

# Distance Learning Plan

Tri-County  
Schools

# Tri-County Schools

Independent School District 2358

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## Scenario 3: Distance Learning

Tri-County School is committed to ensuring the continuity of learning for students under exceptional circumstances that may require full closure, partial closure or in-person social distancing learning models for our school. Regardless of the model the district is in, it is our priority to provide students with high-quality instruction to ensure the continuity of their educational program to meet the learning expectations in a distance learning or in person environment. Each of Tri-County School's learning platforms align equally in their expectations for learning.

This document will outline the roles and responsibilities for students, teachers, parents and leaders to ensure the ongoing delivery and success of high-quality instruction and assessment. The success of our Distance Learning Plan is a partnership and is dependent on careful planning by our dedicated staff, appropriate student motivation and engagement, and strong parent support for this mode of instruction.

### Tri-County School's Distance Learning Plan will:

- Provide students access to educational programming to ensure continuous learning during unexpected school closures.
- Detail the expectations required of all members of the learning community for the successful continuation of learning.
- Provide plans that will deliver developmentally appropriate and meaningful learning experiences.

### Introduction

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On Wednesday, March 25, 2020, Governor Tim Walz ordered schools in Minnesota to remain closed from March 30, 2020 to May 4, 2020 due to the COVID-19 pandemic. In June 2020, the Department of Education mandated that districts devise three learning plan options for the 2020-21 school year. This document serves as the Distance Learning Plan.

## **Expectations**

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Distance Learning and faculty/student/family collaboration is key to ensure a quality student learning experience when planning and delivering remotely. It must include support from all stakeholders including:

### **District Administrative Team:**

- Create and distribute Distance Learning Plan (DLP).
- Establish clear channels of communications between faculty, staff, families and students in the event of this DLP being activated.
- Support faculty and students/families shifting to a distance learning environment.
- Help teachers implement DLP and ensure high-quality learning experience for all students.

### **Teachers will:**

- Develop high-quality student learning experiences.
- Goals will be developed and instructional plans will be made to meet the desired learning goals of **all** students, including those with IEPs and 504 plans.
- Collaborate with other members of your team or department to design distance learning experiences for your students in accordance with divisional plans.
- Communicate regularly with your students and, as needed, with their parents.
- Provide timely feedback to support your students' learning.
- Track student attendance through various forms of communication and learning activity submissions.
- Be available to answer questions from 7:45 am to 3:45 pm on each online learning day.
- Make accommodations for students without access to the internet, such as alternative assignments, hands-on learning, or other learning tools.

### **Students will:**

- Check for daily assignments.
- Complete all assignments by due dates.
- Communicate questions and/or concerns to the teacher through text, email, or other forms approved by administration.

### **Families will:**

- Support students learning to the best of their ability by monitoring and participating in communication from the teacher and school. Please be sure to ask questions throughout this process as we navigate it together!
- Provide adequate daily learning work time that meets the needs of their students.

## Distance Learning – Grades PreK-6

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### Method of Instruction

After a closure is determined, staff will spend two days in workshop to plan for distance learning. The two days will be non-instructional. After the two planning days, packets will be delivered for grades PreK-5. Tri-County Staff will deliver education packets to every PreK-5<sup>th</sup> grade student who reside outside of the Karlstad city limits. Families receiving deliveries are asked to have a covered tote or cooler placed outside as a drop off/pick up point. Families with students who reside in the city limits of Karlstad are asked to pick up their packets from Main Entrance #1 of Tri-County School. Doors are open 24 hours a day for pickup and packets will be separated by grade.

Families residing in the city limits of Karlstad are asked to return their student(s) completed education packet to the same entrance. Families residing outside of the Karlstad city limits are asked to have their student(s) completed education packets placed in their covered tote/cooler for pickup. At the same time, new packets will be available for pickup and delivery. This will occur every subsequent Tuesday and Friday during the closure.

Elementary Staff will also strive to teach lessons via video conference or recorded video **at least twice a week.**

### Important Dates

Packet delivery and retrievals will take place every subsequent **Tuesday** and **Friday** after the initial packet delivery.

### Staff Office Hours

Tri-County Elementary Staff will strive to maintain office hours from 7:45 am-3:45 pm during every scheduled student contact day. Staff will be available via *Google Classroom, Google Chat, Google Meet, Zoom* or Tri-County School Email.

Staff may arrange for alternative office hours to accommodate families. Alternative office hours must be approved by administration.

### Communications

*Google Classroom, Google Chat, Google Meet, Zoom* or Tri-County School Email will be utilized by all staff to communicate with students and families.

