

# STONEBRIDGE World School



## Education and Distance Learning Plan

### Attendance and Truancy

1. Describe the school's plan to ensure the attendance and absence policy/ies accommodate for the implementation of your distance learning model.

*Stonebridge World School will take attendance on Google Classroom. Students are encouraged to log into their morning meeting daily at 9am. Students will be counted as present if they have logged on by noon each day. Middle School will be required to log onto their advisory and each subject area by noon daily. If a student does not log on the classroom a Blackboard call will be sent to the parent each day. If after 2 days, there is still no log on activity and a student has been marked absent a call to the parent will be made. If no contact is made with the parent and there is still no attendance activity on Google Classroom after 4 days, there will be a home location check by a staff person. After 5 days of no activity there will be a social work referral.*

2. Describe the school's plan to track the daily attendance of both students and staff.

*Daily attendance will be tracked on Google Classroom for both students and teachers. Academic Director will be monitoring and addressing staff attendance. Staff will also be required to be logged onto and participating in a daily Zoom meeting.*

3. Describe the school's plan to clearly communicate attendance expectations to students, staff and parents.

*Attendance expectations for students will be posted on the school website. The Dean of Students along with the Behavior Specialist, Social Workers, and Parent Outreach Coordinator will be contacting parents.*

*Staff attendance expectations will continue to be reviewed in daily zoom meetings and will be followed up with the Academic Director and School Director. Staff are required to be online in their Google Classroom from 9am until 4 pm responding and working with students. They will also be required to attend a daily Zoom meeting at 1pm.*

### Distance Learning

1. Describe the school's plan to ensure that all enrolled students will have equal access to the learning and required materials, including technology. Show how the school will determine the most appropriate way to communicate and provide instruction for each student.

*Stonebridge World School has set up G suite and the online platform of Google Classroom. All students enrolled at Stonebridge World School have been given a google email address and password to log into Google Classroom. All classroom teachers have a Google Class and have invited their students to join.*

*Teachers have set up a daily schedule and have posted it in their google classroom.*

*Teachers will post daily videos and messages to inform instruction and stay in daily contact with each student.*

*All students, on April 6<sup>th</sup>, will get work delivered to them, at their bus stop, with our weekly food delivery. This work will then be pick up the following Monday. This will ensure that we have given equal access to get work completed as we transition into distance learning. Dropping off work gives every student access to an equitable education week one. This then ensures that they can access their Google Classroom without an interruption to learning. Moving forward all students who do not have access to technology will be delivered a week's worth of schoolwork every Monday with food delivery and picked up the next week. This work will be the same as what is posted in their google classroom and teachers will call home to inform instruction with individual students. All families have been informed of the free internet resources and have been surveyed on a number of things including technology. Stonebridge is currently exploring technology options for students with no technology at home.*

2. If using an online learning system and if not using an online learning system or both, describe the school's plan to 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.

*Stonebridge World School has ensured our districts unique learning and teaching needs by creating online accounts for each student for the reading (Benchmark)and math (Everyday Math 4) curriculum we use. This then ensures that our students can continue using the same curriculum and allows us to pick up where we left off. We have also had each classroom teacher put together an 8 weeklong range plan to ensure we are meeting the standards and needs of our students. At this time teachers can differentiate student work and personalize instruction for each student by utilizing Google Classroom, Zoom and, phone conferencing. We also encourage each teacher to create a Google Voice Number to stay in contact with students and families.*

3. Services by non-teaching staff - Describe the school's plan to provide programming options for school nurses, school counselors, school psychologists, school social workers, paraprofessionals, other school specialists and cultural liaisons during the distance learning period.

*Stonebridge World School Specialists will be proving daily mini lessons (10 min) for students. Students are grouped into grade level bands and by standards to complete assignments.*

*Stonebridge World School paraprofessionals will support our SPED students and will aid in the planning and delivery of lessons. They will also be collecting work and providing food delivery to their students.*

4. Data Security - Describe the school's plan to ensure the distance learning model in use is secure and will not allow for the release of protected student or staff information.

*Google Classroom gives each student an individual username and password. The Technology teacher and Academic Director will be set as G Suite administrators and will monitor accounts.*

5. Describe the school's plan for distance learning that addresses staff, student, family, volunteer, and contractor health.

*If an illness were to occur with a staff member, they will contact the school director and the academic director. If an illness were to occur with anyone else, they would call the main office at 612-877-7400 to report.*

6. For students who go to a daycare provider because their parents work, how does the distance learning program work for them?

