



## **Distance Learning Plan : High School for Recording Arts Independent Charter School District 4039-07**

HSRA is starting the 2020-21 school year with Distance Learning matched with Targeted Supports to our students and their families. We have released the details to this plan on our website, as well as through individual personalized calls, robocalls, social media posts, and mass emails. We will remain in Distance Learning for the First Semester.

We will re-evaluate to see if we would shift to Hybrid or In-Person programming prior to our second semester by evaluating the needs of our community, the safety of our students and staff, public health developments, and analysis of local, regional, or statewide COVID-19 metrics provided by the Minnesota Department of Health. The key staff members involved with this decision will be Executive Director, Director of Operations, Director of Educational Programming, and our HSRA School Board.

If we shift we will provide our authorizer, MDE, and our school community **15 days** notice and publicly release any changes to our plan during that time period.

Our COVID Coordinator is Melinda Brown and she is supported by our team of Administrators, Social Workers, and Nursing Staff.

### **Distance Learning Plan**

#### **1. How are we ensuring students have access to appropriate educational materials, including technology?**

Our plan:

This term we will be in distance learning. We are connecting all students with technology loans, building to utilize the tech and app capacity of what the majority of our students already have, and building alternative pathways of delivery and communication for those students who are not able to utilize technology. Each student at HSRA has an Advisor to connect with them and their family, develop a personalized learning plan for this new Distance Learning Term so they can stay on track, and advocate for student needs by connecting them with

additional support. Teachers are showcasing all learning opportunities on Schoology / Google Docs and all students will be loaned a chromebook and also a hotspot internet device as needed.

We are taking a multiple strategies approach in communicating and conveying daily lessons and learning opportunities with our students. First, we have created a workshop calendar and schedule in our learning management system Schoology that will give students synchronized workshops each day with core academic weekly workshops. At HSRA, workshops are competency and station based / blended learning in structure which leads to an easy adaptation to distance learning. Teachers have developed infrastructure to replace the in-class elements of this system with videos, office hours, and individual interactions as well as clear instructions and progression tables available in Schoology. As teachers built their Schoology they are intention in creating learning opportunities that can transfer outside of the screen / technology realm. We will be delivering and mailing additional learning / project kits to all students to support hands- on deeper learning for these workshops. Teachers will be utilizing text messages, phone calls, social media, Zoom / Google hangouts and other routes to make sure all students have access to this content and either synchronized group activities or videos memorializing this content to be viewed at the student's discretion.

Next, SPED and GEN Ed. Teachers have collaborated to build impact hub clubs, guided project groups, pop-up learning labs, and guided study projects which give additional opportunities for students to work in each of the core content areas. Guided studies are available on Schoology and can be delivered as well as available for pickup upon request by support staff (following guidance of the Minnesota Department of Health / Governor's Office for safety). While all students can also utilize our HSRA guided studies, they are built especially to print each week and distribute to our students who cannot access Schoology and have phone conferencing with teachers as part of the expectations. HSRA incorporates culturally responsive communication, content, pedagogy and approaches in all our educational decisions and planning.

## **2. How are we ensuring students receive daily interaction with their licensed teacher(s)?**

Our plan:

As described above, our goal is to have a multiple strategies approach to delivering content and teacher interaction with our students. As HSRA is a school that features project based learning, all content teachers will host frequent Google Hangout office hours and individual study sessions each week to develop and check in with students on individualized projects, support workshop work, answer questions, and develop validation opportunities for students to continue to develop their online graduation portfolios. During these office hour times, students who can't access Google Hangouts will work with their advisor to have telephone conferences as well. Support staff will be present in many of these calls and interactions because our staffing is configured in complex Care4Teams to support each group of students. These include advisors, support staff, social workers, teachers, and other operations staff who discuss student needs in regular intervals, and support student learning during our office hours and individual contact points. This helps us to create a diverse team and culturally responsive approach with each student. We are defining engagement with students and teachers to be reciprocal modes of communication including texting, calls, emailing, schoology chatting, responses to discussion prompts, and video hangouts but also will expand as we find what works best for our students. We

evaluate these points of contact daily for each student, and teacher/student communication is a primary topic for our weekly professional learning community meetings, which have continued via google hangouts, as have our other weekly staff and department meetings.