## Distance Learning – Grades 7-12

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### Method of Instruction

Starting the third day after a closure is mandated, students in grades 6-12 will meet via *Google Meet* or *Zoom* at the times listed. Students are required to attend the class

sessions in order to receive credit for attendance. *Google Classroom* is to serve as the primary platform for which assignments will be pushed out and retrieved.

### **Important Dates & Times**

Classes will meet as follows:

#### **Monday-Thursday**

Period 1:	8:30-9:10	(40 min)
Period 2:	9:23-10:03	(40 min)
Period 3:	10:16-10:56	(40 min)
Period 4:	11:09-11:49	(40 min)
LUNCH	11:49-12:29	(40 min)
Period 5:	12:30-1:10	(40 min)
Period 6:	1:23-2:03	(40 min)
Period 7:	2:16-2:56	(40 min)

#### **Friday**

Work day for students

Office Hours/Tutor time for staff

Assignments MAY be pushed out on Friday.

Due dates for these assignments will be clearly communicated by grade 6 and high school staff.

### **Staff Office Hours**

Tri-County Staff will maintain office hours on Friday's as well as from 7:45-8:20 and 3:15-3:45 on Monday-Thursday. Staff will be available by *Google Classroom*, *Google Chat*, *Google Meet*, *Zoom* or Tri-County School Email

### **Communications**

*Google Classroom*, *Google Chat*, *Google Meet*, *Zoom* or Tri-County School Email are the preferred communication tools. Families and students are asked to download and set up each of the listed apps.

Tri-County High School staff will make daily contact with students through communication via *Google Classroom* during class sessions.

### **OCHS/NDCDE Students**

Students are to continue as normal with their online courses. If technology is needed, please see the Technology section later in this plan.

### **Students with IEP/504**

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Classroom Teachers and Special Education Teachers have worked together in providing work materials for students. Focus of IEP implementation will be learning outcome goals. The Special

Education teacher will explain how they will monitor student goal progress during this distance learning time.

Each special education case manager will contact parents to explain how services would be provided during distance learning. The Northwest Regional Interdistrict Council will help provide guidance and requirements our teachers should provide to ensure all our students are receiving services according to their Individual Education Plans.

Related service providers (Occupational Therapy, Physical Therapy, Speech, and other related services) have also provided some exercises to help students maintain and practice skills.

Special Education Case Managers will be your main point of contact with any questions or concerns related to special education. Please let the case manager or teacher know if you need any other assistance.

If a student is on an IEP, parents/guardians will be contacted by their case manager to create an Individual Distance Learning Plan. Families are asked to please let the case manager know the best way to communicate. Communication could be made through virtual connections, text, email, or paper.

### **Food Service**

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For the duration of any school closure, Tri-County School will be providing breakfasts and lunches for any students who request them. For students residing in the city limits of Karlstad, meals may be picked up at a designated entrance of the school between 11:00 am and 1:00 pm on days school is scheduled to be in session (according to the adopted 2020-21 Academic Calendar). Students residing outside of the city limits will be eligible for delivery by school personnel. Meals will consist of the current day's lunch and the following morning's breakfast.

Students eligible for Free/Reduced (F/R) meals will be eligible to receive them at no cost. Students who are not eligible for F/R meals will have their account billed at the normal meal cost. Individuals requesting meals are asked to contact the District Office via phone call (218-436-2261) or by email ([attendance@tricity.k12.mn.us](mailto:attendance@tricity.k12.mn.us)) to sign up. Once a family registers, they will continue to receive meals until canceling. This may be done by contacting the school.

### **Technology**

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Students in grades PreK-5 will be receiving packets. However, it is requested that parents/guardians download the apps *Google Classroom*, *Google Chat*, *Google Meet*, and *Zoom*. These apps are free and will allow for teachers to push out videos and learning materials. They will also allow for families to be in contact with their student's teacher(s).

If your student does not have access to a technology device such as a laptop, desktop computer, ipad or Chromebook, they are asked to contact the District Office via phone call

(218-436-2261) or by email ([attendance@tricounty.k12.mn.us](mailto:attendance@tricounty.k12.mn.us)). Arrangements will be made for an appropriate device to be provided by the school.

Families that currently do not have internet services in their home are asked to contact the District Office. The school will work with families and Wiktel to ensure a reliable internet connection.

## **Child Care**

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Tri-County School will provide free childcare for any enrolled students PreK-6<sup>th</sup> grade for the duration of any school closure for Tier I Emergency Workers (defined later in this section).

