

Fall 2020/21 JGESA Distance Learning Plan

We are in uncharted waters and are doing our best to make Distance Learning as simple as possible. If you have questions please feel free to reach out. Our goal is not only to provide an education for all our students, but to also maintain the amazing community of students, families and staff that make JGESA special.

Distance Learning model means students will work from home. Please [complete this questionnaire](#) help us complete our planning and make sure that we can support you in the best way possible.

JGESA students will still be expected to read, practice math in Khan Academy, and work on projects daily. The JGESA project-based learning model lends itself well to a Distance Learning model. Our students are already well versed in designing and doing their own projects with Advisor guidance. This guidance will continue, simply online or via phone rather than in person. Attendance and engagement is expected during distance learning just as when students are in-person. Students need to engage daily with their Advisor and demonstrate work completion to be considered in attendance.

Advisors will be doing daily Advisory with students. They will also be checking-in with individual students on a scheduled basis. Emails will be coming out to each student from his/her Advisor to let them know when and how to plan to connect.

The schedule below is very similar to what students have been used to when physically at school. This schedule is a guideline. We fully understand that not every household will be able to adhere to this exact schedule. Please view this as a template for how your child can allocate their time. As an example, doing 30 minutes of reading daily - not that they must be glued to their computer from 8:20am-3:00pm daily. In fact, we don't want them doing that. Project based learning is about so much more than being online. Students should still be doing projects. If that means building something in the garage, planting a garden, playing an instrument or any other project we want them to continue to do these types of learning. And, as always, students can build a project proposal in Headrush and work with their Advisor to get standards for doing so.

Suggested Distance Learning Daily Schedule:

8:20-8:50 Reading

8:50 - 9:10 Check-in/Advisory (this is how/when daily attendance will be taken)

9:40-10:10- Math

10:00-12:00- Project time (check email/connect with Advisor)

12:00-1:00- 20 min. lunch (40 min. physical activity; mental health break, mindfulness, meditation, break time)

1:00-3:00- Project time (check email/connect with Advisor)

Communication is key to making distance learning work. Not only will Advisors/Paras be checking in with students, but students and parents will need to communicate your needs with us. Email will be the primary communication from JGESA to parents. Please commit to checking your email daily. JGESA staff will be available 7:30am-3:30pm daily.

JGESA is adding [additional resources to our website daily](#) that will assist students and parents in Distance Learning. We've included step-by-step instructions for parents that want to view progress in Headrush or Khan, as well as many other resources. Students, we've provided hundreds of ideas for projects experiences and activities. There are even links for virtual field trips that can be taken from your home.

Students receiving specialized services will be in contact with their Case Manager (Katie - kzehowski@jgesa.org or Anne - abrakob@jgesa.org) to continue receiving their specialized services at scheduled times. There may be situations in which the services the student receives at school may not be available remotely. If your student receives speech or occupational therapy services, our providers will be joining the distance learning model on Thursdays. Paraprofessionals will be available to further assist students who require additional support.

Case Managers will be in contact with families in regards to student Individualized Distance Learning Plans (IDLP). Electronic copies of the IDLPs will be sent out.. If you have any questions please feel free to contact Katie or Anne.

Full JGESA Distance Learning Plan Fall 2020

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2. Special Education Services – IEP or 504 Plan
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Purpose

To ensure that every JGESA student receives an appropriate education and has equitable access to learning and instruction during the COVID-19 pandemic.

Overview

JGESA is a tuition free, public charter school serving students grades 6-12. JGESA operates a project-based learning model.

Distance Learning per Minnesota Department of Education

Students engaging in distance learning have access to appropriate educational materials and receive daily interaction with their licensed teacher(s).

Furthermore, in accordance with the Minnesota Department of Education and Governor's Executive Order 20-02, JGESA has developed a distance learning model for all students which allows them to continue their education while on-site schooling is not permitted due to Covid-19. The JGESA plan includes the following components as required by the Minnesota Department of Education:

- ✓ Federal and State requirements will be followed.
- ✓ Students who participate in distance learning have full access to appropriate educational materials.
- ✓ Maintain educational continuity for schools and programs
- ✓ Ensuring all students in the school or district have equal access to the learning and required materials, including technology.
- ✓ If using an online learning system, ensure it can effectively support the district's unique learning and teaching needs, including the ability to provide differentiated instruction as well as one-on-one

support for students who need it. Regardless of where the learning is happening, supports identified on a student's Individualized Education Program (IEP) or 504 Plan must be provided (more detail below). Individual Learning Plans for English Language Learners must also be followed.

