

Distance Learning Plan

Effective March 30, 2020

**Tri-County
Schools**

Tri-County Schools

Independent School District 2358

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Tri-County School is committed to ensuring the continuity of learning for students under exceptional circumstances that may require full or partial closure of our school. In the situation where the school is directed to close for the safety of the community, alternative means for students to access instruction remotely will be initiated. 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 an online or distance learning environment. Tri-County School's distance learning platforms align with the same standards and expectations for learning as in our classroom environment.

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 alternative 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

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. For the duration of the closure, all schools in Minnesota are directed to implement a Distance Learning Plan to educate the students of their schools. This plan is to serve as educational guidance for Tri-County Schools.

Expectations

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 8:30 a.m. to 3:30 p.m. 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 daily learning work times that generally fall under the following guidelines:
 - Kindergarten: 45 mins- 1 hour
 - 1st-3rd: 1-2 hours
 - 4th-6th: 2-3 hours
 - 7-12th: 25-30 mins per class

Distance Learning – Grades PreK-5

Method of Deployment/Retrieval

Starting Monday, March 30th, Tri-County Staff will deliver education packets to every PreK-5th 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 on Wednesday, April 8th. 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, also on Wednesday, April 8. At the same time, new packets will be available for pickup and delivery. This will occur every subsequent Wednesday during the closure.

Important Dates

Monday, March 30 – Packets will be available for pickup or will be delivered.

Wednesday, April 8 – First packets need to be returned or ready for pickup. Second packets delivered and ready for pickup.

Wednesday, April 15 – Second packets need to be returned or ready for pickup. Third packets delivered and ready for pickup.

Wednesday, April 22 – Third packets need to be returned or ready for pickup. Fourth packets delivered and ready for pickup.

Wednesday, April 29 – Forth packets need to be returned or ready for pickup. Fifth packets delivered and ready for pickup.

Staff Office Hours

Tri-County Staff will maintain office hours from 8:30 am-3:30 pm during every scheduled student contact day. Staff will be available via email, phone, ClassTag or other communication tool agreed upon by families. Staff will strive to work with their students and families on the best methods of communication.

Communications

ClassTag, Facebook, Zoom, and email are the preferred communication tools. Families are asked to download and set up each of the listed apps.

Tri-County Elementary staff will make daily contact with families through communication tools agreed upon with families. Elementary Staff will also strive to make voice or video contact with each of their students at minimum of one occurrence each week.

Distance Learning – Grades 6-12

Method of Deployment/Retrieval

Starting Monday, March 30th, Tri-County Staff will post assignments and lessons via Google Classroom. Due dates for each class will be listed for each class. Students are requested to check their school emails on a regular daily basis.

Students requesting packet delivery will receive them and have them retrieved on the same schedule as grades PreK-5.

Important Dates

Monday, March 30 – *Google Classroom* lessons/assignments will be available. Subsequent assignments will be made available at teacher’s discretion throughout the duration of the closure.

Any students receiving packets will follow the scheduled listed above for grades PreK-5.

Staff Office Hours

Tri-County Staff will maintain office hours from 8:30 am-3:30 pm during every scheduled student contact day. Staff will be available via email, phone, Google Classroom or other communication tool agreed upon by families and students. Staff will strive to work with their students and families on the best methods of communication.

Communications

Google Classroom, Facebook, Zoom, and 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. High School Staff will also strive to make voice or video contact with each of their students in which they are class advisor for, at minimum of one occurrence each week.

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

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

For the duration of the 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 2019-20 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.

Meals will be free of charge to all students who request them. Individuals requesting meals are asked to contact the District Office via phone call (218-436-2261) or by email (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

Students in grades PreK-5 will be receiving packets. However, it is requested that parents/guardians download the apps *Google Classroom*, *Zoom*, *Facebook* and *ClassTag*. These apps are free and will allow for families to be in contact with their teachers.

If your student is in grades 6-12 and 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@tricity.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 Wiktel at (218) 436-2121. Wiktel has generously agreed to offer free services to qualifying customers with school aged children for the duration of the closure.

Child Care

In accordance with State of Minnesota Emergency Executive Order 20-02, Tri-County School will provide free childcare for any enrolled students PreK-6th grade for the duration of a 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°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

English Language Learners

Tri-County currently has no ELL students enrolled. In the event of an enrollment, 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

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

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

School Nurse

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 the closure.

Bullying & Harassment

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) or Dean of Students Hanson (heihan@tricity.k12.mn.us), per the safe and supportive school plan.

Attendance

Attendance will be required and tracked through daily interactions with all students and parents through messaging, phone calls, assignments, etc.

Students PreK-5 will be contacted daily by their classroom teacher to monitor attendance. Students in grades 6-12 will be contacted daily by one of their class advisors daily in order to take attendance.

Assessments

The State of Minnesota has received a waiver from the US Department of Education to cancel state testing. Therefore, Minnesota Comprehensive Assessments (MCAs, MTAS) are cancelled for the 2019-20 school year.

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

School Calendar

The Distance Learning Plan will follow the adopted 2019-2020 school calendar.

Activities

All school activities are postponed for the duration of this closure.

Updates

Tri-County Distance Learning Plan will go into effect starting March 30th, 2020 and remain in effect through the duration of this 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 or classroom teachers.

Addendum 1

Molly Janicke, School Social Worker

Distance Learning Plan

School Social Worker

Molly Janicke, L.S.S.W

Contact Information:

Email: mjanicke@nwrhc.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

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

School Nurse

Jeanna Kujava, RN Public Health Nurse

Contact Information:

Email: 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