AUDUBON CENTER OF THE NORTH WOODS - CHARTER SCHOOL DIVISION

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The authorizing mission of ACNW is to ensure quality academic and environmental literacy outcomes for Minnesota students through effective charter school authorizing.

Distance Learning Plan for Natural Science Academy

The Minnesota Department of Education (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 school must develop and post a plan on its website by March 30, 2020**.

Distance Learning Plan:

In General:
Summarize the basics of your distance learning plan, covering all ages of learners you serve. Identify what structures you will use (internet/IT based, printed material, voice communications, etc.) Include how the school ensures that ALL students have EQUITABLE access to the learning and required materials to successfully receive credit in their class.

Natural Science Academy will be offering all class subjects as per its usual offering when school is in session primarily through online platforms including Seesaw, Microsoft Teams, and Freckle. To address the issue of varying degrees of access to internet and devices to allow students to get on these platforms, the NSA Office team first assessed need through a parent survey. Then, our Special Projects Coordinator followed up with families on an individual basis to help set them up with free internet and/or school-provided devices.

The teaching team also has a contingency plan for students who may still not have the access they need. For students who do not have internet access to these platforms, NSA teachers will be putting together take-home materials for students so that these students may participate in the same content as their peers who have online access. This plan is to provide physical materials to students, available for pickup at the school on a schedule that allows flexibility for family work schedules while also ensuring that there isn't a large gathering at the school. The Special Projects Coordinator is in communication with District 833 transportation regarding the option of delivering physical materials via the bus route. If this doesn't work and if families are unable to come pick up materials, there are a number of NSA staff members who have volunteered to personally drop materials off at students' homes.

Seesaw is an online education platform where teachers can post assignments in the form of documents, videos, pictures, and voice recordings that all students can access—including non-readers. Students are able to respond to lessons and assignments in a variety of mediums including pictures, voice recordings, videos, drawings, and typed responses. Again, this allows for learners with limited literacy skills to capture their thinking. On

Seesaw, students will submit a regular check-in letting us know how they're doing as whole people, engage in activities that allow them to show their thinking, and document their work and their thinking related to their offline activities. Teachers will assign student activities that are open-ended and therefore prompt student thinking, re-post some student sample work so students can continue to learn from one another, and provide feedback on student work using text and voice comments.

Microsoft Teams is an online platform that allows staff to hold meetings with students and other staff in live format. NSA has provided all students and staff, including related services staff and paraprofessionals, with Microsoft accounts so that they may access Teams. NSA teachers will use Teams to hold morning and afternoon classroom meetings with their students. NSA teachers will also use teams to check-in individually with all students regularly to offer direct contact and one-to-one support. For those students who do not have ample access to the internet, teacher will check in with them by phone or parent email with the same regularity as other students.

Freckle is an online differentiation platform that offers lessons and assignments in all content areas including math, literacy, social studies, and science. NSA teachers will use Freckle to compliment lessons in each subject. Freckle allows teachers to track student work and progress. Teachers can assign students targeted, standards-based practice and assessments in Freckle. Students can also engage in adaptive practice at their own level and at their own pace.

Here's the overview of how they all fit together that we're sending families:

Teams: Teams will function as a landing page. It'll be used specifically for:
- *Group video meetings.*
- *One-to-one calls/meetings.*
- *Teacher informational posts.*

Teams also has a tab for the Freckle login page and the Seesaw login page, so kids can navigate from Teams to Seesaw and Freckle

Freckle: Freckle's differentiation platform assesses each student's level and automatically adjusts to provide the right amount of challenge and support.
Freckle will be a resource for practicing all kinds of skills in math, ELA, and Science.
In Freckle, kids will:
- *Practice math facts.*
- *Engage in teacher assigned tasks.*
- *Do self-paced practice.*

Teachers will:
- *Assign targeted practice.*
- *Review progress with Freckle's reports.*
- *Use Freckle's data to tailor instruction in one-on-one check-ins.*

Seesaw: Seesaw allows us to assess student thinking and keep touch with the whole child. Its flexible tools let them capture their reasoning, which will help us to target their practice and assess their progress.
In Seesaw, kids will:

- *Submit a regular check-in letting us know how they're doing.*
- *Engage in activities that show their thinking.*
- *Document their work and their thinking related to their offline activities.*

Teachers will:

- *Post activities and repost student work to facilitate discussion and learning from classmates.*
- *Respond to student work with voice comments.*

Each class's teachers will send families our learning plan for the week via parent emails. We'll also post it to the Teams page for easy access. This plan will give an overview of the activities to be assigned that week. It'll let families know what the goal of the activity is as well as where the child can access them—Seesaw, Freckle, or offline. It'll also give a time estimate for each activity and an independence percentage.

