paper Packets -

The school will have a paper copy of instructional materials available for students to complete. These will be available in the school office on Thursday/Friday of each week. Each packet will contain the required tasks for students for every day of the week. Religion, Math, and Language Arts daily requirements must be completed and returned to the school in order for attendance to be counted for the student on that day. Packets may be dropped off any day of the week in the school office during office hours.

Grab-N-Go Meals:

Norfolk Public Schools and Lunchtime Solutions will be providing Grab N Go breakfasts and lunches at no charge for any child or young adult in Norfolk households (ages 0-18) regardless of income or free and reduced meal qualification. A maximum of five breakfasts/ lunches may be picked up per individual. Pick up will be available at the Norfolk High (south entrance), Norfolk Middle School (at west school doors), and Little Panthers Preschool (doors at the west side of the building) on Wednesday, March 18 and each Wednesday thereafter, from 10-1:00pm. This will be set up as a drive-thru service at each building. Beginning on Wednesday, March 25 and each Wednesday thereafter during the shutdown period, the Junior High School (east doors) and Woodland Park Elementary (front entrance) will serve as locations. We ask that you go to a location nearest to your household geographically.

To help better forecast number of meals needed at these buildings, please call in with meal counts and pickup location to: Amanda Liewer 402-644-2500, or email Amanda at amandaliewer@npsne.org.