PiM Arts High School's Distance Learning Plan

PREPARED IN RESPONSE TO THE COVID - 19 SCHOOL CLOSURES

Questions?
Contact Matt McFarlane at 952-224-1342 or mmcfarlane@pimartshs.org
PiM Students/Guardians:

When the situation occurs that schools in Minnesota need to be closed due to the COVID-19 virus, PiM Arts High School will provide instruction to students in all grades via distance learning. The soonest this would occur is Tuesday, March 31st, after our spring break. When this occurs, we are anticipating an extended period of distance learning. We will be working to provide unique and engaging academic and artistic experiences for our student artists.

**Update 04/24/2020:** The Minnesota Department of Education in conjunction with The Minnesota Health Department has indicated that schools will remain closed for the remainder of the 2019-2020 school year. Implementing distance learning will require the full cooperation of students, teachers, and families to make the instruction and learning meaningful and in compliance with the full expectations of Minnesota Statutes.

- The distance learning model of delivery will continue to provide students with new learning while sustaining previous learning. We will be working to provide unique and engaging academic and artistic experiences for our student artists. Tasks will be meaningful and important to student learning goals and outcomes.
- Distance learning will be delivered through online resources and Google Classroom.
- Teachers will focus on essential learning accessible to all learners.
- Staff will provide overviews for the week on Mondays, which include objectives, due dates, and when to expect “live” virtual class meetings.
- This *does not* mean that students will be working on academics for the same duration of time as a face-to-face school day.
  - Teachers will focus on creating routines and structures to support students/families.
  - Teachers will strive to provide best practice instruction that meets the needs of all learners.
  - We are recommending 10-20 minutes max of direct instruction (not always live) and 15-30 minutes max for student practice/independent work per class daily.
  - As we have been using Google Classroom extensively over the past several years, teachers will continue to use the platform as the main source of communication between teachers and students.

**Important Action Items & Information**

- **Before March 30,** students need to log into Infinite Campus to review quarter 4 schedules and join 4th Quarter Google Classrooms. Teachers will send direct invitations to Classrooms before this date.
- **Beginning March 31,** check emails at least twice daily for communication from teachers and PiM and respond in a timely fashion to ALL email inquiries.
- Check your **Advisory Google Classroom** - that’s where mass communications will be posted. Be sure to respond to inquiries posted there as needed.
- Pay close attention to each course’s expectations & procedures. Be sure to put due dates and meeting times in your planner/calendar.
- **Daily Attendance** will be taken via Google Form for each class. **You will need to complete this form for each class by 2:30 pm daily.** You will receive a receipt of the response for each form completed to confirm attendance. Attendance will be monitored and we will follow up with families of students not in attendance.
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Additional Expectations

- Parents/Guardians should follow school procedures regarding absences. Call the attendance line (952-224-1340) to report illness so we mark the absence as excused.
- Teachers will be available via Google Classroom, email, and Google Meet.
- Create a schedule for yourself to stay engaged in your courses and your learning.
- Maintain a healthy sleep schedule and take care of yourself.
- We will also be looking for our student artists to be sharing their art as a way to process this experience. We will be sharing our student's work through our social media platforms as the distance learning period evolves. Practice your art and share it via social media and to Simone at simone.ritchie@pimarths.org so she can share it on the PiM social media.
- **State, district and AP Testing** - With the exception of AP testing, all district and state testing is cancelled for the remainder of the year. AP test information has been shared with each student via the College Board.

Distance Learning Grading Policy

As we continue to navigate what distance learning looks like, we find ourselves continually adjusting and adapting our practices to best support our students during this time. We know for many of our students, this type of learning is not ideal. We have decided that **we will be awarding grades as follows:**

- Students that earn an A or B can receive that grade for the course or opt for a "P" (Pass). A "P" will give them credit for the course and keep them on track for graduation, but will not affect student GPAs.
- Students that earn a C+ to a D- will earn a "P" (Pass) for the course.
- Students that do not earn a passing grade will receive a NC (No Credit) for the course. A “NC” will not give the student credit for the course, nor will it affect their GPA in any way.

First Week of 4th Quarter

- Within the guidelines coming from the State Health Department and CDC, our building will be open from **9:00 am to 12 noon Monday - Wednesday** during the week of March 30 -April 1.
- Students will be able to pick up materials for quarter 4 and other personal items. If students are not able to pick up items at school, we will arrange for alternate means for materials to be accessed.
- Teachers will communicate what materials will be necessary for quarter 4 classes through Google Classroom.

