



Minnesota Transition Charter School Distance Learning Plan

Education and Distance Learning Plan

1	Attendance and Truancy	
1.1	Describe the school's plan to ensure the attendance and absence policy/ies accommodate for the implementation of your distance learning model.	Student attendance will be tracked as they engage with instruction. Minnesota Transitions Charter School (MTCS) students will use the Google Classroom or Moodle platforms for accessing content. Engagement with content will be considered attendance. In the event that a student is not able to access online resources, students will be provided with physical materials in support of distance learning. Daily communication via phone, or other as needed/possible, between the student and/or families and an MTCS staff member will count for daily attendance and tracked by the designated program. In the event of unforeseen circumstances such as illness, homelessness, or other, special consideration and/or accommodations may be provided via collaboration between students/families and MTCS staff.
1.2	Describe the school's plan to track the daily attendance of both students and staff.	Student attendance is tracked through engagement with the online learning platform for their class (Google Classroom / Moodle).

		<p>Staff attendance will be tracked by school administration. Methods for tracking staff attendance include:</p> <ul style="list-style-type: none"> - Daily and/or weekly staff meetings, department and/or grade level meetings per site director/principal discretion. - Monitoring of online engagement (Green dot indicating presence on google) - Availability of all staff between 9:00 a.m. and 3:00 p.m. - Scheduled direct instruction via Zoom or Hangouts - Student communication logs - Daily attendance will be recorded in Skyward and tracked via our 3 district MARRS coordinators and ADMs will continue to be tracked as well
1.3	Describe the school's plan to clearly communicate attendance expectations to students, staff and parents.	<p>By Friday afternoon on 3-27-20, district administration will send expectations for distance learning to students and families about the method for tracking attendance and expectations for daily participation in class.</p> <p>MTCS will expect all staff to be available and engage remotely between the hours of 9:00 AM and 3:00 PM. Faculty are expected to maintain the same hours of work per week that they were assigned to when working in the building and have the same work calendar as described in their contract. Employees working from home should be accessible at all times during their scheduled work time, should attend and participate in all scheduled meetings and respond to calls, emails and other messages in a timely manner. If an employee is unable to meet these availability expectations, they are expected to communicate with their direct supervisor.</p>

2	Distance Learning	
2.1	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.	<p>MTCS is committed to providing students with 1 to 1 devices so that each student has access to daily interactions with their teachers. MTS Secondary and Banaadir Academy will be open daily from 9:00-11:00 a.m. to allow for parents to pick up technology devices, other relevant learning resources, or meals. MTCS students are familiar with the Google Classroom and Moodle platform. These platforms will be used for delivery of some content. MTCS will also provide scheduled direct instruction for students using the Zoom or Hangouts platform. Physical materials may also be provided in support of individual student needs, age appropriateness and/or as an alternative to using or accessing technology.</p> <p>MTCS determines the most appropriate way to communicate with families based upon feedback from families, family liaisons, social workers, and all other staff. Communication tools include, but are not limited to, one-on-one phone calls, emails, text messages, use of the REMIND app, all calls to every school family, posted information on the mtcs.org website, online resources such as Hangouts and Zoom. MTCS works with family liaisons on-going to ensure families receive communication in their preferred language including written and/or auditorily.</p>
2.2	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	MTCS will primarily use an online learning system. Teachers will be able to deliver individualized content through materials shared through Google Classroom, in small group Hangout / Zoom meetings, with the use of paraprofessionals and other support staff. One-on-one support staff will check in with assigned students multiple times daily to provide individualized supports as required.

	<p>needs, including the ability to provide differentiated instruction as well as one-on-one support for students who need it.</p>	
<p>2.3</p>	<p>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.</p>	<p>Family liaisons will play an essential role in the MTCS distance learning plan. Family liaisons have already been tasked with connecting families with the resources they need for a successful distance learning experience. This includes access to free school meals, access to school issued tech devices, access to free internet, connecting families to community resources and communicating and translating essential school messages. Ongoing, family liaisons will be essential to ensuring continued student and family engagement in the distance learning process.</p> <p>Our school nurse is available by phone at any time to all of our families, students and staff are welcome to call the School Nurse at 612-202-8802. The district's School Nurse is a Licensed School Nurse, RN, BSN, PHN and serves as an excellent resource and health care advocate.</p> <p>School Counselors will provide a schedule to their designated site director as well as a log to ensure daily online and/or phone check-ins are taking place with students and/or families with emphasis on high school seniors in support of meeting graduation requirements. The school counselor will remotely connect with staff per scheduled meetings via the site director or other in support of social, emotional, and academic success of students.</p> <p>School Social Workers will continue to provide services to students via online to ensure student and family needs are supported for a successful distance learning experience. School Social Workers who provide services to students who have an Individual Education Plan (IEP) will continue to provide those services as determined in the students' current IEPs.</p>