### **3. How will we support the mental health needs of students?**

Our plan:

A comprehensive list of mental health resources has been compiled through our Social Work Team and School Based Therapist. These resources have been made public through social media, individual requests, also a resource flyer has been created to include Mental Health resources along with housing, food, medical, chemical health and staff phone numbers. This resource flyer will be given to our families through mail, social media and posted at the entrance of our door. All staff members will also have these resources readily available to assist our families. We will continue to work diligently with our already established community resources to address Mental Health, Housing, food distributions, and any other barrier a family may be experiencing.

Students who have regularly scheduled school based therapy will continue meeting with our therapist through secure sites. Students expressing the need for a therapist will go through our social work team referral process. Students who meet regularly with our social workers will continue to have secured audio and or visual access to our social worker. Students expressing a need to meet with our social workers will go through the referral process to have access to our social workers. The team will consider the individual needs of students and families to determine the level of need. Social workers will refer out to agencies as they see appropriate. Our Social Work team will continue to support our families in need of medical assistance benefits, this will be done through phone conferencing, zoom, and google hangouts.

### **4. How will the needs of students with IEPs be met?**

Our plan:

Special Education Students and students receiving 504 accommodations attending High School for Recording Arts will have the same access to the general education curriculum. Accommodations and modifications from the student's current 504 Plan that are feasible through Distance Learning will be provided. If we move to mandated distance learning, but while we are in voluntary, we will provide support in-person based on the needs of the student as determined by the IEP team." We will follow safety guidelines from the Minnesota Department of Health, and the Centers for Disease Control and Prevention.

Special Education students' accommodations and modifications will be done through collaboration between general education teachers and special education teachers. Students will also have access to Special Education classes co-taught by licensed gen-ed and special education teachers. These classes will be through school-sanctioned Schoology. Case managers will create Personal Learning Plans for individual students, placing them in the appropriate Schoology classes based on their individual needs. Current minutes of service per the students' IEPs will be maintained via Distance Learning. If the goals are not transferable to Distance Learning or

the team feels the student may experience fatigue or have difficulty sustaining attention, service minutes will be amended and adjusted to the student's needs. Licensed Special Education teachers will have scheduled office hours for students to attend thru [Google Hangouts](#) and [Zoom](#). Instruction will be provided in several ways: audio/visual platforms, phone conferencing and/or packet work. The method of instruction will depend on the student's internet availability.

IEP goals will be measured through teacher interaction, observation and collection of work samples. Data will be collected through online resources and hard copy if available.

IEP meetings will be held on or before the annual meeting date, these meetings will be held thru [Google Hangouts](#), [Zoom](#) or phone conferences.

All initial evaluations in process will be reviewed. For those that are in the final stages and do not require any in-person assessments, the Evaluation will be completed and determinations of eligibility and need will be made. If an initial evaluation requires an in-person assessment, given the state mandated guidelines for Distance Learning that prohibit in-person contact of any kind for any reason, the initial evaluation will be on hold and will be completed once school resumes.

Reevaluations timelines will be maintained. Reevaluations typically require a review of records or interviews that can be completed over the phone or by mail. Families will not be responsible for mailing fees.

Child find will continue with a once-a-month meeting.

## **5. How will we ensure students have internet access as needed?**

Our plan:

We have a high percentage of students who are homeless and highly mobile, many living on their own without parents or support in spaces that do not provide internet services. We are offering all students who need internet access a hot-spot to provide them with it. We are also connecting students and their families with information linking them with community resources as needed.

## **6. How will meal delivery or distribution occur?**

Our plan:

Staff will continue to reach out to families, through the advisory model and student support to ensure that our students have a nutritious meal. Families that indicate they are in need of resources will be referred to our social work and student support team. Daily or weekly meal bags will be distributed to families based on their need and acceptance; this can be a scheduled no-contact interaction pick up at the building, or a scheduled drop off at

the families home following (Minnesota Department of Health guidelines). Our team has continuous communication with our homeless youth and will promote food safety guidelines by providing our youth with appropriate resources.