Teachers will hold office hours each day according to the schedule below.

	Monday	Tuesday	Wednesday	Thursday	Friday
Work hours, includes lunch break	8:30 – 4:30	8:30 – 4:30	10:00 a.m. - 4:30 p.m.	10:00 a.m. - 4:30 p.m.	8:30 – 4:30
Daytime Office hours	9:00-11:00 & 1:00 – 3:00 p.m.	9:00-11:00 & 1:00 – 3:00 p.m.	1:00 – 3:00 p.m.	1:00 – 3:00 p.m.	9:00-11:00 & 1:00 – 3:00 p.m.
Morning meeting	Frogs: 9 - 9:30 Owls: 9:35 - 10:05 Otters: 10:10 - 10:40	Frogs: 9 - 9:30 Owls: 9:35 - 10:05 Otters: 10:10 - 10:40	No morning meeting	No morning meeting	Frogs: 9 - 9:30 Owls: 9:35 - 10:05 Otters: 10:10 - 10:40
Afternoon meeting	Frogs: 3 - 3;15 Owls: 3:20 - 3:35 Otters: 3:40 - 3:55	Frogs: 3 - 3;15 Owls: 3:20 - 3:35 Otters: 3:40 - 3:55	Frogs: 3 - 3;15 Owls: 3:20 - 3:35 Otters: 3:40 - 3:55	Frogs: 3 - 3;15 Owls: 3:20 - 3:35 Otters: 3:40 - 3:55	Frogs: 3 - 3;15 Owls: 3:20 - 3:35 Otters: 3:40 - 3:55
Evening Office Hours			6:30 – 8:00	6:30 – 8:00	

To accommodate families whose work schedules prevent them from reaching a teacher during the workday, NSA teachers plan to provide evening office hours from 6:30 – 8:00 p.m. on Wednesday and Thursday. On these days, a teacher workday is from 10:00 a.m. - 4:30, 6:30 – 8:00 p.m. Teachers will offer one to one meeting times for each student throughout the school day in order to review any help needed on all assignments.

Please explain how the system you have identified will ensure it can effectively support your school's unique learning and teaching needs.

NSA recognizes that all students have different learning styles and that all families have varying levels of support that they are able to offer their kids throughout the school. NSA also recognizes that families will have different work schedules that do not line up with the normal school day, and this will make it hard for some students to participate in online meetings and daily check-ins. In order to meet the needs of students who have unique learning styles, NSA will allow students to submit responses online in various forms including voice recordings, video responses, writing, drawing, etc. NSA teachers will also differentiate the location of where online and distance learning will take place. Some lessons will have students watch or listen to a video or voice recording from the teacher, while other assignments will have students go investigate outside. NSA will continue its differentiation of instruction online and at a distance as it does on a daily basis in the classroom.

In order to meet the needs of students who have limited support at home, NSA will offer online teacher and paraprofessional support to all students through Teams, email, and phone calls.

In order to meet the needs of students whose parents have difficult schedules, NSA has put together a staggered weekly schedule, with two days out of each week starting later and finishing later in the evening to accommodate families with busy work schedules. Students will able to access online teacher support on these days.

In accordance with our mission, we have built outdoor time into each day for physical and mental well-being. Teachers may teach remotely outdoors, assign tasks outdoors and students will make use of outdoor "sit-spots" for various assigned purposes.

Describe how your school has consulted with the Tribal Nations of the students you serve, and how you will collaborate with the Tribal Nations Education Committee (TNEC) members regarding the formulation of their distance learning plans.

Not applicable.

Describe how the school will 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 all students and families.