*They will have their individual sign ins for their google classroom or individual work packets. We will pass along the daily schedule so the provider can follow.*

7. If the requirement to care for emergency workers extends beyond March 30, how will a school provide distance learning for these children while they are in the school facility?

*The staff that is caring for these children will have access to technology for them to get their distance learning done at school.*

### **Special Education Services - IEP or 504 Plan**

1. Describe the school's plan to support a student's Individualized Education Program (IEP) and/or 504 Plan. Show how the school will continue to meet the requirements of Part B (ages 3- 21) and Part C (birth to three) of the Individuals with Disabilities Education Act (IDEA), Part B and Part C.

*This summary identifies the directives for the provision of special education services for students on an Individual Education Program (IEP) Plan or 504 Accommodations plan while distance learning is mandated by the state of Minnesota during the COVID-19 pandemic. Providing a Free and Appropriate Public Education (FAPE) is not contingent on circumstances and therefore, is still required during this time. The plan outlines how the school will continue to meet the requirements of Part B (ages 3- 21) of the Individuals with Disabilities Education Act (IDEA). The school currently does not serve students with Part C (birth to three) services.*

*Stonebridge World School Special Education distance learning plan is best summarized as a hybrid approach whereby the school will provide both online and paper materials. The school will continue to provide services in the least restrictive environment possible including inclusive model/ resource room (pull out model), 1:1 service learning, and a combination thereof.*

*Families will be contacted regarding a distance learning plan that will allow for the continuation of special education services during COVID-19 pandemic.*

*The week of April 6<sup>th</sup>, Families will be notified how special education services will be provided in alignment with the school-wide distance learning plan. Service details will include special education specific logins, platforms, materials, etc.*

*For ALL special education students*

- The following platform and service delivery method will be used: (google classroom, phone call, video conference)*
- Case Managers will communicate with families daily via e-mail, phone, video conferencing, and/or text message.*

## **English Learners**

1. Describe the school's plan to support a student's Individual Learning Plans for English Language Learners which must still be followed? Describe plans to address all requirements.

*English Language Learners will continue to receive services in an online format whenever able. ELL teachers will be checking in with students the same number of times the LIEP requires them to receive regular, in-school services in a week. Students who are unable to connect online will receive a printed packet with the same amount of work time expected to complete. The work that ELL teachers create for students will incorporate all 4 language domains whenever possible and will provide scaffolding for what the students are learning in the classroom as able, remaining at a developmentally appropriate English Language Development level. Lessons will incorporate innovative ways to learn such as media, visuals, websites, etc. to boost the student's learning as combining strategies and embedding language have proven to be more effective for English Language Learners. ELL teachers will provide language support for classroom teachers in their planning on an as-needed basis, having open communication to collaborate and remain available for support during regular office hours.*

## **Students Experiencing Homelessness or Housing Instability**

1. Describe the school's plan to satisfy the Federal requirements to support homelessness students throughout this crisis and promote their full participation in their education throughout the duration of the distance learning period.

*Our social work team is reaching out to all families to assess for and provide (when available) access to food, technology, internet and housing services.*

*Social workers will prioritize contact with high needs families including families who were HHM at time of school closure. Social work will initiate, and attempt contact with all families frequently and on regular intervals through the end of the school year. Staff will attempt contact through google hangout and phone as well as US Mail if needed.*

*Contact means will provide an opportunity for parents to receive emotional support, troubleshoot parenting dilemmas, receive information about community resources and connect to housing resources*

*If a teacher or other staff member finds out that a family has lost housing during the school closure period, they will report that information to the social worker who will make sure it is entered into the MARRS system and contact is made with the family.*

## **Early Learning**

1. Describe the school's plan for how prekindergarten program/s will continue while following its distance learning plan.

*Our prekindergarten students have been assigned a Google Classroom with their teachers. The teacher will follow the same plan as our K-5 teachers. The only exception is they will have 60 minutes of instructional time a day and within their daily schedule they will have scheduled play time at home or daycare.*

2. Minimum Hour Requirements - Describe the school's plan to meet minimum hour requirements excluding the instructional hours that would have occurred during the ten-day planning period. Relate these plans to the implementation of age-appropriate distance learning activities.