		<p>Additionally, check-ins will take place (weekly and/or daily) with students and families identified at risk for illness, food shortage, homelessness, access to resources such as internet access or other. School Social Workers in collaboration with Family Liaisons, where relevant, will serve as liaisons among students, families, the school and other government and/or community resources.</p> <p>Special Education Paraprofessionals will meet and provide support to students as determined by the student's IEP or as needed to maintain engagement in the distance learning process. The implementation of IEPs will remain a priority. Special Education Paraprofessionals will be provided with a scripted schedule and expectations for their work day to follow during the implementation of the district's Distance Learning plan to support students who are currently receiving specialized instruction and support IEP. This work will be directed by the Special Education Department in collaboration with other directors as applicable.</p> <p>All non-teaching staff will assist in the effective delivery and implementation of distance learning via online, phone, or other as directed by those noted above.</p> <p>The district's School Psychologist is a member of our District's Evaluation Team and does not provide direct instruction or services to students on IEPs. The School Psychologist will continue to operate under the current model of evaluation responsibilities with families and students through the Distance Learning model.</p>
2.4	<p>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.</p>	<p>All student data is protected and complies to the security protocols of Family Educational Rights Protection Act (FERPA) and the Children's Internet Protection Act. These are both federal laws designed to ensure the privacy and security of student data. MN Transitions Charter Schools maintains the use of FERPA-compliant technology to keep student and family personal information as secure as possible to ensure that no one will be able to tamper with, intercept, or</p>

		<p>access student and family data. Families are reminded to keep their account information private and secure.</p> <p>Staff have been and will continue to receive reminders and strategies to ensure that through the distance learning model that they are continuing to maintain and ensure the rights and privacy of students.</p>
2.5	Describe the school's plan for distance learning that addresses staff, student, family, volunteer, and contractor health.	<p>The health and safety of all individuals engaged in the district's distance learning plan is a priority. Information as provided by the Center for Disease Control (CDC), School Nurse, Minnesota Department of Education (MDE), and other appropriate resources will continue to be made available to all of our district stakeholders via the mtcs.org website. The goal of the MTCS Health Services Department is to ensure that everyone is informed of recommended best practices for maintaining good health. MTCS also provides the public with the phone number of the School Nurse, who is available to consult on all health related questions and/or concerns at 612-202-8802.</p> <p>As all staff engage with students and families, any health related concerns will be brought to the attention of the school nurse, social workers, family liaisons, or other community health advocates as applicable and able to assist in support of individuals and/or families in need of health resources.</p>
2.6	For students who go to a daycare provider because their parents work, how does the distance learning program work for them?	<p>These students, like all of the other students in the district, have been provided with the proper equipment and resources that are needed to participate in the MTCS Distance Learning plan. If the daycare provider does not have access to the internet, the district will provide the technology needed to be sure that the students are able to engage in their daily learning and classroom activities.</p>

2.7	<p>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?</p>	<p>The district stands ready to provide distance learning in the event that the requirement for child care for families who meet Tier 1 criteria is needed. Those children will be provided care at Banaadir North Academy. In the event that these children are there, the district will provide the proper materials, internet access and equipment needed for each child to be able to engage in their Distance Learning daily instruction / classwork. The staff who are providing the child care will have a schedule for the children during the day that is supportive of the requirements established by the MDH, but still allows them access to their education through Distance Learning. Meals will be available as noted in sections 13.1 and 14.</p>
3	<p>Special Education Services - IEP or 504 Plan</p>	
3.1	<p>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.</p>	<p>MTCS will ensure the implementation and abide by the requirements of Section 504 and IDEA. MTCS is aware of the requirements of Section 504, Title II, and Title VI, to ensure all students are able to receive an education that includes these requirements as determined by the students' individual plans. MTCS is also dedicated to ensuring the safety of staff and students while implementing the required legal obligations described under both Section 504 and IDEA.</p> <p>MTCS staff will review and amend as appropriate, each individual student's plan to ensure that the plan accurately addresses the student's needs and support required. The Special Education department and student services team will work collaboratively with students and families to ensure appropriate services are needed and provided. Special Education departments and student services teams will meet regularly to review the district's plan and ensure that the implementation of the students' services is legally meeting our obligation.</p>