NSA contracts with a school nurse through Navigate Care Consulting, who will be able to guide NSA staff in providing any medical guidance during this time.

Data Privacy Assurances:
If you are using online learning systems, please identify the platforms / programs / applications that will be used and how the systems or methods of use comply with data privacy requirements.

NSA will be using online platforms including Microsoft Teams, Seesaw and Freckle. Seesaw and Freckle allow teachers to assign work to the entire class and prevent other students from seeing other students' work. Teams allows teachers to meet live with the entire class, or one on one with each student (Other students are prevented from being able to watch one-on-one meetings).

Describe how all aspects of your distance learning model are secure and will not allow for the release of protected student or staff information.

Any private information will not be shared over Seesaw or Freckle—staff and students included. Students will also be prevented from viewing other students' work on these platforms. Whereas, Teams will be a platform for hosting one-to-one meetings, conferences, and IEP meetings, all meetings will be kept private to outside viewers.

Measurement of Student Progress:
How will student learning and progress be: 1) measured; 2) monitored; and, 3) communicated to students AND parent(s)/guardian(s).

Student progress will continue to be monitored in a similar fashion as is during normal in-school session. Student progress will be measured using online and paper assessments and student check-ins for understanding. Student progress on individual standards will be recorded using Jumprope (NSA's online grading system). NSA teachers will send student progress reports and MAP scores to families, though at a later date than originally scheduled (April 15 instead of March 23), via email or mail. Student led conferences were cancelled because parents are now immersed in student learning all the time.

Utilization of All School Staff:
Describe how support staff (school nurses, school counselors, special education contractors, paraprofessionals, cultural liaisons, interventionists, and other school specialists) will support the distance learning program.

NSA will utilize all school support staff throughout this time in various ways that may be similar to normal daily functions while paraprofessionals will have some variations in their daily roles. All office and admin staff will have the same daily responsibilities including parent communication, attendance, and MARSS reporting, and many more responsibilities that they manage on a normal daily basis.

Sped related services staff, including our occupational therapist and speech/language pathologist will continue to provide daily and weekly direct/indirect services online through Teams, email, and phone calls as per IEPs. Related services staff will also send home support materials for all students they serve including proper guidance for parents to accommodate students during lessons. Related services staff will also be available by phone and email to provide any assistance to parents and students necessary.

Paraprofessionals will be in charge of providing kid care to students of medical services providers, first responders, and other essential employees who qualify for school kid care during this time. Paraprofessionals will also be available online through Teams during classroom meetings and also to provide one-to-one assistance with assignments and lessons throughout the school day. During this time, since teachers are not able to be at school, at least one paraprofessional per day will be available at school to assist teachers in gathering materials to send home with parents and students. These paraprofessionals will also be responsible for answering any phone calls that should come to the school. All paraprofessionals will be responsible for daily sanitization of the school. As needs change through this time, the responsibilities of paraprofessionals may also change in order to fulfill these needs.

Attendance and Safety of Students/Staff:
Outline how attendance of students AND staff will be tracked and how these expectations will be communicated to students, parents and staff.

Students or their parents will be required to check in with NSA teachers or the central office by 5 pm each school day through any of the following means:

- Email
- Phone call
- Online learning platform (Microsoft teams and Freckle)
- Submission of an online assignment on an online learning platform (Microsoft Teams, Freckle, or Seesaw)

Teachers will be required to:

- interact daily with students through the online learning platforms and/or by email or phone.
- be available to students and their families during set office hours
- attend an online meeting via Teams at least once weekly
- collaborate with co-teachers, Special education staff, and entire team to put together each week's Weekly Learning Plan
- post a Weekly Learning Plan each Sunday for the week ahead and share it with families and the rest of the teaching team via email and SharePoint respectively.

This information is communicated to staff in team meetings and families through school-wide email and/or phone calls depending on a family's situation.

Describe the school's plan to ensure student and staff well-being if attendance data warrants concern.

NSA teachers and team will document attendance daily. When a child is not following our attendance policy, we will notify the family of the implications of the unexcused absences. Staff will also perform weekly check-ins with students and families of students who are completing minimal or no work.

Describe 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.