Childcare will be provided during scheduled school days (according to the adopted 2019-20 Academic Calendar) during the hours of 7:30 am – 5:30 pm. Tri-County School will ensure childcare is staffed during the listed hours with drop-offs allowed as needed. All children wishing to use the childcare service will be asked a series of questions in regards to any contact made with any individuals who may be ill. Also, all individuals requested childcare will have their temperatures taken prior to admission. Temps must be under 100.4°F in order to be in the program.

During days of instruction, parents/guardians are asked to have their students bring their packets with them so childcare supervisors can work on them with the students.

### **Emergency Workers in Tier I under the Executive Order (as of 3/23/2020):**

#### **Healthcare personnel**

- Personnel needed for direct care and critical administrative staff of the personnel needed for direct care
  - Community mental health providers
  - PCA/home health workers
  - Other workers providing direct care in a facility or in a person's residence
- Long-term facility personnel (full-time and part-time)
  - Group Homes and supportive housing settings
  - Residential Homes
  - Nursing Homes
  - Residential mental health, substance use disorder, pediatric/adolescent residential treatment facilities
- Post-acute Care personnel (full-time and part-time)
  - Long-term hospital
  - In-patient rehabilitation
  - Home Health
  - Skilled nurses
- Home health and personal care attendants (PCAs)
- Adult, adolescent and pediatric residential mental health, behavioral health or substance use disorder treatment facilities, intensive residential treatment services (IRTS), emergency shelters, Health Care for the Homeless providers, and homeless drop-in centers
- MNsure Navigators

- County and tribal financial/eligibility workers for public programs
- State, tribal and county staff in emergency management or health and human services, including case managers and direct service delivery
- County and tribal child welfare
- Pharmacy employees necessary for filling prescriptions

#### **Law Enforcement personnel**

- Full-time Police Officers and their supervisory staff
- Full-time Sheriffs and their supervisory staff
- Full time Minnesota DNR sworn conservation officers and their supervisory staff
- Full-time State Patrol Officers and their supervisory staff
- 911 Operators and dispatchers their supervisory staff
- Full-time Investigators (at the discretion of their Agency Chief)

#### **Personnel Providing Correctional Services**

##### *Minnesota Correctional Facility Staff*

- Corrections officers
- Correctional Lieutenants
- Correctional Captains
- Physical plant
- Correctional facility case managers
- Correctional facility educators and educational paraprofessionals
- Wardens
- Associate wardens
- Correctional facility office assistants
- Correctional facility nurses and supervisors
- Correctional program therapists
- Correctional facility IT staff
- Correctional facility Human Resources staff
- Correctional facility financial services personnel
- Correctional facility records personnel
- Correctional facility safety officers

##### *Centralized Correctional Operations Personnel*

- Medical director
- Director of health services
- Reentry Services personnel
- Policy and legal services personnel
- Offender transportation personnel
- Centralized records personnel
- Centralized human resources personnel
- Investigators - Office of Special Investigations/Professional Accountability
- Minnesota Department of Corrections personnel assigned to Incident Management Team
- Minnesota Department of Corrections personnel assigned to Continuity of Operations team
- Minnesota Department of Corrections government and community relations personnel
- Minnesota Department of Corrections Hearings and Release Unit personnel



- Minnesota Department of Corrections Behavioral Health Unit personnel
- Minnesota Department of Corrections – Communications Unit
- Minnesota Department of Corrections – Office of Commissioner

*Minnesota Correctional Supervision Services*

- State Probation officers and supervisors
- State Probation agents and supervisors
- State Supervised release agents and supervisors
- State intensive supervised release agents and supervisors
- County Probation officers and supervisors
- County Probation agents and supervisors
- County Supervised release agents and supervisors
- County intensive supervised release agents and supervisors

**Public Health Personnel**

- State, tribal and local public health employees directly supporting the response of COVID-19 and other infectious disease operations
- State, tribal and local public health officials responding to imminent public health threats
- Newborn health screeners
- State, tribal and local public health lab priority services
- State, city, county and tribal emergency management essential personnel supporting COVID-19

**Firefighter personnel**

- Full-time firefighters
- Paid on call duty crew

**Emergency Medical Services personnel (full-time)**

- Paramedics
- EMTs
- Immediate supervisory staff
- EMS Operators and dispatchers
- EMS region medical directors – necessary to make override decisions to direct ambulances to other ERs based on medical needs

**Court Personnel**

- Full Time Court Personnel

**School Nurse**

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Tri-County School will ensure the school nurse continues to be available for any medical needs of our students. Please see the attached school nurse distance learning plan for our school nurse Jeanna Kujava (Addendum 3). The School Nurse will continue to be in communication with administration and will address any needs or concerns that may arise during any school closure.