*The teacher has created an 8-week, long range plan, to meet minimum hours requirements and to ensure age-appropriate distance learning activities.*

## **Assessment**

1. Describe the school's plan to focus on the education and assessment of all students.

*Teachers will be assessing daily work and providing feedback to students daily using rubrics within Google Classroom. They will be utilizing google forms and google docs for individual assessments in circular areas within google classroom. Google Classroom allows for work and assessments to be assigned individually for each student.*

2. Describe the school's contingency plan to administer state assessments should there be opportunity to do so.

*N/A - The State has applied to the federal government for a waiver regarding state testing and that request is in process.*

## Staff

1. Describe the school's plan to provide training to staff, including classroom teachers, paraprofessionals, administrators, school support staff, on distance learning practices during the planning week and beyond.

*The Academic Director has provided daily training, on Zoom, for classroom teachers on how to use and set up Google Classroom. These trainings have happened March 17-March 26 and will continue throughout distant learning.*

*The Special Education Coordinator is doing Zoom training with paraprofessionals.*

## Communications

1. Describe the school's plan to communicate with parents, students and the community regarding the implementation of the distance learning model and the school's expectations when all in-person school-sponsored activities are suspended.

*Stonebridge World School will personally contact each family regarding distance learning. Staff has gathered relevant information about technology and WIFI needs. Teachers have contacted all of their students and have shared log on information with their students. The school will post their distance learning plan on their website and will also post a parent and student fact sheet on distance learning. The school also communicates with families by Blackboard, Bloomz, email and school website.*

2. Describe what information and resources the school will offer staff, students, families and others to help protect people with and without COVID-19 infection.

*The social work team and outreach coordinator will provide families with updated information about COVID-19, preventative practices and updated health resources on the Stonebridge website and Facebook page.*

3. Describe the school's plan to 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.

*Stonebridge World School will regularly reach out to health departments and Tribal human services through our social workers. At this point in time we have not been contacted by local health authorities with knowledge of a confirmed case of Covid-19 in our community. We will continue to monitor updates from the MN Department of Health and implement their recommendations.*

4. Describe the school's plan to help staff and parents connect to resources that can assist students and families experiencing homelessness. School districts should consult with local

Tribal leaders, city and county governmental agencies, volunteer organizations and private sector companies to ascertain how students' needs will be identified and met.

*For families who are experiencing homelessness and enrolled with a tribe, social work staff will connect with tribal coordinators and culturally specific agencies to support families in accessing resources. For students who are not affiliated with a tribe, social workers will connect with local county financial officers to coordinate resources.*

*Social work staff are currently connecting with local agencies, in both the private and public sector, that provide housing, food, technology, internet and other types of assistance. We will continue to compile these resources and monitor changes in the landscape of social services so that we can best service our families who are experiencing homelessness during this period of increased need.*

## **Tribal Considerations**

1. Describe the school's plans to communicate and coordinate with its designated Tribal Liaison Officer.

*Outreach and Engagement Coordinator will reach out to the School's Tribal Liaison to make sure family needs are being met. Ongoing monthly communication will be made and documented.*

2. Describe other plans the school will follow regarding its Native American student population.

*Individual families will receive contact from teachers.*

*Individual families will receive ongoing contact from the Outreach and Engagement Coordinator and City Connects Coordinator.*

*All families will receive ongoing communication through the school's internal communication system (Bloomz, Blackboard)*

*Social Workers will be checking in, as needed.*

## **Care for Children of Families of Emergency Workers**

1. Describe the school's plan to identify children of qualified emergency workers.

*All families have received a call from a Stonebridge Staff member. Families have been contacted in multiple ways and were asked if they worked in an identified tier 1 or tier 2 field. Other measures that have been put in place to reach families in regard to the above question are:*

- *A survey was sent out through Bloomz and Facebook.*
- *Families that have not answered or responded will receive communication through Bloomz.*

2. Describe the school's plan to transport and provide care to children of qualified emergency workers.

*Stonebridge Buses are picking students up at their home addresses and dropping them off at their home addresses for childcare. A Stonebridge Staff member is providing care for students and meals are provided by the school.*

3. Describe the school's plan to provide before and/or after school care to children of qualified emergency workers.

*If before and/or after school care is needed, Stonebridge will provide a staff member and transportation.*

## **Nutrition**

1. Describe the school's plan to provide meals for students in the way that works best for the community and that fulfills meal program requirements.

