

Star of the North Academy Distance Learning Plan

May 5, 2020

The MDE has outlined a set of expectations that will constitute a school district's plan for providing instruction to all students in the event that school is closed for a long period of time. A plan is to be developed and posted on a school's website by March 30th, 2020. Below are the components of the plan required by Minnesota Department of Education:

Part A: Instructional Expectations

Distance Learning defined: Students engaging in distance learning have access to appropriate educational materials and receive *daily interaction* with their licensed teacher(s). It is important to note that distance learning does not always mean e-learning or online learning. It is critical to provide this learning in a format that can be equitably accessed by all students.

General Requirements:
What teaching and learning structures and platforms will be utilized during distance learning? How will the school ensure that all students have equal access to the learning and required materials to successfully receive credit in their class, including technology?

- Star of the North Academy teachers will prepare standards aligned daily learning activities that follow their long term pacing guides and curriculum maps.
- Students will access lessons in a variety of ways that may include weekly teacher produced packets, Google Classroom sites, email, the ClassTag and SeeSaw apps, telephone calls, Newsela, ZOOM, IXL, Reading A-Z, HMH Think Central and other connection points that will develop.
- Star of the North Academy has created Gmail accounts for students in grades 3-8 to access the Google Classroom platform. Our teachers and staff email are on our website.
- Star of the North Academy has surveyed families and provided families in need with a laptop to use for at home learning. In addition, Star of the North Academy has provided families with contact points to internet service providers that are offering free access during this time.
- Star of the North Academy's contracted service providers are using ZOOM, Google Hangout and telephone connection to families in order to provide speech and language services as well as OT services.
- Star of the North Academy's special education teacher is in contact with all student families daily to ensure that students understand modifications and adaptations to meet student needs. Our special education teacher has the authority to work with students to modify any assignment as needed. In addition, our special education teacher has worked and is working with our general education teachers to assist with grading, data monitoring and IEP compliance. Our special education and SPED para's have access to Google Classroom to support students with daily assignments and to be a source of support.
- Star of the North Academy's EL teacher will work in collaboration with classroom teachers to provide language acquisition and vocabulary support on classroom assignments. Our EL teacher will reach out to students via email to provide assistance.
- Star of the North Academy's Title One teacher will continue to provide reading and math support to students on her caseload through the use of email and Google Classroom. She has been included in classroom activities in order to provide support to students.
- Every teacher has a page on school website under Distance Learning where they post assignments and resources for the family. Teachers will post lessons in Google classroom and send messages directly to student Gmail accounts.

What steps will the school take to ensure it can effectively support the district's unique learning and teaching needs?

- Our 3-8 grade classrooms are using Google Classroom. The Google Classroom was in use before the time away so students are familiar with it and can access and submit some of their assignments through that application.
- All teachers are working with our EL and special education teachers to assure that students have the support necessary to have success.
- All students at Star of the North Academy have been offered laptops if needed to assist with distance learning.

How will student learning and progress be measured, monitored, and communicated to students and parent(s)/guardian(s)?

- Teachers are expected to have at least daily contact with students and families. As a backup we have is our paraprofessional team and our front office team will be available to call parents at different times of the day to check in on students if our classroom teacher cannot reach them.
- For our K-2 students these daily connections will mostly be with parents / caregivers. These check-ins support parents in their efforts to understand what needs to be done by students, what supplies are needed, and to answer family questions about student learning.
- For our 3-8 students these daily connections may be with either / and students / parents. With parents, the goals is the same as with our K-2 students: To provide information about the learning goals, the daily assignments, supplies needed and to answer any questions. ClassTag and SeeSaw will be the primary apps used for sharing lessons. We are encouraging our 3-8 teachers to make use of Google Hangout when necessary, hold an online class meeting where the learning activities can be reviewed, and general questions answered. This time is also to be used as a mental health check in time and teachers can offer support during this difficult time. We want students to know that this is short term and that during this time Success Academy staff is there for them.
- Student learning activities can be turned in multiple ways: Activities can be scanned or photographed and emailed or texted to teachers. With the use of Google Classroom in grades 3-8 assignments can be delivered that way. We are trying to be responsive to students and parents. If we have a family that can't get things to us, we will work out a way to get the work from them so our teachers can review it for progress.
- Students will receive feedback through much the same process as we use to get learning activities to them. Assignments for K-2 can be returned to students as

needed with teacher comments, email return with feedback, ZOOM or Google Hangout meetings individually or with the classroom for general class comments.