- ✓ Providing training to staff, students, and parents/guardians on implementation of your distance learning model and the district's expectations.
- ✓ Programming options for school nurses, school counselors, school psychologists, school social workers, paraprofessionals, other school specialists and cultural liaisons.
- ✓ Tracking the attendance of both students and staff.
- ✓ Ensuring the distance learning model in use is secure and will not allow for the release of protected student or staff information. Schools should provide materials for students to continue their learning
- ✓ JGESA will conduct leadership-level reviews of the efficacy of distance learning plans and adjust accordingly.

JGESA school board approved Policy 607- Distance Learning on 3/17/2020. This has been posted to the policy page on our website.

607 DISTANCE LEARNING I. Purpose of Policy

- A. The purpose of this policy is to provide a comprehensive plan that addresses distance learning options for students.

II. General Statement of Policy

- A. Students may be considered in attendance and awarded Learning Targets for work that is completed off-campus under specific circumstances. These circumstances may include but are not limited to: mandated school closures, frequently scheduled health appointments that cannot be scheduled outside the school day, project-related learning experiences that cannot be completed on campus in accordance with our mission and/or other instances approved by the school.

III. Statement of Programming Expectations

A. Students are expected to follow the approved distance learning schedule. This may be modified based on extenuating circumstances.

B. The school will ensure that students have equitable access to technology.

Accommodations shall be made for students unable to access necessary technology.

C. *Headrush*, Jane Goodall Environmental Sciences Academy's (JGESA) approved academic management platform, will be used to support learners' educational needs. Other online learning platforms may be utilized, including but not limited to: Khan Academy, Adobe Connect, Google Meets, Google Classroom, or Moodle to differentiate instruction and to support the unique needs of individual learners. Individual Learning Plans for English Language Learners will be followed.

D. Parents, Guardians, and Students will be notified and provided training, as needed, on JGESA's Distance Learning Policy and expectations.

E. Programming with counselors, paraprofessionals, contracted service providers, and other school specialists will continue as described in individualized education plans (IEP).

Special education services will follow best practices for distance learning.

F. Tracking of students' daily attendance will be recorded and monitored.

G. Data privacy mandates will be followed.

IV. Procedures

A. Students shall connect (via email, phone, Hangout, etc) with their advisor no later than 9 am on the day of distance learning. Students will provide or create a plan for the day, follow the approved schedule, and consult with staff as needed.

B. If needed, students may check out a Chromebook from their Advisor. Students are responsible for adhering to JGESA computer policy as stated in our Chromebook policy and must complete a computer usage waiver.

C. If, due to individual and/or extenuating circumstances, a student is unable to meet the demands of this schedule, staff will work with the student to establish an alternate plan/schedule for completing work. This plan must be approved by their advisor.

V. Notice of Policy

- A. The School Board shall review this policy annually.
- B. This policy will be made available via the student handbook and the school's website.

Special Education Services – IEP or 504 Plan

Students receiving specialized services will be in contact with their case manager (Katie - kzehowski@jgesa.org or Anne - abrakob@jgesa.org) to continue receiving their specialized services. There may be situations in which the services the student receives at school may not be available remotely. If your student receives speech or occupational therapy services, our providers will be joining the distance learning model on Thursdays. Paraprofessionals will be available to further assist students who require additional support.

Case Managers will be in contact with families in regards to student Individualized Distance Learning Plans (IDL). Electronic copies of the IDLPs will be sent out. If you have any questions please feel free to contact Katie or Anne.

Please check your email for a letter from the Special Education Committee for more information.

Online Communication and Distance Learning Etiquette

DISTANCE LEARNING

Tips for Online Communication & Etiquette

FOLLOW THE NORMS

If you expect to chat/conference remotely:

- Be kind and respectful
- Positive
- Efficient
- Focused - minimize distractions
- Be present



BE PATIENT

- Send 1 message at a time (don't send multiple in a row)
- Wait for a reply
- Set up a time to "meet" or chat.
- Don't spam others



COMMUNICATE

- Be clear with your voice.
- Ask questions
- Advocate for what you need
- Mute yourself when you are not talking - this reduces interference and it'll be clearer to hear who's talking.



PHONE ETIQUETTE

- Silence or put phone on vibrate
- Don't make calls during a video chat.
- Avoid sending texts
- Don't take pictures or send them during video chats



SET UP A WORK ZONE

- If possible, be in a public space in your home (not your bedroom)
- Wear "school" clothes, not your pjs.
- Have a blank or non-distracting background for video chats.



BE FLEXIBLE

- Be empathetic of other's home situations.
- We are all in this together, so be supportive.
- Do what you can, when you can.



JGESA surveyed families on 7/15/2020 to identify those with childcare needs for children age 12 following the definition of “Emergency Workers.” No families responded in need of care. This is likely due to the fact that JGESA serves grades 6-12.

Nutrition/Meals

JGESA does not participate in the school lunch or breakfast meal programs, students bring their own food. No meal programs will be offered during this period. However, JGESA did provide a full list of all resident district meal options to families via our resource page. Also, additional resources providing local meals have been posted.