*Stonebridge World School will distribute breakfast and lunch meals to all of our students. This distribution will began on Wednesday, March 18, 2020*

*How: School staff will be using the bus routes to deliver 5 days' worth of Breakfast and Lunch meals once a week. These meals will follow the SFSP guidelines.*

*Meals will also be available for curbside pickup at the school*

*4530 Lyndale Ave S Minneapolis Mn 55419 (door 6), between 12:00pm and 4:00pm and/or a specific time set by speaking to someone in the office.*

*Meals will be prepared in bundles like this: One clear plastic bag containing 5 days of food that must be refrigerated within an hour of pick up. A second clear bag will have all shelf stable dry foods for 5-days.*

*Cold foods and milk will be kept in refrigerator/coolers until delivered or picked up.*

*Delivery/Pickup: Staff will use proper food handling procedures. For example: will wear gloves and use disposable paper/plastic products.*

*Staff will track count of meals as they are distributed using the Daily Meal count form from MDE.*

*Food Coordinator will then review meal count forms and will fill out meal count form with the clicker counts for submission.*

*For home deliveries: we have a consent for home delivery form signed by each parent as well as a memorandum of understanding signed by the 3<sup>rd</sup> party Van Delivery service we will be using in order to maintain confidentiality of student's information. These will include students who are not on a bus route for some reason, and/or need special consideration.*

*Parents Notification of meal distribution: We will notify parents by mass calling and texting them (using Blackboard connect) the detailed information regarding the time frame of delivery and/or pick up.*

*We also use Bloomz, Facebook, and emails to relay the information to students and parents.*

## Meals and/or Instructional Material Pick-up

1. Describe the school's plan to develop and implement means for students to get meals and/or instructional materials considering variable constraints and opportunities.

*Stonebridge Staff has developed a plan to use school buses and our paraprofessional to deliver meals and materials. See Distance Learning and Nutrition sections of this document.*

## Health and Wellness

1. Describe the school's plan to provide information to help staff and parents talk with children about the COVID-19 outbreak to adapt to living and working with this issue

*Before school closures, school social workers offered a presentation in all elementary classrooms. During this presentation, we used the NPR developed graphic comic on Corona Virus for children. We also offered an opportunity for students to ask questions, reflect on their feelings and identify coping strategies for managing fear, anxiety and sadness related to the impacts of COVID-19.*

*We will also post [NASP best practices](#) of talking with children about COVID-19 on our website.*

2. Describe the school's plan to raise awareness of and prepare staff to cope with the potential impact these closures will have on the mental health and wellbeing of students, staff, and families

*Social work team will share articles and resources about the impact of school closures on students' mental health with school staff members on ongoing basis. The social work team will create a weekly wellness video which they will send to families and staff over email and our Facebook page. These personalized videos will include tips for maintaining healthy schedules, routines and practices as well as coping strategies for managing stress.*

*Social workers will continue to provide individual sessions for general education students who have been receiving regular support. These sessions will be scheduled according to the frequency established prior to closure on March 18th, with adjustments made depending on need. These services will be conducted through Google Hangout or phone call, depending on the family's access to technology.*

*A means will also be established for families to initiate contact with social work staff as needs arise on their end. For this purpose, students and families will have access to a google form embed in Google classrooms advisory page where they can request a meeting with a social worker.*

*If a staff person is concerned about a student's mental health, they will reach out to the social work team, who will then follow up with the student.*

3. Describe the health practices the school will implement to protect staff, students and others from the spread of Coronavirus.

*Our cleaning staff have taken additional care to disinfect and deep clean all spaces in our building daily. We have implemented a hand sanitizer station as you enter the building along with providing gloves for those who want them.*

*Faculty who choose to remain working physically on site are encouraged to practice social distancing and stay home if they or any member of their family are experiencing symptoms or are immuno-compromised. Onsite staff have been provided disinfecting materials to ensure their areas are kept clean.*

### **Mental Health Support Resources**

1. Describe the school's plan to address bullying during the distance learning program season.

*Teaching staff will monitor student interactions on Google Classrooms and- flag any interactions that include language connected to harassment or self-harm.*

*If a student experiences bullying during the distance learning period, they will be able to confidentiality request a meeting with a social worker using a Google Form embedded within Google Classrooms. Social work staff will continue to meet with students and assess for healthy social interactions and flag instances or relational aggression to be addressed administratively. Broadly distributed family communications will regularly encourage students and families to reach out to the Dean of Students, Student Support Coordinator or other faculty members if they are experiencing bullying, harassment or relational aggression.*

### **Funding**

1. Describe the school's plan to maintain financial and payroll processes.

*Stonebridge World School will continue to maintain the financial and payroll processes as they previously were.*