What are the programming options for school nurses, school counselors, school psychologists, school social workers, paraprofessionals, other school specialists and cultural liaisons?

- Star of the North Academy has a front office assistant and Operations Manager that will be available by phone to answer parent questions. We are able to translate to parents in many languages.
- Star of the North Academy will continue to provide SEL support and counseling help by making sure that our School Counselor connects with students and provides virtual “support groups” and online office hours to help students who need emotional support during this time.
- Star of the North Academy employs contracted service providers to provide speech and language and OT services to student in need. These services are coordinated by our special education teacher. During distance learning these services will be provided by ZOOM, Google Hangout or phone meetings to students in accordance with their IEP.

How will attendance of students and staff will be tracked and how will these expectations be communicated to students, parents, and staff?

- Star of the North Academy staff is expected to be available to students and families from 9:00 – 11:30 and 12:30 – 3:00 PM daily during distance learning. They are to use the time before and after to continue ongoing planning for future instruction, student work review and feedback, as well as communicating to administration any challenges or needs. This has been communicated to staff via email as well as through Google Hangout meetings. We are working to comprehensively communicate with EACH student / family during distance learning. We are committed to continue our philosophy of exceptional learning for ALL. As we monitor and adapt our distance learning plan we will be closely following teacher records to make sure all students are receiving instruction.
- Attendance will continue to be recorded on JMC during this time. We will use a combination of student work returned, participation in ZOOM or Google Hangout meetings, teacher emails with students, calls to students and parents as a way to record attendance. We are asking each teacher to record contacts with students, families and support people (service providers who connect with students).

What is the school's plan for training staff, students and parents to ensure that our distance learning program can effectively be implemented?

- Star of the North Academy has used Google Hangout meetings and email so far to keep our staff up to date about planning for distance learning. We have invited their input so that we can give the strongest support to them as they prepare. We will continue to use this platform to address both staff needs related to distance learning – but also to check in on staff mental health during this isolation time.
- Star of the North Academy's Principal will continue to provide researched based information on learning and teaching to the staff. The Principal will support teacher needs on a daily basis during distance learning. The Principal will be in touch with each teacher on a daily basis to monitor their progress and needs.

What steps has the school taken to ensure that the school's distance learning model is secure and will not allow for the release of protected student or staff information?

- Star of the North Academy uses JMC as our student records management system. Each teacher only has access to the students in their classroom. Our special education teacher has access to the IEPs for her caseload and shares this out as needed with teachers and service providers.
- As part of employment at SNA our teachers agree to maintain confidentiality of all student and family records.
- Staff may be asked to create a Google Voice account to share a phone number with families for communication purposes during distance learning time if our regular methods of communication are not working.

Special Education Requirements: State and Federal law requires a school to continue to meet the all requirements of the Individuals with Disabilities Education Act.

How will the school ensure supports identified on a student's Individualized Education Program (IEP) or 504 Plan are provided?

- Star of the North Academy has one special education teacher who serves as case manager for all special education students.
- The special education teacher will collaborate with teachers to ensure that IEP requirements are met in modifications / adaptations of student work.
- The special education teacher is in touch with our contracted service providers to monitor their compliance with each student's IEP. The special education teacher will be recordkeeping this compliance during distance learning.
- The special education teacher will work to have daily contact with students / families to answer questions and provide assistance. Identified needs that arise will be brought to the attention of the Principal for remediation.

What is the school's process for communicating with parents and guardians regarding their child's services, which should include discussion regarding amending IEP's to address how best to meet the student's needs in a flexible learning model?

- The special education teacher will send a distance learning plan home to each family on her case load. Phone conferences will be held in accordance with special education law to adjust IEPs as needed.

What is the school's protocol to communicate with administration and staff to prepare and support them in meeting the needs of students eligible for special education, child find activities, evaluations/reevaluations, and IEP implementation?

- Star of the North Academy uses a "Child Study" problem-solving team to address students' social, behavioral and concerns and help teachers create and implement intervention that are tracked before a student can be referred for special education services. Our CST team will continue to meet 2 times a month.

English Language Learner Requirements

How will the school fulfill Individual Learning Plans for English Language Learners? What possible scaffolding methods will be available to support students in a distance learning environment?

- Our EL teacher will continue to collaborate with classroom teachers.
- Our EL teacher is working with classroom teachers to ensure that learning objectives are written in student friendly language, such as "I can" statements, so parents and students can understand what students are expected to know and be able to do after completing the lessons.

What is the school's plan for communicating with families that do not use English as a primary language?

