



# **MNIC COVID-19 Distance Learning Plan**

**Updated Thursday, March 26th 2020**

*This plan is current as of the above-listed date. As this plan is updated, staff, students, and families will receive updated versions.*



# MNIC High School

2507 Fremont Avenue North

Minneapolis, MN 55411

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## **Letter to MNIC Students, Families, and Staff**

Dear MNIC Students, Families and Staff,

This is an unprecedented time for our community, our country, and the world. As we work to respond to the growing COVID-19 pandemic, we will continue to focus on the needs of our students.

On Wednesday, the Governor ordered all K-12 public schools in Minnesota to implement their distance learning plan from March 30th until April 30th. We want to make clear that the MNIC Leaders and Staff are committed to both providing high-quality education through distance learning as well as helping our MNIC families meet their basic needs.

Students will have the opportunity to continue their education via distance learning and the utilization of Chromebooks and Google Classroom. MNIC staff have been working hard over the last 8 days to put together a plan that will be flexible to our students and provide them with an equitable and high-quality education from home.

Today we are providing you with a comprehensive look at our distance learning model. This information can be found in the following pages of this document.

If you have any questions, you may call us between 9:00 am and 3:00 pm Monday through Friday at 612-588-1449.

Thank you,

MNIC Leadership Team

Reginal Womack, Executive Director

Tracy Eberlein, Director of Education

Joe Billings, Director of Data & Technology

DeMarcus Green, Director of Finance & Facilities

Jodi Grisdale, Director of Student Support Services

Vanessa Robles Varela, Director of Nutrition and Homeless Liaison

Corinne Altrichter, Director of Special Education

Mitch Douglas, Lead Dean of Students

Paul Eaton, Unity & SOAR Campus Site Director

Lyneal Carothers, Downtown Campus Site Director

Fatima Fisher, Rondo Campus Site Director



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## **Mandated Distance Learning (April 6th to April 30th)**

- Staff are expected to work their regular 8-hour day during the mandated distance learning period, whether in the building or at home. See work from home guidelines section of this document.
- During the March 30th through April 30th time period, all MNIC sites will be open between 8:30 am and 3:00 pm. Sites will be operated by a rotating group of staff. Supervisors will communicate this schedule to their staff. District leaders will be making rounds to all sites and are on call every day. District office staff will be working remotely answering phones every day from 8:30 to 3:30.
- Instruction will take place remotely during this time. Non teaching staff will focus on helping students meet non-academic needs, serve breakfast and lunch, and keep the building clean. Each staff member will receive a document with job expectations by Friday April 3rd.
- Staff who have school-age children or a compromising health condition will be on work-from-home duty status (will not be scheduled shifts at buildings). Any staff person who needs this accommodation must contact Mr. Green.

## **Spring Break (March 30th through April 3rd)**

- Spring break will still happen as planned and school-year staff will not work or have any job duties from home during this time.
- Breakfasts and lunches will still be available to students between 10:00 am and 2:00 pm each day at our Downtown, Rondo, and Unity campuses. Our SOAR campus will be closed for the duration of Spring Break.
- Year-round staff will be asked to work two, four-hour shifts (10:00 am to 2:00 pm) during Spring Break. Year-round staff will not be required to work additional hours beyond their two shifts during Spring Break, however, there will still be an expectation that these staff will check emails and stay in communication with staff and leadership. Year-round staff will not need to use PTO during this time.

## **Student Learning during Distance Learning (April 6th to April 30th)**

- Monday-Thursday Schedule
  - 8:30 Morning site meeting (via google meet)
  - 9-9:55 Office hours
  - 10-10:55 1st period (M/W) or 3rd period (T/TH)
  - 11-11:55 2nd period (M/W) or 4th period (T/TH)
  - 12-12:55 5th period (M/W) or 6th period (T/TH)
  - 1-1:30 Advisory
  - 2-3:30 Office hours
- Monday-Thursday Daily Classes
  - Each teacher has 3 classes a day, at 55 mins per class
    - What class time looks like: Teachers are available via any online platform (google meet/ pre-recorded lectures/ google classroom/ google chat/ etc).
    - Students use this time to check-in with us, view the work, ask questions; they can complete the work during this time or later depending on their abilities.
- Friday Schedule



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- 8:30 Morning site meeting
- 9-9:55 Office hours
- 10-10:30 Advisory
- 11-12:55 Office hours
- 1-1:30 Advisory
- 2-3:00 Office hours
- Office Hours Monday-Friday
  - This time is meant for any students to reach teachers with questions on classwork, technology, resources, or anything else.
  - This can count towards attendance if you haven't already checked-in that day

## **Student Attendance**

- Attendance counts for any contact with any staff between 12:01 am - 11:59 pm (response, reaching out, completing an assignment...)
- The #1 goal is to give students attendance credit for the day at any point, however they can check-in with us.
  - Check-ins during Advisory, content area classes, office hours, or even during non-school hours count as attendance for that given day, as long as they contact us in some way.

## **Distribution of Technology and Communication**

- MNIC will loan each student who is enrolled as of March 17th a Chromebook and Hotspot. Students will be notified when to come pick up a Chromebook if they do not already have one when we return from Spring Break on April 6.
- Students will need to pick up technology and packets(if they need them) from the site they are enrolled at. Students will not be allowed to pick up technology from other sites.
- Students who enroll after March 17th will be required to attend for 10 days to receive technology. During this waiting period students will receive packets that are equivalent to the work being done on Google Classroom. Teachers will check in with students over the phone to provide instruction and answer questions.