NSA teachers will maintain daily communication with students and/or their parents through online live classroom meetings or phone calls/emails to students who do not have ample internet access.

NSA staff will continue to meet live online through Teams on a weekly basis. NSA staff may decide to meet more often if it is considered necessary by the majority of staff.

Training Plan for Staff, Students and Parents:
Outline the school's plan for training to ensure that your distance learning program can effectively be implemented with: 1) staff; 2) students; and, 3) parents

All NSA teacher staff have been involved in the design and implementation of the distance learning plan, and have been meeting on a daily basis to discuss any issues with the plan and any training required.

NSA paraprofessional and related services staff will be trained in Microsoft Teams on an as-needed basis. NSA paraprofessional and related services staff will also be updated on a regular basis regarding any changes to student expectations or scheduling.

NSA will send out a letter to all families outlining distance learning expectations, daily schedules, and directions for accessing online platforms prior to beginning distance learning.

NSA teachers will also maintain daily communication with students and/or their parents through online live classroom meetings or phone calls/emails to students who do not have ample internet access. NSA teachers will continue to meet one-on-one with all students to work through any and all issue that students may be having with online assignments and/or communication.

Staff Training

During the planning period teachers researched, conferred and made decisions about platforms that would work best for the school. Once decisions were made teachers worked together daily to become familiar with:

- Creating a video or screencast
- Uploading a video/screencast
- Explore Learning Management Systems - Microsoft Teams, Seesaw and Freckle
- Exploring tools for monitoring student learning and providing feedback
- Planning for at least 1 week of distance learning

After Team consensus on platforms that would work well for the school, training included:

- Seesaw Remote Learning for Teachers – Guide for Teachers
- Personalizing Learning with Freckle
- Microsoft Teams Video Training
- Daily meetings where Education Team members shared resources, learning and trained others.

Teachers will participate in addition live trainings and webinars on the various platforms as needed.

Training for Families

- Weekly Learning Plan tutorial https://drive.google.com/file/d/1KOwzpxocidWCeJoQrZEqjQMrt30oOM0O/view
- Getting into Teams tutorial https://drive.google.com/file/d/16aiimZV74DlWAd-ICArXFGb6_VFHqZKO/view
- Introduction to Seesaw for Families tutorial https://web.seesaw.me/parents
- Freckle at Home – a Guide for Families https://blog.freckle.com/freckle-at-home

Describe how the school is going to help students understand the expectations of your distance learning plan?

NSA will send out a letter to all families outlining distance learning expectations, daily schedules, and directions for accessing online platforms prior to beginning distance learning.

NSA teachers will maintain daily communication with students and/or their parents through online live classroom meetings or phone calls/emails to students who do not have ample internet access. NSA teachers will continue to meet one-on-one with all students to work through any and all issues that students may be having with online assignments and/or communication.

Process for Review and Revision of the Plan:

Describe how the school will monitor the efficacy of distance learning plans for all students, and its process for considering alternatives or additional support needs as part of that review.

NSA staff will meet on a weekly basis to discuss the efficacy of its distance learning plan and determine if there are any changes to be made. In addition, the team is planning on

soliciting feedback from families about what is and is not working about the current plan to determine what kinds of changes or adjustments may be needed. NSA staff will update families if any changes are to be made to the current system prior to those changes being implemented, through a letter that will be sent out by email, Facebook, and mail (as necessary).

SPECIAL EDUCATION REQUIREMENTS:

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

NSA special education staff will communicate with parents about how their students IEP/504 plan services and/or accommodations will be continued during distance learning via email and/or phone. Special education staff will meet online one-to-one with each student on a daily basis in order to provide direct assistance with daily class assignments. Paraprofessionals will also be available online in order to provide the same services as necessary. Special education teachers and paraprofessionals will also be a part of daily class online meetings. Special education teachers will meet with regular education teachers to ensure that all possible accommodations as per IEPS are being provided and to help with their implementation. Special education and regular education staff will be in daily communication if there are any special accommodations to be made for any students with IEPs and/or 504 plans.

Outline how the school is communicating with parents and guardians regarding their child's services. Include information on how the IEP team will determine if current IEP plans need to be amended to address how best to meet the student's needs in a flexible learning model.