4	English Learners	
4.1	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.	<p>The responsibilities of the EL teachers will be two-fold. The teachers will connect with the students on their caseload 3-5 times a week and will provide the appropriate amount of support given the students' ages and EL level.</p> <p>Additionally, the EL teachers will work in conjunction with their grade band general education teachers around differentiation in lesson planning. This differentiation can take different forms such as content, process or product. As per recommendation from MDE, all students are to have access to their academic content through support from their general education teachers as well as their EL teachers.</p>
5	Students Experiencing Homelessness or Housing Instability	
5.1	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.	<p>MTCS has a designated homeless liaison, Courtney Stenseth, who will continue to remain in contact with all staff, families and students via collaborative efforts to uphold McKinney Vento in support of all families.</p> <p>The Social Work team will create and disseminate a Google Form to collect specific information for non-food supplies that are needed by our families experiencing homelessness. The information collected will only be kept confidential within our Social Work Team and will be sent out by site. The team will then coordinate the delivery of needed supplies with our families. Additionally, we will collect information from all persons willing to share and extend the offer of supplies to any of our families in need of our support.</p>

6	Early Learning	
6.1	Describe the school's plan for how prekindergarten program/s will continue while following its distance learning plan.	NA
6.2	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.	NA
7	Assessment	
7.1	Describe the school's plan to focus on the education and assessment of all students.	Teachers will continue to follow the academic scope and sequence for their grade level classroom and/or assigned level of academics. Each scope and sequence correlates to the Minnesota Academic Standards. Within those scope and sequences are summative assessments for students. These summative assessments have been proctored and completed online in Google classroom since September, 2019. The students are familiar with the format of these summative assessments, and the data is directly imported into a spreadsheet for the teachers

		<p>to analyze and use to drive their instruction. The summative assessments will continue to be taken in Google classroom at the end of each unit.</p> <p>Teachers will continue to implement formative assessments, as needed, within their Google classroom or over the phone (for students who do not have access to technology). Teachers also have the option of providing the summative and formative assessments in print if it were to be needed to meet accommodations or other..</p>
7.2	Describe the school's contingency plan to administer state assessments should there be opportunity to do so.	We will continue to follow procedures to return ACCESS and Alternate ACCESS test materials and keep MCA and MTAS test materials secure. MDE has applied for the national waiver on MCA/MTAS testing.
8	Staff	
8.1	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.	<p>Each school is staffed with a Google coach. This Google coach is considered an expert, and is able to guide and support others in the use of Google Classroom. This coach has been providing training to staff all year long and will continue to provide virtual training for staff regarding Google Classroom. This Google Classroom coach is also available for one-on-one sessions for staff who request help. Paraprofessionals, both general and special education, were trained on Google Classroom and can also access the Google coach for assistance and questions..</p> <p>Academic coaches will be providing training for staff in numerous ways. Academic coaches will send out tips on how to use Google Classroom effectively with the</p>

		<p>students. They will be providing professional development (PD) to staff on Distance Learning on Friday afternoons and be available for consultation with staff, as needed. The district is also utilizing our two online schools for assistance (Connections Academy and MN Virtual School). The teachers who are experienced in virtual instruction, from Connections Academy, are providing teachers an overview of what their day looks like, what they include in lessons, and how they communicate with families and students. All staff are invited to attend and then will have the opportunity to ask questions. Special Education staff will be provided with training, specific to providing services for students with disabilities virtually, regarding the virtual classroom, providing virtual instruction, and the implementation and support of students through an online platform.</p>
9	Communications	
9.1	<p>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.</p>	<p>MTCS sends out information in a variety of different forms and methods, in order to reach as many families as possible with a significant portion of highly mobile students. In this particular COVID-19 crisis (as is the course in other distance learning situations), following the decision to close schools and move into distance learning we implemented the following:</p> <ul style="list-style-type: none"> - Handouts went home on 3-16 about distance learning - Phone calls in multiple languages via the skylert platform - Messages in multiple languages via Remind - Pop-up on website, banner copy, news post and distance learning and COVID-19 support resource area created (and continuously updated) on MTCS.org and individual school sites. - Ongoing communications using all modes, throughout distance learning period