## **7. How will we support our English Learners?**

Our plan:

Currently we have no identified English Learners. We will use a contracted service to meet the needs of English Learners when the need arises.

## **8. How will the needs of students experiencing homelessness be met?**

Our plan:

All students/families that are highly mobile are referred to our homeless liaison, Melinda Brown. Melinda and the social work and support team then work together to best meet the needs of our students and their families. After assessing if a student is safe, the team works together to do resource and referral through our community partners. As most agencies that offer emergency and transitional housing are on self-quarantine at this time, HSRA support staff work closely with Streetworks Outreach Workers for up to date resources and information. The outreach workers are able to meet the student where they are at, and give them needed resources.

The support team also accesses United Way 211, drop in youth centers like Youthlink, our resource police officers, and Youth Support Network for other community needs such as mental health support, warming stations, open food shelves, and free public dining spots, to see what is being offered in this current ever-changing climate. We have a housing intake coordinator from the YMCA who is on call to perform over the phone interviews to get students on the waiting list for transitional and permanent supportive housing. Melinda and the social workers are on different community boards, such a United for Action (UFA) to problem solve the emergent needs of students and families during this trying time. We are staying abreast of housing information for homeless individuals who are ill, such as the former Dorothy Day location in St. Paul.

Additionally, we have select staff delivering gift cards to those most in need. The school offers a daily bag lunch, and students can also acquire sleeping bags, blankets, groceries, and hygiene supplies. Students also can arrange to pick up work and obtain packets for credit earning opportunities. As resources emerge, HSRA posts them on different social media platforms, along with staff doing regular check-ins to inquire if basic needs resources are needed, in order to reach the most students that we can with relevant information in a timely manner. HSRA staff is also addressing technology needs once a student is able to concentrate on academic goals to fill in gaps to access educational materials and on-line classes.

## **9. How will Early Learning occur?**

Our plan:

We do not have Early Learners at HSRA.

## **10. How will we assess our students?**

Our plan:

We will assess our students using our Validation Portfolio competency system. In this we evaluate key competencies derived from State Standards through student-centered grading rubrics. These are done collaboratively between instructional staff and students to assess proficiency and lead to advancement on our competency pathways. These are housed in interactive google drive rubrics that students can access with their school email. For students who do not have a capacity to work on these through computer technology, assessments can take place over the phone, on paper with communication through photographed text messages, or with self-evaluations taking place through delivery of materials. Licensed staff will also assess student progress through formative assessment checks built into workshops, guided study materials, and frequent meetings that take place in office hours. We will continue our grading schedule in terms of rewarding credits, and digitally communicate progress reports with families.

## **11. How will we regularly communicate with families?**

Our plan:

At HSRA, each student has a personalized Advisor who works to contact the student, their family, and support structure daily or as frequently as possible. They work to help students develop personal learning plans derived from academic, socio/emotional, and creative goals and create a pathway to utilize our academic system and wrap-around services to achieve them. We have staff that speak multiple languages and community connections to help guide any necessary translations in this outreach. Advisors are actively communicating with students and their families about our new distance learning model, how to use it, and how their work will be graded and accredited. They are also working to get all students signed up on GoogleMail, Schoology, and other tech resources they will need during this period. For students without tech capacity, they are working to get those students new plans and additional pathways to get the help and resources they need. To help with this, HSRA also has unique Care4Teams which consist of advisors, support staff, licensed teachers, social workers, and operational staff. Each Care4Team works with a small group of advisory students. They meet multiple times a week to discuss student concerns, problems with outreach or engagement, and brainstorm ways to contact / reach out to students and work with them.

## **12. How will we address the needs of our tribal communities?**

Our plan:

At HSRA, we work with every student to help create a personalized and culturally responsive learning plan. As described in our Distance Learning Educational Plan, we will have a variety of options available to all of our students who do not have technology or internet access. We will continue to reach out to American Indian community members and consult with our American Indian parents to make sure we are providing culturally responsive and appropriate support to our American Indian Students and their families. We will also continue to build on our capacity and community partnerships to create new learning opportunities during this time. Our Indian Education Point Person is Paula Anderson.

