



## Welcome to Saber Online!

As part of Shakopee Public Schools, Saber Online is dedicated to providing students with educational opportunities and engaging curriculum in dynamic learning environments to fulfill our mission and commitment to our students, families and the Shakopee community.

**SHAKOPEE PUBLIC SCHOOLS MISSION STATEMENT:** Shakopee Public Schools, in partnership with our community, will educate lifelong learners to succeed in a diverse world.

At Saber Online, students, families, teachers and support staff are a team, all focused on student success. We welcome your contact with teachers and staff and are available to answer any questions, provide assistance or address any concerns you may have. However, we encourage you to support your students in practicing self-advocacy. Often the easiest way to resolve a question or concern about a specific class/assignment is for the student to communicate directly with their teacher.

### Saber Online - Student Experience

#### Saber Online is committed to providing all students with:

- Engaging and relevant learning experiences and development of life skills
- Learning experiences that encourage cooperation, collaboration, and innovation
- Technology resources to create, research, communicate and produce academically sound products
- An environment of respect, self-control, ethical behavior and empathy as classmates and members of our communities
- A focus on developing responsible citizens in our schools and communities, as well as the digital world

#### The High School Program offers:

- A daily schedule that mirrors the in-person schedule at Shakopee High School
- Full-time (comprehensive) and Part-time (supplemental) course options
- All core classes and other courses required by State of MN
- Course offerings to meet all Shakopee Graduation Requirements: Freshman Seminar, Financial Literacy, Program of Study sequence
- Elective courses within each of the six Academies
- Specialized instruction and support for EL students and those with IEPs.
- Services for students needing academic and/or social-emotional support.
- Opportunity to fully participate in all activities, clubs, athletics, and school events available to SHS students.

#### Two ways that an online course could be delivered by a Shakopee teacher:

- **Classroom Approach**
  - Live Instruction: Each class period will include live instruction daily. All students will be online for a *minimum* of 50% of the block. Teachers will remain online for the entire block to continue to support students while they work in small groups or individually.
  - Level of Student-Directed Learning: This “classroom approach” is similar to an in-person block. Teachers will lead whole group, small group, and one-on-one instruction. Students will be self-directed during independent work time and homework assignments.
  - Relationship Development: With the block schedule at the high school level, teachers will embed opportunities for relationship building within their class periods in order to foster community.



## High School, 2022/23 School Year

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- Learning Management System: In the “classroom approach,” Canvas is the learning management system that teachers will use to:
  - organize day-to-day instruction
  - assign and grade coursework and assessments
  - provide feedback on student work
  - communicate with students
  - track and share student progress with colleagues and teams.
- **Individualized Approach**
  - Synchronous (live)/Asynchronous Instruction: Students will engage in content with content through a digital platform (Canvas and/or Edgenuity). However, the course is not fully self-paced. Students will attend class to participate in daily check-ins, individually or in small groups, with their teacher regarding progress. The teacher may also facilitate mini lessons based on student needs. Teachers will remain online for the entire block to support students while they work.
  - Level of Student-Directed Learning: This “individualized approach” requires a higher level of student-directed learning. Teachers will facilitate daily check-ins with all students as well as provide targeted small group and individual instruction.
  - Relationship Development: Through daily check-ins, teachers will connect with students not only about their academic progress, but also about their social emotional well-being.
  - Learning Management Systems: In the “individualized approach,” teachers will continue to use Canvas to communicate with students and parents, grade assignments, and track and share student progress with colleagues and teams.

### Saber Online - Attendance

- **Daily Attendance:** Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. Class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators.
- **Absent/Tardy:** Students are expected to be online at the start of each class and remain in class as directed by the teacher. Students who are not in attendance will be marked absent. Students who join class late will be marked tardy.
  - **If your child will be absent, arriving late or leaving early from required online sessions, please contact the 24 hour Shakopee High School Attendance Line.** The message should include the parent/guardian’s name, student name, and reason for absence.
- **Excessive Absences/Tardies:** When a pattern of excessive absences or tardiness (excused or unexcused) has developed, special interventions will be implemented. Parents/Guardians who are experiencing difficulty establishing regular attendance with the child are encouraged to contact the Saber Online Supervisor or School Social Worker for assistance and support.