<p>9.2</p>	<p>Describe what information and resources the school will offer staff, students, families and others to help protect people with and without COVID-19 infection.</p>	<p>The district follows closely the briefings and recommendations of the Center for Disease Control, the Minnesota Department of Health (MDH), and the Minnesota Department of Education, and shares with staff and families the information provided by those organizations. The district's communication includes the latest information and provides links directly to those organizational sites. The district also shares information and interpretations from the district's Licensed School Nurse, who is available to speak with staff, students and families to help them stay safe and seek additional help as needed. Additionally, MTCS closely follows the MN Governor's announcements and attends regular meetings with the Pillsbury United Corporation (PUC) authorizer.</p> <p>Aside from offering the information on the website, MTCS also sends out messages to families through REMIND and Skylert.</p>
<p>9.3</p>	<p>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.</p>	<p>District administration will continue to engage in daily calls with MDE for continuous updates, along with resources from the CDC and the MDH. Additionally, we remain in constant collaboration with our Licensed School Nurse, along with continued online scheduled meetings with our district leadership team, to maintain open lines of communication. Emails, meetings held virtually (Zoom, Google Hangouts, etc.) daily reviews of essential state and federal websites (MDE, MDH, CDC, OSEP, etc.) will keep the district informed and updated so that the district can respond and support promptly and appropriately.</p>

9.4	Describe the school's plan to help staff and families 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.	MTCS has and will continue to maintain a position in the district for a Homeless Liaison. This individual will provide resources that can assist students and families experiencing homelessness. This person will also monitor students and families to ensure that they are being offered resources and connected with county resources to assist them as needed. The Homeless Liaison also works directly with the district Social Workers and Family Liaisons to be informed of the students and families in need of support and to assist with accessing resources. All staff at MTCS can also work collaboratively with any of these individuals who are part of the core response team to work directly or indirectly with families so that they can access resources in a respectful and timely manner.
10	Tribal Considerations	
10.1	Describe the school's plans to communicate and coordinate with its designated Tribal Liaison Officer.	MTCS does not currently meet the requirements for this consideration. (Only schools with 50% or more American Indian students need to consult with a Tribal Liaison Officer.)
10.2	Describe other plans the school will follow regarding its Native American student population.	Native American students will have access to all of the support and services that any of the other students in the district are able to participate in. In addition to the support and services during the school day, students also have access to homework support virtually one time per week during the implementation of Distance Learning (this is normally offered on site). The district has considered expanding the program to include more days, which would be beneficial for the students who need additional assignment help. These homework support sessions are staffed by licensed teachers.

		The district also strives to include any Tribal individuals, who are engaged or supporting our Native American students in any of the meetings, conferences, or educational decisions made regarding the students' educational programming. The district ensures that confidentiality and legal procedures are followed prior to involving these Tribal individuals, but if provided with permission to do so, the district strives to have their presence and involvement whenever possible.
11	Before and After Care	
11.1	Describe the school's plan to communicate with families and community partners regarding any before- and after-care programs with which the district works. See page 19 in the MDE document.	MTCS currently does not offer any before or after school care programs.
	Services	
12	Care for Children of Families of Emergency Workers	
12.1	Describe the school's plan to identify children of qualified emergency workers.	MTCS has reached out to families via our School Social Worker team, Parent Liaisons and Administrative team to identify families that qualify for Tier I or Tier II child care. At this point, MTCS does not have any families that wish to use this benefit.

12.2	Describe the school's plan to transport and provide care to children of qualified emergency workers.	MTCS will use its transportation partner Coherent Transportation to transport eligible students to our child care site.
12.3	Describe the school's plan to provide before and/or after school care to children of qualified emergency workers.	MTCS will provide childcare to eligible Tier I and Tier II students at Banaadir Academy. Two classrooms will be set up for student childcare. Mid-day, students will change classrooms to allow for thorough cleaning and disinfecting. Students will have access to the gymnasium and playground. Families will check in at the front office. Childcare will be staffed by a rotation of licensed and unlicensed staff.
13	Nutrition	
13.1	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.	<p>Meals will be provided in 3 ways.</p> <ol style="list-style-type: none"> 1. Meal pick up at Banaadir Academy (1201 Bryant Ave N) from 9:00-11:00 Monday-Friday. 2. Meal pick up at MTS Secondary (2872 26th Ave S) from 9:00-11:00 Monday-Friday. 3. Meals will be delivered to homes of students that fill out the home delivery waiver. <p>Families are asked to reserve lunches and pickup locations via the form at MTCS.org.</p> <p>Families requesting home delivery of meals are required to fill out the home delivery waiver at MTCS.org. Home delivery will be coordinated through our transportation partners - Coherent Transportation.</p>