Special education staff are and will be communicating with parents through email and phone calls regarding how their student's services and/or accommodations will be implemented during distance learning. If the parents, regular education teachers, or special education teachers request any changes to be made to current IEP services and/or accommodations to accommodate distance learning, the special education staff will call a team meeting either online through Teams or over the phone in order to discuss any changes to be made.

Detail the school's plans for communicating with school staff to ensure that the school meets the needs of students eligible for special education. Include detail on Child Find activities, process of evaluations/re-evaluations.

ENGLISH LANGUAGE LEARNER REQUIREMENTS:

Describe how the school's distance learning plan addresses the individual learning plans of its English Language Learners. Explain the methods available to support ELL students.

Although NSA does not currently serve any students who qualify for ELL services, ELL staff will be available to address any needs should any students who qualify for ELL services enroll at NSA.

Describe how the school plans to communicate with families that do not use English as a primary language. Be sure to address how this communication will be implemented given the technology determined to exist in your ELL families' households.

Although NSA does not currently serve any families that do not use English as a primary language, NSA will contract with Designs for Learning to employ any necessary interpreters to communicate any and all distance learning instructions to students and families who may enroll at NSA during distance learning.

PROTECTIONS FOR STUDENTS EXPERIENCING HOMELESSNESS OR HOUSING INSECURITY:

Specify how the school will 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 students experiencing homelessness throughout this crisis and promote their full participation in their education throughout the duration of the distance learning period. Please include school plans for monitoring their students to identify changes in status.

Although NSA does not currently serve any students who qualify for benefits under the McKinney-Vento Act, NSA will continue to work through its identified homeless liaison to establish appropriate communication with families who may enroll at NSA during distance learning who qualify for benefits under the Mckinney-Vento Act.

Describe how the school will monitor participation and engagement of students experiencing homelessness in their distance learning. Be sure to address both attendance and performance of students experiencing homelessness, and how your school will respond if changes are needed in staffing and support.

Although NSA does not currently serve any students who qualify for benefits under the McKinney-Vento Act, NSA will continue work though its identified homeless liaison to ensure that each student who qualifies for benefits under the McKinney-Vento Act have appropriate means of communicating with the school and appropriate access to and means of completing daily class curriculum, should any such students enroll at NSA during distance learning.

Describe how the school will monitor the efficacy of distance learning plans for students experiencing homelessness, and is prepared to consider alternatives or additional support needs as part of that review.

NSA staff will continue to meet on a weekly basis in order to monitor the efficacy of its programming with regards to homeless youth and make any adjustments as necessary.

Describe how the school will 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 NSA homeless liaison will continue update NSA staff on a weekly and/or basis regarding any new information as presented by local public health departments, county or Tribal human services departments, and Continuum of Care planning bodies. The NSA homeless liaison will continue to monitor any and all pertinent public health or governing websites for updates and announcements.

SUPPLEMENTAL SERVICE EXPECTATIONS:

Detail the school's plan for providing meals to all children who need them. Include: how families access meals, staffing plan for preparing and distributing meals, and method of distribution that aligns with public health guidelines.

NSA does not currently have a school lunch program and is not required to provide any daily meals to children during distance learning.

Detail the school's plan for providing childcare for the elementary children of Tier 1 emergency and healthcare workers. Include: how 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.

NSA will continue to offer daily kid care to children of Tier 1 and Tier 2 professionals. NSA office staff have notified all families regarding this opportunity. Paraprofessionals will be in charge of providing daily care to these children. Paraprofessionals have been trained in all CDC and MDH guidelines for sanitizing the school on a daily basis. Paraprofessional staff will check the temperatures of students and themselves upon entry to the school on a daily basis. Students and staff will be expected to follow appropriate hygienic guidelines during the school day such as washing hands and keeping at least 6 feet away from others at all times throughout the school day. Any and all staff will be asked to stay home for a period of 14 days if they should come in contact with persons who have been diagnosed with the Covid-19 virus. Parents of students will also be contacted if any staff have been asked to stay home for such reasons.

NSA will continue to depend on District 833 for transportation of students of Tier 1 and Tier 2 professionals.