### **English Language Learners (ELL)**

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In the event of an enrollment of an ELL student, Tri-County School will perform all required language evaluations and ensure that required testing occurs and that any appropriate actions and resources are made available.

### **Homelessness**

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Tri-County will continue to identify any students who are experiencing homelessness. Tri-County staff and social workers will work in collaboration with administration to establish communication with any students who may be experiencing homelessness. The district will then take appropriate action to ensure students' needs are determined and addressed.

### **Mental Health**

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Tri-County School will ensure social workers continue to have session time with their clients. Please see the attached social worker distance learning plans for Molly Janicke (Addendum 1) and Jeri Nomeland (Addendum 2). Social workers will continue to be in communication with administration and will address any needs or concerns that may arise during the closure.

If your child has an emergency and is in need of immediate mental health services, please contact one of the following crisis support options:

Sanford Health – (800) 422-0863

NW Mental Health Crisis Support Line – (800) 282-5005

Crisis Text Line – Text MN to 741741

### **Bullying & Harassment**

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School staff should be mindful that bullying, intimidation, or harassment of students based on actual or perceived race, color, national origin, or disability (including the actual disability of being infected with COVID-19 or perception of being infected) may result in a violation of state and federal civil rights laws. Pursuant to their safe and supportive schools plan, school districts and charter schools must take immediate and appropriate action to investigate what occurred when responding to reports of bullying or harassment. If parents and families believe their child has experienced bullying, harassment, or intimidation related to the COVID-19 outbreak, they should contact Principal Baron ([barrya@tricity.k12.mn.us](mailto:barrya@tricity.k12.mn.us)) or Dean of Students Hanson ([heihan@tricity.k12.mn.us](mailto:heihan@tricity.k12.mn.us)), per the safe and supportive school plan.

### **Attendance**

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Attendance for grades 6-12 will be required and tracked through daily attendance of class sessions. Attendance will be recorded by staff on Synergy.

Attendance for students PreK-5 will be monitored by completion of work in packets.

State laws on class attendance will be adhered to during any distance learning.

### **District Communications**

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Tri-County School will communicate information by School Messenger. Families are asked to verify that their contact information is up-to-date on Synergy (School Messenger uses Synergy contact information). Other individual communications may occur by phone call, email or postal mail.

### **Transition**

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In the event a school closure occurs, and distance learning goes into effect, staff will use the following two days as workshop days. The two workshop days are non-instructional. If the school closure is announced while school is in session, students in need of technology will be issued devices. If the closure is announced when technology distribution in school is not feasible, bus drivers will deliver technology during the workshop days. Packets for grades PreK-5 will be delivered or made available on the second day of the workshop.

When the end of the closure is announced, students are to bring packets and technology back on the first day when In-Person or Hybrid sessions resume.

This transition will be in effect for both In-Person and Hybrid models.

### **State Assessments**

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The State of Minnesota will determine testing requirements for the Minnesota Comprehensive Assessments (MCAs, MTAS).

Classroom teachers may assign formative and summative assessments or informal assessments as they feel necessary for their courses.

### **School Calendar**

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The Distance Learning Plan will follow the adopted 2020-21 school calendar.

### **Activities**

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All school activities are postponed for the duration of any school closure or as mandated by district administration, MSHSL or state executive order.

### **Updates**

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Tri-County Distance Learning Plan will go into effect if one of the following occurs: 1) it is mandated by the State of Minnesota, 2) mandated by the school board, or 3) Tri-County Administration deems closure necessary for student and staff safety. This plan remains in effect through the duration of any closure. This plan may continue to evolve as it is implemented and will be updated accordingly. Immediate changes will be communicated through School Messenger Alert, mail and classroom teachers.

# **Addendum 1**

## **Molly Janicke, School Social Worker**

### **Distance Learning Plan**

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#### **School Social Worker**

Molly Janicke, L.S.S.W

#### **Contact Information:**

Email: [mjanicke@nwrnc.com](mailto:mjanicke@nwrnc.com)

Cell Phone: 218-416-0418

Zoom meeting Code: 918-917-1911

#### **Availability:**

- I will be available 8-4 Mondays-Fridays by phone and email. I will be available to answer phone calls from students and parents during evening hours if they have questions or concerns. Students and parents can also set up a zoom meeting with me during weekdays from 8:00 am to 4:00 pm. They can contact me through zoom, email, or phone to set up that meeting.

