



School Closure - Distance Learning Plan

Novel Coronavirus (COVID-19)

March 26, 2020

Dear Parents/Guardians:

Our Governor has closed Minnesota schools through **May 4, 2020**. While we had hoped to come back from spring break face-to-face, we have spent the past two weeks preparing for this moment. We will implement our new teaching and learning platform on **Monday, April 6, 2020**. Although our teachers have been reaching out to our families and young scholars, this is going to be a learning process – and an adjustment – for all of us, teachers, students, and parents alike. We're in this together, and we'll get through it together, but that's going to require some patience as we work through the inevitable challenges in the process.

Here's what we need you to know about School- and Teacher-Specific Communication:

You will receive ongoing communication from our teachers. This will include information about systems, structures and routines. As time passes and both teachers and students adapt and learn how to better use distance learning, these systems will likely evolve. Changes will be part of regular communication between schools, parents, and students.

Response Time:

We know, especially as distance learning gets underway, that you'll likely have questions. Being responsive and supportive of our families is a top priority. **The goal of our teachers will be to respond on the same day to questions received between 7:30 a.m. and 3:30 p.m.** Questions received after 3:30 p.m. will most likely be answered on the next distance learning school day.

Attendance:

Similarly to a regular school day, the expectation remains that all students attend school via distance learning on a daily basis. This does not mean that a school day in your house looks like it would at school; you know best the timeframe that works for your student(s) and family. You will be asked to confirm that your child is attending and participating in distance learning every school day. *If your child is unable to participate on a given day due to illness or other family reasons, we ask that you notify the school in the same way you would for an absence from school.*

Setting Up Routines and Structures:

We know that routine is important, whether at home or at school. Creating structure at home is one of the best things you can do to support your children in their learning during this time. Teachers will be providing guidance around schedules and expectations tailored to grade level and courses. Please contact our grade level teachers for assistance.

Tech Support:

We know there may be questions or hurdles around access to technology or other technology-based needs. For other support, contact your child's teacher or school office directly.



Nutrition Services:

We will continue to provide meals through the long-term closure to our students. Beginning on Tuesday, April 7th, meals will be distributed at HOPE Community Academy every Tuesday from 8 AM to 12 PM or by delivery upon request. If you have questions or need assistance at any time, please feel free to call us at 651-796-4500.

Take care, and stay healthy!

Dr. Chai Lee
Principal

Distance Learning Platform

Our teachers and cultural specialists have worked diligently to construct the Distance Learning Tools and Platforms for their grade level. Although each grade level has an instructional platform ready for the initial phase of implementation, the instructional strategies will be upgraded from week to week to adequately support our young scholars.

Every student will have an IPAD or a Laptop. K-3rd grades = IPADs, 4th-8th grades =Laptops

Kindergarten-Second Grade will use:

- Seesaw Learning Class (Daily Instruction-Wonders Curriculum)
- Raz Kids
- IXL (Language Arts & Math)
- Epic
- Tumblebooks
- Parents can pick up paper materials for students as well.

Each teacher will provide specific instructional strategies to the students. Daily, teachers will monitor the students' work and provide feedback via text, phone call, and/or video conferencing.

The paraprofessionals (cultural specialists) will have specific roles such as monitoring a group of students daily. Each team will provide learning supplies to students as needed. Each team will meet twice a week to share and discuss the issues that arise during the week. They will support each other daily via google hangout or email.

Third Grade – Eighth Grade will use:

The platform for 3rd to middle school grades is google classroom. Each teacher has set up their google classroom and every student in their grade/classroom has been added and logged in. Many teachers will also create YouTube video for the instructional part of each lesson.

Students will be guided to use google classroom, google hangouts and/or phone call daily to reach their teachers.



Special Education Services

Special Education teachers will work in alignment with the classroom teachers to engage every student receiving Special Education services in the regular curriculum. Every Special Education teacher and paraprofessional will monitor and provide ongoing assistance to their designated group of students on a daily basis. The case managers will follow MDE's recommendation to fulfill the state requirements. Our Special Education team will meet two times weekly to review student data and discuss issues that arise during the week.

English Learners (EL)

EL teachers work with their grade level team. EL teachers provide online support using the English Language Development (ELD) curriculum.

Child Care for Tier 1 Emergency Workers

HOPE Community Academy will provide limited child care at no cost for parents who are emergency workers and who are critical to the state's response to COVID-19 (Coronavirus).

At this time, childcare requests are being accepted for parents/children who meet the following criteria:

- K-5 students
- Must be a parent with children enrolled in our school
- Parents must have no other options for child care
- Parents must meet the Tier 1 eligibility requirements as mandated and outlined by the Governor's Executive Order 20-02

We can only offer Care for the Tier I families:

- Home Care workers
- Personal Care Assistants
- Ambulance/emergency
- Direct Care and Treatment

Please call our Social Worker at HOPE Community Academy if you have any questions.