- Star of the North Academy has a significant number of families who speak Somali, Arabic and Pashtu as their primary languages. To address these families, SNA is using a team approach meet needs at this time. The school's front office manager, building manager and parent volunteer are available to provide translation services when
- The school website is updated regularly. School uses a mass text and voice message system through JMC to all families with updates and information.

Protections for Students Experiencing Homelessness or Housing Instability

How will the school satisfy the Federal requirements of the McKinney-Vento Homeless Education Assistance Improvements Act of 2001, as amended by the Every Student Succeeds Act of 2015, to support homelessness students throughout this crisis and promote their full participation in their education throughout the duration of the distance learning period?

- Our building manager will be working closely with our homeless families to ensure that they have food, access to educational materials and resources during distance learning.

How will the school monitor participation and engagement of homeless students in distance learning (e.g., including both attendance and performance.); potentially resulting in your school needing to change its staffing/support?

- Star of the North Academy teachers, paraprofessionals, front office staff and school administration believe strongly in learning for ALL students. The school is committed to going the extra step for this belief to be acted on. The classroom teachers, paraprofessionals and front office staff will notify school administration if there are needs regarding our homeless students. Success Academy administrators are full committed to ensure these students receive education and support.

How will the school monitor the efficacy of distance learning plans and approaches for all students including homeless students and be prepared to consider alternatives or additional support needs as part of that review.

- SNA will use ongoing Google Hangout, emails and chat messages with teachers and support staff to review all elements of our distance learning process. Being a small school, we can be responsive quickly as challenges present.
- SNA is committed to learning for ALL students. We are working to develop systems to check in with students, monitor their progress and adjust our instruction accordingly. We are also committed to helping teachers, support staff, families and students overcome roadblocks during this time.

How will the school maintain regular contact with local public health departments, county or Tribal human services departments, and Continuum of Care planning bodies on ongoing or emerging needs and to connect to resources that can assist students and families experiencing homelessness?

- The Principal is in contact with MDH and Anoka County as well as other departments in the cities of our student's residence to monitor rules and status of COVID – 19. The Principal regularly communicates with the staff, but specifically the front office manager and building manager, as they have best relationships with each of our families and can assist them quickest.
- The Administrative will be calling families based on need / check on them.

Part B: Supplemental Services Expectations

What is the school's plan for providing meals to all children who need them?

How will families access meals, staffing plan for preparing and distributing meals, and method of distribution that aligns with public health guidelines?

- Star of the North Academy has planned for food distribution by contacting families and letting them know we will be providing lunch and a snack for families. The school food service manager is working with the bus company and catering company to prepare 5 days of lunches and snacks that the bus company will deliver to home addresses on Mondays. We will continue to reach out to families to confirm what they may need moving forward even if they have not needed previously.

What is the school's plan for providing childcare for the elementary children of Tier 1 emergency and healthcare workers? How will families access childcare, a plan for staffing childcare, transportation of childcare participants, if you plan to include children of Tier 2 workers, and plans for following the CDC and Minnesota Department of Health's guidelines?

- Star of the North Academy has only 1 family that qualify for child care. This school will be attending his local Anoka Hennepin School during the day for childcare.

How will the school maintain an awareness of, and be prepared to cope with, the potential impact these closures will have on the mental health and wellbeing of students, staff, and families?

- Star of the North Academy will be using daily check-ins with staff to see how they are doing. We have already been doing Google Hangout meetings to visit together both about our new school planning, but also about how people are doing in general.
- Our teachers and staff connections with parents and students will be a guide for us as we move forward in our planning. Having daily meetings, phone calls, using online files so that students can hear their teacher's voice reading them a story or sharing about how they are doing will be key elements.

- When we have students and staff in need, SNA will consider who is the best person to connect with that individual. School leadership will provide guidance on next steps and will receive feedback from multiple sources to provide support.

How will the school provide information related to ‘how to talk to children’ about what is happening to change their school day?

- School admin team will provide professional development to teachers and staff on this topic based on the research available at this time.
- Teachers will practice with each other and provide feedback
- We will ask for parents’ feedback on this topic.
- Talking to Children About COVID-19 (Coronavirus):
[https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/talking-to-children-about-covid-19-\(coronavirus\)-a-parent-resource](https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/talking-to-children-about-covid-19-(coronavirus)-a-parent-resource)

How will board meetings be conducted?

- Board meetings will be conducted in accordance with 13D Open Meeting Law, which addresses how meetings may be conducted during a pandemic and/or due to an emergency.
- Please visit the website homepage for information on accessing board meetings.