#### **Communication:**

- Communicating With Students
  - I will be communicating with my students through Zoom, phone calls, texts, and email.
- Communicating With Parents
  - I will be communicating with parents through Zoom, phone calls, texts, and email.

#### **Calendar/Schedule:**

- Zoom meetings, phone calls, texts, and emails will happen weekly with my students and their parents. I will be in contact with parents through 3/25-3/27 to set up a consistent weekly time to meet with their child with either zoom or by phone.

#### **School Social Worker Expectations:**

- Meet with students who see me weekly
- Connect and communicate with parents weekly when needed
- Available to parents and students during posted times
- Provide parents and students with information on resources available within the community and school

#### **Students Expectations:**

- Students who meet with me will join zoom meetings and/or phone calls during their scheduled time.

#### **Recommended Materials:**

- One of listed below
  - Cell Phone, tablet, computer (please contact the school or me if neither are available to you)

#### **Recommended Apps**

- I would like parents and students to download the Zoom app on their desktops, phones, or the electronic device they will be using for distance learning.
- I will be emailing parents and students a flyer that will explain how zoom works. If emailing is not an option I can mail the flyer. Link Provided below
- <https://docs.google.com/presentation/d/1ZT7UvtW08Gs4iD4g0TGKd7B3FLeFIVs1UFFtNsMFOj8/edit#slide=id.p>

## **Addendum 2**

### **Jeri Nomeland, School Social Worker**

### **Distance Learning Plan**

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#### **School Social Worker**

Jeri Nomeland, LSW LSSW

#### **Contact Information:**

Email: nomjer@tricounty.k12.mn.us

Work Cell Phone: 218-689-1808

Zoom meeting Code: 813 160 0608

#### **Availability:**

- I will be available 8-4 Mondays-Fridays by phone and email. I will be available to answer phone calls from students and parents during evening hours if they have questions or concerns. Students and parents can also set up a zoom meeting with me during weekdays from 8:00 am to 4:00 pm. They can contact me through zoom, email, or phone to set up that meeting.

#### **Communication:**

- Communicating With Students
  - I will be communicating with my students through Zoom, phone calls, texts, and email.
- Communicating With Parents
  - I will be communicating with parents through Zoom, phone calls, texts, and email.

#### **Calendar/Schedule:**

- Zoom meetings, phone calls, texts, and emails will happen weekly with my students and their parents. I will be in contact with parents from 3/25-3/27 to set up a consistent weekly time to meet with their child with either zoom or by phone.

#### **School Social Worker Expectations:**

- Meet with students who see me weekly
- Connect and communicate with parents weekly as needed
- Available to parents and students during posted times
- Provide parents and students with information on resources available within the community and school

#### **Students Expectations:**

- Students who meet with me will join zoom meetings and/or phone calls during their scheduled time.

#### **Recommended Materials:**

- One of listed below
  - Cell Phone, tablet, computer (please contact the school or me if neither are available to you)

#### **Recommended Apps**

- I would like parents and students to download the Zoom app on their desktops, phones, or the electronic device they will be using for distance learning.
- I will be emailing parents and students a flyer that will explain how zoom works. If emailing is not an option I can mail the flyer. Link Provided below
- <https://docs.google.com/presentation/d/1ZT7UvtW08Gs4iD4g0TGKd7B3FLeFIVs1UFFtNsMFOj8/edit#slide=id.p>

**Addendum 3**  
**Jeanna Kujava, RN**  
**School Nurse**  
**Distance Learning Plan**

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**School Nurse**

Jeanna Kujava, RN Public Health Nurse

**Contact Information:**

Email: [Jeanna.Kujava@kmhc.net](mailto:Jeanna.Kujava@kmhc.net)

Cell Phone: 218-988-2347

**Availability:**

- I will be available to communicate with students and parents Monday thru Friday by phone and email. The best time to reach me is between 8:00am and 4:00pm.

**Communication:**

- I will be available to communicate with students, parents and staff through email, mail and phone.

**Calendar/Schedule:**

- I will be available to communicate with students, parents and staff Monday thru Friday by phone and email through the month of May. The best time to reach me will be between the hours of 8:00am and 4:00pm.

**School Nurse Expectations:**

- Communicate with parents once a week and when needed
- Available to parents and students as a resource during posted times
- Provide parents and students with information on resources available within the community, school and the state.

**Students Expectations:**

- Students and parents with health related questions would reach out by email, phone or letter to ask questions, clarify or update information and communicate their need.

**Recommended Materials:**

- Phone, tablet, computer email, written letter or form