Additional Resources for Child Care

Starting Monday, March 23rd, 2020, the YMCA will open 38 locations in Minnesota -- 22 in the Twin Cities -- to provide care for K-through-6 students whose parents are emergency workers like healthcare professionals, law enforcement and firefighters. At a cost of **\$40 per day** (with financial assistance available for low-income families), the facilities will operate Monday through Friday from 8:30 a.m. to 5 p.m. during the coronavirus pandemic.

In addition to e-learning, kids will also partake in a number of daytime activities -- with the policies of social distancing in place. To ensure that the kids are not in close contact, the YMCA will spread them out throughout their sprawling facilities, which average 50,000 square feet.

Eastside St. Paul YMCA

875 Arcade St, St Paul, MN 55106

Phone: [\(651\) 771-8881](tel:6517718881)



720 Payne Ave
Saint Paul, MN 55130
Phone: (651) 796-4500

Email: contact@hope-school.org

Website: www.hopecommunityacademy.org

Link to more YMCAs in the Twin Cities below:

https://www.google.com/search?safe=strict&rlz=1C1CHBF_enUS863US863&ei=XL54Xr_CLZu7tAaPzIDADA&q=ymca+twin+cities+locations&oq=ymca+twin&gs_l=psy-ab.1.2.0i10.187371.190951..192875...0.2..0.105.632.8j1.....0....1..gws-wiz.....0i71j0i13j0i8i7i10i30j0i7i30.iUS7pp67X-c

Nutrition

Implementation Guidance from MDE. HOPE Community Academy will do the following:

- Ensure all the students' nutritional needs are addressed. This includes students with allergies and other food restrictions. Make sure to mark the food appropriately.
- Create multiple geographically located food distribution centers where necessary. Students are not allowed to eat inside the school.
- Ensure that all necessary personnel are stationed to maximize student and staff safety and that all distribution sites are supervised.
- Explore distribution strategies that will avoid large gatherings of people and make social distancing possible.
- Students can receive two meals a day (one breakfast, one lunch, or one snack in any combination). Both meals can be distributed at once either via pick-up, drive-up or delivery.
- Only parents/guardians/students themselves may pick up food. Children do not need to be accompanied by an adult to receive food.
- Allow ample and reasonable amount of time for meal pick-up for each meal service, recognizing that families may be experiencing challenges during this time.
- Use multiple modes of communication to inform students and families of available food service, including time, location, and method of distribution.
- Consider multiple methods of distribution, such as drive up; walk up; satellite locations, such as libraries, churches, park districts, and youth centers; home delivery via bus routes; and other options.

Meals and/or Instructional Material Pick-up

HOPE Distribution:

- PICK UP & GO/Home delivery
 - March 23 - March 27
 - Time: 10 am - 1 pm
- No Pick-Up & Go during Spring Break: March 30 – April 3
- Resumes on Tuesday, April 7th, 2020.
 - Every Tuesday will be Pick-Up & Go until school resumes.
 - Food will be provided for the whole week.
 - Time: 8:00 am - 12:00 pm

Health and Wellness

If any students/staff are sick need to stay home a full 24hours after a fever WITHOUT use of fever-reducing medications (acetaminophen or ibuprofen).



Mental Health and Well-Being

Resources and services will be on a case-by-case basis. Students with mental health needs have been identified and referred to the appropriate agencies. The social worker will keep in touch with those students and agencies for updates. Students with the highest mental health needs will get priority. For those identified students, the social worker will be in contact on a weekly basis. If teachers, students, and staff know of any students with social emotional needs or any new cases should arise, please direct them to the social worker. The social worker will reach out via google hangout or google chat to assess their needs.

Bullying and Harassment

All bullying or harassment reports should be directed to our Dean of Students. If a case should arise, our Dean and Social Worker will work together to get the issues resolved.

Attendance and Truancy

Attendance will be tracked based on work completion by students online. Since most assignments will be done online, it is the easiest way to track attendance. For example, iPads or laptops are checked out to students to complete online assignment such as IXL. If the IXL assignment is completed the day of, it will count as "student attending school." **Attendance starts on Monday, April 6th, 2020. Students must complete work online by 2:30PM to count as "attending school" that day. Teachers will be checking in with students on a daily basis for completion. Teachers please go into JMC to mark your attendance.** MDE guidelines advise to please exercise caution before starting the truancy process, any decisions will be coordinated with Ramsey County.

Students Experiencing Homeless or Housing Instability

The school is working with Lancer and lunch staff to coordinate supplemental food for individual families who need it. Students experiencing homelessness/hardship have been identified and will continue to receive assistance from the school. Those families can pick up food in the cafeteria according to the pickup times next week. For any reason, if we cannot provide food from our school to these families, the social worker will find food pantries and make personal deliveries. An envelope has been placed in the main office to collect monetary donations from staff. The social worker will be collecting donations until the end of March.