### Saber Online - Attending online classes in the building vs. off-site

- **Full Time Online Students**
  - If all of the student’s classes are through Saber Online, students will complete coursework from home.
- **Part-Time Online Students**
  - If a student has both in-person and online courses, the Upper Commons will be reserved for students to engage in their online class time, complete coursework, etc. All students will be expected to be on time



## High School, 2022/23 School Year

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- to all online classes, regardless of location.
- Students enrolled in classes with Saber Online may apply to drive from Shakopee High School to home to attend their online classes.
  - Students must have a signed permission form and a written parent permission on file to leave and return to school during school hours.
  - Applications may be picked up in any of the Academy Hub Offices or Main Office.

### Saber Online - Tips for Success

- **Student Success Traits:** Saber Online was created to offer an online learning environment for students of various ages and abilities. The below traits are common among successful online learners.
  - Motivated, flexible and adaptable
  - Excellent time management skills
  - Willing to actively participate & ask questions
  - Ability to work independently
  - Comfortable communicating in various formats & with the use of technology
  - Driven to succeed with a desire to be challenged
- **WebCamera Use:** Students will participate in a variety of activities during class time and will find the most success if they engage in class with their web cameras on, particularly during direct instruction and other interactive activities. Teachers will likely direct students to turn web cameras off during independent activities or work time.
- **Headphones/Earbuds:** The district does not supply headphones. Though not required, they are strongly recommended.
- **Work Space at Home:** Students are encouraged to set up a designated work space outfitted with necessary supplies that is organized, well-lit, allows for writing and other lesson activities, and free from distractions. Headphones/earbuds are recommended, but not required.
- **Self-advocacy:** Students are encouraged to communicate with teachers and support staff about their academic as well as social-emotional needs.

### General Guideline for Who to Contact:

- To report an **absence:**
  - Call **24 Hour Shakopee High School Attendance Line**
    - 952.496.5153
- For questions or concerns about **classroom issues, curriculum, assignments, progress, etc.:**
  - Contact the classroom teacher
    - Contact info for individual teachers is on their Canvas Home Page and on the website
- For **social/emotional support** or help connecting with **community resources:**
  - Contact a Student Support Team member at Shakopee High School
    - **Counselor: Lisa Trembl**, *Freshman Academy* 952.496.5188
    - **Counselor: Jenny Kusske**, *Freshman Academy* 952.496.5128
    - **Counselor: Daniel Costa**, *English Language Learners* 952.496.5147
    - **Counselor: Erica Lang**, *Arts & Communication* 952.496.5187
    - **Counselor: Nicole Drangstveit**, *Business & Entrepreneurship* 952.496.5164
    - **Counselor: John Rose** - *Science & Technology* 952.496.5106
    - **Counselor: Paige Swanson** - *Engineering & Manufacturing* 952.496.5105



## High School, 2022/23 School Year

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- **Counselor: Beth Cordes** - *Health Science* 952.496.5196
- **Counselor: Kelsey LaRue** - *Human Services* 952.496.5179
- **Social Worker: Heather Schroeder** 952.496.5156
- **Social Worker: Kelly Ley** 952.496.8788
- For **Saber Online Program Information** or general questions/concerns
  - Contact the Saber Online Supervisor
    - Lori Link
      - [llink@shakopee.k12.mn.us](mailto:llink@shakopee.k12.mn.us)
      - 952.697.8730
    - Shakopee Schools/Saber Online Website
      - [www.shakopee.k12.mn.us](http://www.shakopee.k12.mn.us)
- For **technology issues**:
  - Email: [parenthelp@shakopee.k12.mn.us](mailto:parenthelp@shakopee.k12.mn.us)
  - Phone: 952.697.8701 (This is **not a direct line**. Please leave a **voicemail** and the team will get back to you. Currently supporting options to leave messages in English, Spanish and Somali.)

### Saber Online - Technology Expectations, Digital Citizenship and Responsible Online Behavior

- Our goal in all Shakopee Schools, and especially Saber Online, is to help students demonstrate digital responsibility, situational awareness, and the ability to use technology to create, research, communicate and produce content in the academic and professional setting. Our digital initiative is intended to foster engaging curriculum, dynamic learning environments and students who are better prepared for the world beyond our school doors. We believe that it is not about the device, but rather how to use the device in education.
- **For detailed information on expectations for digital citizenship and student responsibilities, please refer to the Shakopee High School Student and Parent/Guardian Handbook, pages 22-24.**

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**PLEASE NOTE: This addendum applies specifically to Saber Online High School students and families. Please refer to the Shakopee High School Student/Family Handbook for more comprehensive information regarding school and district procedures and policies.**

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