## **13. How will we utilize partnerships to meet the needs of vulnerable students?**

Our plan:

We are amending and adjusting our learning plans/projects and continue to work with community partners like Walker West, Frogtown Radio, Rock the Cause, Wilder, Get It Right Mentoring and Counseling, Second Harvest through our HAS/CYC program, the YWCA, various housing and social service organizations such as Youthprise, Lutheran Social Services, Youthlink, UFA, Streetworks, and others to deliver support and unique learning opportunities to HSRA students. For mental health needs we are coordinating and working with the Crisis Connection, Ramsey and Hennepin County Crisis Mobile Teams, and connect students with other case management resources and services when they qualify.

## **14. How will we meet the needs of staff?**

Our plan:

At HSRA, we are providing daily updates on urgent information to our staff. We are continuing our weekly all staff meetings to make sure we have consistent, clear communications across all staff. We also have daily Care4Team meetings to discuss staff and student concerns in smaller teams. We have had consistent training and administrative check-ins with each staff member to help provide training and guidance on our distance learning model and the expectations each staff member will contribute to. These administrative check-ins will be consistent throughout this Distance Learning term in order to provide feedback and coach teachers and other staff on distant instruction and other needs. Our teachers are involved in our Care4Teams along with advisors, support staff, social workers, and administrative staff to discuss creative ideas and resources. There is also a weekly teacher-run PLC that will continue during this period. We are providing guidance, support, and flexibility for our staff on social, emotional, and mental health needs and will continue to look for options to extend further support with digital training and meetings. We aim to continue with our PD calendar which includes a culturally responsive social justice book club and cultural competency training, which we are able accomplish through distance learning for staff.

## **15. How are we tracking attendance of students and staff?**

Our plan:

We will track daily attendance through the reciprocal conversations and learning exchanges students have with teachers and our Care4Teams (Advisors, Licensed Teachers, Support Staff, Behavior Specialists, Social Workers, and Operational Staff). This can take the form of, but is not necessarily limited to, phone calls to or from staff, online communication with staff, staff physically picking up work completed by students, and student work accessed in Schoology. Students and their families are being contacted by Care4Teams now to make sure they understand the attendance procedures and expectations. These attendance points will be collected by our Operations Team through a google form tracking system and uploaded to JMC. We will work to consistently track truant or non-responsive students to find creative ways to reach out and support them so they get the support they need to engage academically to fulfill their goals during this new Distance Learning Term. Staff are using a similar system to log their daily work collected in a google form. They are checking in daily with their assigned administrative staff to make sure they are included in planning and attached to appropriate and creative assignments.

## **16. How will we assess and adjust our distance learning plan during implementation?**

Our plan:

We will continue to collect data and information from our staff, students, and broader community during this new Distance Learning term to assess that our aims to provide meaningful, personalized, flexible, and consistent education for every HSRA student are being met. Each weekday our administrative group meets to check up on new needs that arise or changes / adaptations to the plan that need to take place. As a team, we are processing requests from students and staff four times a week. We are consistently updating our website and social media as well as communicating with all families to give updates as needed. Our Care4Teams are also checking in on how the plan is being implemented with direct attention on successes and barriers, and monitoring how it is being carried out as equitably as possible for all HSRA students. These groups are communicating to our Administrative Team as well so we can be agile and respond to needs in real time.

## **17. Covid-19 Wellness Plan**

1. Our Covid Coordinator Melida Brown is available to answer any questions about our COVID-19 processes she can be reached at [melindabrown@hsra.org](mailto:melindabrown@hsra.org) or at 651-263-1944 during normal business hours. Any person who has been in the building that tests positive should contact the coordinator. The coordinator will work closely with the HSRA leadership team including the Executive Director, Operations Director and Educational Programming Director to ensure that our school is informe..