Instructional Material Pick-up

JGESA offers 1:1 Chromebook use while on campus. Every student will be provided with a JGESA chromebook/charger for home use. Amendments were made to the existing Chromebook Policy allowing for offsite use of school devices. Students will be expected to follow existing Chromebook Policy on use of school devices. All students will have the opportunity to pick-up materials and devices.

Health and Wellness

JGESA will distribute a letter from JGESA School Counselor with back to school materials that includes resources for physical and mental health. Also, JGESA added a page to our website that features resources for families.

Resources are being continually updated but to date include:

- Government sites
- Links to educational and entertainment ideas for students at home
- Free food distribution
- How to talk to your families about COVID-19

Attendance and Truancy

A student will be counted in attendance if they are making contact with their Advisor and completing work. If a student is unable to complete school work they shall contact their Advisor and/or jlonghenry@jgesa.org to report attendance just as they have in the past. Expectations have been clearly communicated to families. JGESA Advisor, Case Manager, Counselor and Office Manager will be in contact with families if a student's attendance is of concern to determine what JGESA can do to assist the student in engaging in Distance Learning.

English Learners

JGESA currently has no English Learners enrolled. No services required.

Students Experiencing Homelessness or Housing Instability

JGESA has no Students Experiencing Homelessness or Housing Instability enrolled. No services required.

Early Learning Assessment

JGESA serves students grades 6-12. No services needed.

Before and After Care

JGESA does not offer any before or after school care for students. No services required.

Assessment

NWEA assessments will be completed in the fall as scheduled.

Communication

In communicating with families and students, JGESA will include:

- ✓ When and how to expect communication from the district
- ✓ Where they can find the distance learning plan on your website (must be posted on website before distance learning begins)
- ✓ The structure of distance learning in the district
- ✓ When educators and school leaders are available and how they may be reached
- ✓ How students are able to retrieve their belongings from school
- ✓ General student expectations (attendance, assignments, hours, due dates, etc.)
- ✓ Reminders about accessing student progress tracking
- ✓ How to access telehealth
- ✓ How to access best practices around health from the Minnesota Department of Health

Note: Language translations and interpretations of this information will be made available as quickly as possible as needed.

Communication tools will include:

- ✓ Website including a dedicated COVID-19 resource page www.jgesa.org
- ✓ Email
- ✓ Social Media
- ✓ Text
- ✓ Student information systems
- ✓ Student programs such as Headrush and Khan Academy
- ✓ Online meeting tools – Ex. Google Hangouts, Zoom, Castify, etc.

Communication to Staff:

- ✓ Expectations on how they will report their attendance
- ✓ Expectations around staff presence on campus
- ✓ Explanation of job duties
- ✓ Updates from MDE, MDH, MACS, IQS, JGESA school board, and other relevant information

Tribal Considerations

JGESA has no Tribal students enrolled. No considerations required.

Broadband

JGESA surveyed families on 7/15/20 to understand internet access in homes. Families that identify as having limited/ no access to the internet in the home will be contacted to set-up options for distance learning. While all families do have access, that access is not equal in quality. A number of our families live in rural areas where high speed broadband is not available, thus JGESA will be flexible in understanding at that not all students in a family may be able to be online at once, or that tools such as video conferencing may not work as well for those students and will offer calls as needed. JGESA will be surveying families again after school starts to be sure this need is met. Internet access resources have been posted on our JGESA Covid-19 Resources page.

Access Libraries

JGESA has a small library of printed materials. We opened this up to all students on 3/16/2020 to take home as many materials as they wanted, with no need to return until school returns to campus. JGESA students are recommended to have a Great River Public Library card as a part of school supplies. Our students are continually encouraged to access public library materials and tools. This will continue during this period. JGESA will also encourage teachers and students to use free online resources like eLibrary Minnesota and eBooks Minnesota to complement instructional materials.

Activities

All in-person school-sponsored activities that are scheduled during the statewide school closure are suspended until in-person school resumes.

Funding

JGESA has drafted an Emergency Operation Plan. This will be reviewed by the school board for approval. Existing procedures within JGESA's Teacher lead model make certain JGESA can continue performing its essential functions if key staff are unable to perform their duties due to closure. Payroll processes will continue. All reporting will continue as mandated.

Employment and Workforce

JGESA will follow the Minnesota Department of Employment and Economic Development guidance on how to mitigate impacts of school closure on family employment and community economic impact. This includes continued payment of hourly workers during the planning period and utilizing staff in ways that may be outside of typical norms, but do allow JGESA to continue distance learning for students. JGESA will also follow CDC guidance regarding health and safety for employees. JGESA has also created redundancy plans to distribute work should any staff member be unable to fulfill work duties.