14	Meals and/or Instructional Material Pick-up	
14.1	Describe the school's plan to develop and implement means for students to get meals and/or instructional materials considering variable constraints and opportunities.	MTS Secondary and Banaadir Academy will be open daily from 9:00-11:00 to allow for parents to pick up technology devices or meals.
15	Health and Wellness	
15.1	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.	<p>MTCS will continue to work specifically through the district's Licensed School Nurse, Director of Diversity and Equity, Social Workers, Family Liaisons, district and site based leaders, and all staff as a means of working collaboratively to engage with all families and staff, via online chats and/or phone calls, in support of talking with children about COVID-19 and adapting to the world we currently live in.</p> <p>MTCS will focus on supporting and engaging the entire MTCS community in such endeavors as we are all impacted by what is taking place. The district will continue to monitor the already identified state and federal websites (MDE, MDH, CDC, etc.) to access tools and resources for how to work with and communicate with children during these challenging times. More so, staff will be purposeful about listening, validating, and ensuring each other that we can get through this by supporting one another will aid in progress and feeling supported.</p>

<p>15.2</p>	<p>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.</p>	<p>MTCS will utilize the Director of Diversity and Equity along with all social workers in collaboration with district and site based leadership teams in support of providing professional development, formats for dialogue with individual staff, groups of staff, on-going check ins with students, families, as well as staff. MTCS will continue to be mindful of the significant change and disruption we are going through on a global level and the impact upon each and every individual. Included in staff and family communications will be acknowledgement of the opportunity for individuals experiencing heightened levels of stress, anxiety, and fear resulting from such uncertain and precarious times. In working with the trained and licensed mental health professionals noted above, as well others through MTCS, we work to train and support all in recognizing signs that may indicate concerns pertaining to mental health or other so that we may provide support in a timely, thoughtful and sustainable manner.</p> <p>More so, MTCS will be purposeful to engage with each and every student, family members, and each other so that we can work as a community to get through such uncertain and isolating times and provide access to additional resources as needed.</p>
<p>15.3</p>	<p>Describe the health practices the school will implement to protect staff, students and others from the spread of Coronavirus.</p>	<p>MTCS will continue to follow all recommendations/mandates per the CDC, MDE, State and Federal government. MTCS will continue to support folks working from home and not require individuals to physically report to a site. Additionally, we encourage and support individuals becoming ill to stay home without fear of repercussions. Frequent hand washing, use of CDC recommended disinfectants, covering coughs, social distancing, working remotely, the implementation of Distance Learning, identifying isolated areas for those may be exhibiting illness, and utilization of Family Liaisons to communicate with families speaking in their native language to provide resources and information for help, are just a few of the health practices instituted by MTCS to support and maintain the health and safety of everyone. MTCS is also engaging in frequent communication with licensed health</p>

		<p>care professionals to support any at-risk students, families, staff/faculty and what steps should be taken to support these individuals.</p> <p>MTCS will continue to send out and post current information and links/resources to further information regarding best practices for addressing and working through the spread of Coronavirus. MTCS will work with our health partners/professionals to track any illnesses, and report such identifications to the proper authorities, so that appropriate and timely responses can be taken.</p>
16	Mental Health Support Resources	
16.1	Describe the school's plan to address bullying during the distance learning program season.	<p>MTCS will continue to utilize all staff to work closely with families and students to address any and all incidences of bullying during the implementation of Distance Learning. MTCS will utilize the Director of Equity and Diversity, School Social Workers, Family Liaisons, and all other staff to keep in contact and/or be available to students and families on a daily basis in support of the social, emotional, academic, and physical well being of all those we serve. As always, any incidents of bullying are encouraged to be reported immediately so that the district can respond to the incident.</p>
16.2	Describe the school's plan to address bullying during the distance learning program season.	<p>MTCS will continue to utilize all staff to work closely with families and students to address any and all incidences of bullying during the implementation of Distance Learning. MTCS will utilize the Director of Equity and Diversity, School Social Workers, Family Liaisons, and all other staff to keep in contact and/or be available to students and families on a daily basis in support of the social, emotional, academic, and physical well being of all those we serve. As always, any incidents of bullying are encouraged to be reported immediately so that the district can respond to the incident.</p>

	Operations	
17	Funding	All existing funding streams will continue to be sustained per the Federal and State Government, as well as the MDE. This is consistent with the operational funding of MN public charter schools.
17.1	Describe the school's plan to maintain financial and payroll processes.	MTCS will maintain its current fiscal practices and legal obligations. The district will continue to work with our business managers, School Management Services (SMS). All financial processes are able to be sustained remotely and daily communication between the superintendent and SMS is available. Payroll processes will be sustained and continued, so that staff will continue to have access to their payroll details via online access as previously established. Payroll is currently deposited automatically and any individual needs may be addressed via email.