

Distance Learning Plan of Action – Brook Rufsvold

Email: brufsvold@rlfedu.org

Google Hangout: brufsvold@rlfedu.org

Zoom (an online meeting service): My Link is - <https://us04web.zoom.us/j/7237832449>

My Cell Phone Number: 1-701-640-3307 – I will be working from home

1. Assess to class materials and assignments.
 - Parents and students can access most teacher’s google classroom website to have information on weekly assignments for classes
 - i. Students will need to accept my invite on google classroom where I can post daily updates on homework assignments in general education classrooms organized by grade level. (No student names will be used)
 - ii. Also, you can view teacher’s updates on their google classroom websites or homework central websites.
 - Students will access Google Classroom to view and complete class work.
 - i. [Google Classroom](#) – this link will take you to all the teachers who are using google classroom to help guide parents and students on upcoming homework assignments.
2. Assignments
 - Assignments will be viewable on teacher’s google classroom webpages and their homework central webpages. PLEASE view Ms. Rufsvold’s google classroom web page to use as a hub for all homework assignments to be posted from each classroom teacher using either google classroom or homework central. I will post daily updates to start and then weekly if possible as we develop this process.
 - Most TEXTBOOKS are online, however, if you wish to have a hard copy contact the school office and one will be issued to you.
3. Attendance
 - Students will need to log-in to Google Classroom daily and answer a daily question to ensure attendance for Ms. Rufsvold’s room.
 - Attendance needs to be completed by midnight each day.
4. IEP MEETINGS/Special Education Paperwork:
 - Parents and Students, these necessary meetings will be planned via phone or email. During the planning process for these meetings we will discuss how we will meet either using a video conference or phone conference. That will be determined on a student to student basis as we navigate this.

- Progress notes will be mailed out to parents. Paperwork requiring updating such as IEPs and Evaluations will be sent out to parents after the required meeting has been completed. Paperwork requiring a signature will be mailed out as usual and can be mailed back to the school when finished.
- In the event we cannot have a special education related (IEP, Eval, Etc.) meeting on time due to the Covid – 19 Pandemic we will reschedule at a time that is more convenient for everyone involved.

5. Daily Interaction

- Students can contact me during normal school hours: Monday –Friday from 8am to 3pm. Through the following resources.
 - i. Call my cell: 1-701-640-3307 (you are welcome to text for quick questions if preferred)
 - ii. Email – brufsvold@rlfedu.org
 - iii. Zoom – to join a meeting go to this link:
<https://us04web.zoom.us/j/7237832449>
 - By using zoom we can work together on homework, goals, and services that are ABLE to be worked through as determined on each student’s Individualized Distance Learning Plan. There are several features on Zoom that are not available anywhere else. I will designate days and times for each student to work 1 on 1 with me using ZOOM. Parents and students will be notified of the days and time to log in.
 - iv. Google Hangout – brufsvold@rlfedu.org
 1. This is a video chat service your google email provides and can be completed with your Chromebook or by downloading the app on your phone.
- Students are free to email me outside of the 8am-3pm time frame and I will respond as soon as I am available to.