Assessment

Based on the March 25 announcement and Executive Order by Governor Walz, any available open statewide assessments (MCA and MTAS) will close on Friday, March 27, 2020, at 5 p.m. **This means that there will be no more MCA and MTAS tests administered for the remainder of the 2019–20 school year.**

Communication

HOPE Community Academy will use the following outlets for communication with our families and the broader community in regards to school closing or other important announcements:

- (1) Facebook page,
- (2) School website,
- (3) JMC Message Center (automated call),
- (4) Staff, parents, community partners and volunteer emails,
- (5) Text messages to parents and staff,
- (6) Local media such as WCCO Channel 4, KARE 11, WCCO Radio 830 AM.



HOPE Community Academy will:

- Follow CDC and MDH updates and post on HOPE's website (Daily)
- Translate communication documents as necessary
- Make personal calls to parents by phone when necessary

Technology

Students who do not have access to technology at home can check out a laptop/ iPad and a charger. Parents/Guardians need to sign the **HOPE STUDENT – LAPTOP/iPad CHECKOUT AGREEMENT FORM** before students can checkout HOPE's laptop or iPad.

Students in grades K – 3 will receive:

- an iPad and charger

Students in grades 4 – 8 will receive:

- a laptop and charger

IT Department Role

- The school's WiFi can be made available into the parking lot "Drive-in Internet" if needed, to allow for connectivity from outside of the school.
- Non-functional (broken) iPads or laptops will be addressed by the parent/guardian with the student's teacher in scheduling and exchanging the iPad or laptop at the School's Tech Center on the date specified by the IT Department.
- The IT Department will continue to manage all essential services and critical functions to ensure the functionality of all school technologies and equipment (and can do so remotely). This includes all of the learning applications being used during the closure which includes all other apps on the iPads and laptops.
- The IT Department will play an active role in the distribution and support of technology (iPads and laptops) throughout the closure.
- There will be no changes to how staff submit support tickets or contact the IT Department except for the addition of real-time chat capabilities enabled through Google chat or Hangouts.
- The IT Department will provide training to staff, as needed, in the use of current technology tools to enhance the online learning experience.

Resources for Parents/Guardians

Equipment maintenance at home:

Apple:

<https://support.apple.com/en-us/HT204172>

Dell:

<https://www.dell.com/support/article/en-us/sln308919/guidance-for-keeping-your-dell-technologies-equipment-clean?lang=en>

Broadband Access

Free/Low-Cost Broadband Access for HOPE Families

• **Internet Essentials** – Comcast is offering an 'Internet Essentials' package free for low-income customers for 60 days. There is also an option to buy refurbished low-cost computers.

- <https://www.internetessentials.com/>
- 1-855-846-8376

NOTE - Comcast announced Friday 3/13, it would open free public Wi-Fi hot spots throughout the country, as part of its response to the Coronavirus outbreak. It will also eliminate data caps for its customers.

- Wi-Fi hotspot map: <http://www.xfinity.com/wifi>

• **Charter Communications is offering Free Spectrum broadband and WiFi access for 60 days** in home with K-12 and/or college students that don't have an existing Spectrum service level up to 100 Mbps.

- <https://corporate.charter.com/newsroom/charter-to-offer-free-access-to-spectrum-broadband-and-wifi-for-60-days-for-new-K12-and-college-student-households-and-more>
- 1-844-488-8395

• **Minnesota Computers for Schools** – Lifelong Learners Program: Do you need a computer but have no way of getting one? This may be a program to help. There is an application process; the student would need a portion filled out by a Learning Partner/Counselor/Social Worker/Job Coach, etc.

- <https://mncfs.org/about/our-work/lifelong-learners>
- 612-383-2400

• **PCs for People** - This option provides the ability to provide low-cost internet and computers to individuals who meet certain eligibility requirements. The internet access is provided with mobile hot-spots, which would allow students to take it wherever it is needed.

- <https://www.pcsforpeople.org/low-cost-internet/>
- 651-354-2552

• **Refurble** – Provides low-cost refurbished machines to students.

- <http://www.refurble.com/contact/>
- 224-365-5264



720 Payne Ave
Saint Paul, MN 55130
Phone: (651) 796-4500

Email: contact@hope-school.org

Website: www.hopecommunityacademy.org

• **MIDCO Lifeline** - Lifeline is a federal program intended to put home phone and internet service within the reach of qualifying families – giving low-income households affordable home phone or internet access.

- <https://www.midco.com/lifeline/>
- 1-800-888-1300

• **Minnesota Office of Broadband Development** - Digital Inclusion

- <https://mn.gov/deed/programs-services/broadband/connect-forward/>
- 651-259-7613

Activities

All in-person school-sponsored activities that are scheduled during the statewide school closure are suspended until in-person school resumes.