2. Students and staff will **only be allowed** in the building on their scheduled days and or an appointment basis and anyone who is sick is asked to stay home.
3. All persons entering the building must enter through the front door and all staff, students, visitors, contractors, vendors, ect. **are required to wear a face covering** at all times while inside of the building unless eating or drinking which should be done in the cafeteria and should be socially distanced from each other.
4. All persons entering the building will undergo a **temperature check** and **wellness screening** before entering the building. Anyone with a fever of 100.4 or higher or with a sore throat will not be allowed to enter the building. The first person and the main screener for the building must complete the screening on themselves. Any visitors, guests, contractors or vendors must be screened the same way by any person giving them access to the building.
5. All staff and students must wear a mask when together outdoors of the building where social distancing cannot be done.
6. Everyone must sanitize or wash their hands when entering the building. Students may be escorted to the sink for handwashing or be given hand sanitizer at the front.
7. While in the building you must follow the posted floor and hallway signs.
8. Social distance must be maintained while in the building at all times. This means being at least 6 feet apart from one another at all times. Face shields and barriers will be in place as needed
9. Students will be provided food before they enter or after they leave for the day. If they need to eat upon arrival they will do so in a designated eating space outside.
10. All spaces are limited to a maximum of 10 persons, although group sizes are encouraged to have a 1:6 ratio.
11. Students and staff will be given their own set of supplies. Supplies must be brought back for use and cannot be shared between people.
12. Furniture is not to be moved and all students must sit 1 to a table and all face the same direction.
13. Students will not be permitted to wander the building, they must stick with their group.
14. Restrooms / Water : Water fountain will be turned off and bottle filling stations will be the only access to water. Staff / students can get water and use bathrooms upon request. Restrooms have a maximum occupancy of 2 and users should follow health and safety procedures listed on doors. Staff restrooms have a maximum occupancy of one person at a time.
15. Staff and visitors who come down with Coronavirus related symptoms while in the building should leave the building immediately and report to the school covid coordinator as soon as possible.
16. If a student becomes sick who is 18 or older and is able to leave on their own, they will immediately be sent home. If a student is under 18 while in the building, bring them to the conference room. Have them wait there and keep their mask on and isolated while we arrange for them to be sent home and contact family.
17. Guests are currently not allowed in the building unless approved at least 24 hours in advance. Exceptions will be made only by the executive director. Family of staff will not be allowed in the building without pre-approval.
18. Certain areas may be limited to a smaller number than 10 people based upon their size. That occupancy will be posted outside and inside of that space. All persons must adhere to those posted occupancy limits.
19. Shared desktop computers will be turned off, students must bring in their 1:1 device.
20. When using the printer please disinfect any touch points after each use.

21. Any person not practicing social distancing or wearing a face covering will be given one warning and after that they may be asked to leave.
22. Only 1 person is allowed in each studio per day.
23. All students and staff are to clean their work station before they leave each day.
24. Students and staff should not bring in any unnecessary items into the building. Only the supplies needed will be allowed in.

## Screening Procedures

**Upon entering each person will be required to be wearing a face covering or will be given a mask.**

When taking a person's temperature, aim the body thermometer at their forehead about three inches away from their body. If a person's temperature is lower than 100.4 degrees they are clear. If their temperature is 100.4 or higher they cannot be let in the building. Staff should wear appropriate protective equipment to conduct screening.

### Health Screening:

All persons including Staff, Students, Visitors Contractor, ect. entering building will be asked the following:

For the last 14 days have you had any of these symptoms?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**Or**

- Have you been diagnosed with Covid-19?
- Have you been recently exposed to anyone with Covid-19?

**If a person answers yes to any of these questions: they will not be allowed to enter for the day and will be required to follow the CDC guidance on self isolation before they are allowed to return. If the symptom is attributable to another condition we will review each case upon appeal.**

- Anyone asked to leave should will be given a print out of CDC guidance on what to do if you are sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- CDC Self Isolation Recommendations: you are sick with symptoms of covid-19 and think or know you have Covid-19 then stay home for at least three days after your symptoms are gone and at least 10 days after symptoms first appeared.

- If you have tested positive for Covid-19 and do not have symptoms then you stay home for at least 10 days after your positive test.

If a student becomes sick while in the building, bring them to the conference room. Have them wait there and keep their mask on and isolated while we arrange for them to be sent home.

If the person is too sick to go home then must follow the medical emergency policy and call 911.