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

- Minnesota Internship Center will continue to support IEP's through the use of special education Google Classrooms and push in support in mainstream Google Classrooms.
- The IEP minutes will be covered by special education teachers and each of the students will be placed in the Google Classrooms that match their IEP minutes.
- In mainstream push in minutes, special education teachers covering those minutes will be included in the students mainstream Google Classroom and provide individualized support to meet the student's IEP needs.



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- The direct instruction will occur using Google Meet and direct instruction through Google Meet lessons. Grades and IEP progress will be tracked using the gradebook in Google Classroom as well as in phone calls and video calls.
- Every special education teacher will have an IEP tracker they will develop to track the progress for individual goals and objectives. This will be what we use to determine the progress made for IEP progress reports.
- 504 plans will be addressed through providing the accommodations for the students while they attend their Google Classrooms.
- The special education and 504 program meetings will continue to be provided through virtual meetings with parents/guardians and the students attending by phone.
- Evaluations will be completed remotely with the team interviewing teachers and families by phone and completing the necessary compliance paperwork for the evaluations.

## English Learners

- MNIC students who are eligible to receive ELL support services will continue to receive services as they need. All students who qualify for EL services will be signed into Google Classroom EL. No assignments are posted but they will have access to the ELL teacher and resources that English learners might use.
- When a student logs in with a question or concern the EL teacher will either directly respond to a student's request or refer them to their content teacher and the content and EL teachers will come up with the best way to help the student. If the student's families need assistance the EL teacher will contact the school social worker.

## Assessment

- MNIC will suspend NWEA testing during the time of Distance Learning. We will resume NWEA testing when we return to in person teaching.
- MNIC will follow state guidelines when it comes to state assessments. At this time the state has requested to be exempt from federally required testing for the remainder of this school year.

## Nutrition Services

- MNIC informed households of the availability and location of meals during school closures related to COVID-19. Such methods included social media, emails, texts, website, and phone calls.
- MNIC requested a waiver to operate the Summer Food Service Program (SFSP) in a Non-Congregate setting.
- Students will be able to take home five days of pre-packaged breakfasts and lunches for everyone in their household who is 21 years of age or younger.
- Breakfasts and lunches will be available for pickup as follows:
  - March 30th through April 3rd - Spring Break
    - Downtown, Rondo, Unity - 10:00 am to 2:00 pm
  - April 6th through May 4th - Distance Learning
    - All buildings - 8:30 am to 3:00 pm



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- Meal drop off is also an option in case youth can't pick them up. MNIC will ensure a written consent by a legal guardian in order to do so.

## **Student Transportation**

- MNIC will continue to provide student transportation via Metro Transit.
- Students who have been issued bus cards can continue to use their bus cards throughout the duration of school closures.
- Students who visit MNIC school sites during the closure and have not received bus cards will be able to receive two bus tokens each day.

## **Communication**

- Communication will be done via call, text, robo call and email. We will also post plans on the district website and on social media. If you know the school does not have your updated phone or email information please reach out and get that updated ASAP. Our office is open 9-3 daily to take your call and update that information. During Spring Break office hours will be 10-2pm.
- MNIC will share a weekly update with families every Monday throughout distance learning.
- MNIC staff will be reaching out to students daily to check in on assignments, needs, and just be a familiar voice or face during this unprecedented time.
- The distance learning plan has been released, it is posted on our homepage at [mnic.org](http://mnic.org), emailed to families/staff and posted on social media.
- MNIC staff will receive daily updates from their supervisors and additional updates from district leadership as necessary.

## **Support for Students and Families Experiencing Homeless**

- MNIC Staff have created a resource guide with information about food shelves, shelters, legal aid, and health services. This information will be distributed to all families and will be available at each of our campuses. The resource guide will be updated by support services staff as new information becomes available.
- MNIC Free Stores will be available to students during the closure. Free stores include hygiene items, clothing, shoes, etc.
- Staff who are working shifts to keep the buildings open will be able to help students access the free stores. Staff must fill out the free store log each time they do this. If staff have questions about the free store, they should contact Vanessa Robles Varela, District Homeless Liaison.
- Liaison will support staff in accessing and providing Resources/Services to families and youth currently identified as homeless, to monitor their needs and living situations during times of school closure or distance learning.
- Make additional efforts to identify youth who are experiencing homelessness, but who are not yet known.
- Provide mobile hotspots and chrome books directly to youth who are staying in shelters/motels/ or with other people



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- Remove barriers, be flexible with deadlines and participation requirements, accommodating students who are highly mobile and/or cannot participate in online learning opportunities due to homeless living situations.

## **Health and Wellness for Staff and Students**

- MNIC's Student Support Services team has put together a document for staff and students with resources available during this time in the community. The Student Supports Service department has also made themselves available to both staff and students who need to talk or are feeling anxious about the situation that we are in.
- Before the initial closure MNIC Leadership provided talking points to staff to use in classrooms daily, we will continue to encourage staff to use the talking points with students in the distance learning setting.
- MNIC has made it very clear to staff that if they are not feeling well or showing any symptoms of COVID-19, Cold or Flu to stay home. MNIC staff are currently working from home and will continue to work from home until 4/30/20, we do have a few staff that are scheduled to work at buildings 6 hours a day to hand out lunches to students. We only schedule 2 staff per shift and encourage them to practice social distancing, proper hand washing and to wear gloves. We know not all staff are able to do the in person work so we allowed staff to opt-out if they felt this was not something they could do.
- Starting 4/6 the staff at the sites will be non-teaching staff, again staff will have the option to opt-out if they are at higher risk or have underlying health conditions. To opt-out staff contact HR and speak with them in regards to the reason and then HR relays that information to leadership to not schedule that staff member.