Staff Training and Onboarding

PiM uses Google Classroom and all staff have had training in its uses as it is the platform staff are required to use to share daily content during the school year. Staff received specific training in PiM e-learning/distance learning on November 22nd in preparation for weather related school closures and will use this plan as our model for Distance Learning during this time. Staff received additional training in Distance Learning tech options on Friday, March 13th. The fluid PiM Staff Distance Teaching and Learning plan was shared with the staff on March 27th, 2020.
Parent Training and Onboarding

The initial and fluid Distance Learning Plan was added to the website and emailed to all parents/guardians and students on March 27th, 2020 outlining how distance learning will run at PiM. It was also posted to our social media. The plan is updated as new information and recommendations are given. All Parents/Guardians have access to Infinite Campus to check on student grades, missing assignments, attendance, and credits. If a parent/guardian needs access to Infinite Campus, they should email simone.ritchie@pimartshs.org to get a username. Parents have also been invited to student Google Classrooms for each of their student’s classes to see weekly and daily assignments, instruction, and activities. Parents can call and/or email administration and teachers for support and troubleshooting as needed.

Student Training and Onboarding

The initial and fluid Distance Learning Plan was added to the website and emailed to all parents/guardians and students on March 27th, 2020 outlining what distance learning will run at PiM. It was also posted to our social media. In preparation for Distance Learning, all students were surveyed to determine technological need and all students that needed a computer and/or internet were provided with a chromebook and/or a hotspot. All materials needed for class were distributed to students. PiM uses Google Classroom and all students were invited to their distance learning classes prior to starting. All students also have access to Infinite Campus to monitor their grades, attendance and credits.

Students with IEPs and 504 plans

- Case managers and Support Staff will work with classroom teachers to support students that need modifications/accommodations to support learning in addition to providing instructional activities aligned with current IEP/504 goals, services, and related services. Co-teachers will be connected with classrooms and students with IEP’s may access a Virtual Resource Room for supplemental academic and behavioral support. Case managers and related service providers will be communicating with families to coordinate support.
- IEP meetings will be held via conference call or online virtual meeting platforms.

English Learners

PiM remains responsible for educating our English learners. We will continue meeting the requirements of English learners’ educational needs. By law, students who are identified to receive English language development services must be provided support which allows them access to academic content. English learners must receive research based, appropriately resourced support to access content, and districts may not withhold services based on characteristics such as immigration status. A brief overview of legal requirements for English language development services can be found in the U.S. Department of Education’s Dear Colleague Letter regarding education for English learners.
Immediate considerations for English learners include:

- Access to a reliable internet connection.
- Communication with families who may not speak English as a primary language.
- Ability of the student to understand and produce complex academic language for assignments without typical scaffolds.
- Availability of scaffolding methods appropriate for a distance learning environment.

Teachers will continue providing support to students to help them better understand content and develop their English language skills. Students enrolling with home languages other than English will continue to be screened for EL services.

Communication for Non English Speaking Families

If the need arises, PiM will provide all official communications to non English speaking households in the primary language.

Counseling/Mental Health & Wellbeing

- Our counseling office is working hard to ensure students are receiving continued services and support. Students should use the request for support form to access the school counselor, social workers, and support staff. Staff will follow up with a response via email or through an online meeting. Staff value meeting 1-1 with students and will be continuing to do so using Google Hangout Meet or Zoom.
- Please email Sarah Jane Klein sarahjane.klein@pimartshs.org with any questions or concerns.

Students Experiencing Homelessness or Housing Instability

Students experiencing homelessness face unique barriers from school closings and participating in distance learning, including limited availability of technology and living situations which do not support alternative learning formats. Schools have critical responsibilities for the education of these students, and are also critical partners in the community-wide response to addressing the unique vulnerabilities of these students. Students experiencing homelessness are disproportionately students of color, lesbian, gay, bisexual, transgender, or queer (LGBTQ), and/or students with disabilities. As such, a robust plan for meeting the needs of these students will help ensure all Minnesota students can equitably participate in distance learning.

To address these challenges, PiM's McKinney-Vento Liaison, Sarah Jane Klein will:

- Contact eligible families to conduct a needs assessment related to distance learning.
- Provide resources to homeless families to ensure they have necessary materials to support community mitigation.
- Share resources for food support in communities where families are residing, if outside of Robbinsdale Area Schools.
- Monitor participation and engagement of homeless and highly mobile students in distance learning (e.g, including both attendance and performance) to guide whether additional staff support, engagement or assistance are needed via weekly check-ins.
- Develop plans to distribute academic materials to eligible families, where families are located.
In addition, PiM’s McKinney-Vento Liaison, Sarah Jane Klein will:

- Encourage students and parents to reach out if their living situation changes and access additional support, which promotes a student’s ability to participate in distance learning.
- 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.
- Connect to resources which assist students and families experiencing homelessness and housing instability.
- Monitor evolving and emerging recommendations specifically pertaining to homeless students during the COVID-19 pandemic offered by the National Center on Homeless Education, and SchoolHouse Connection, as well as other recommendations which may become available from other sources over time.

Please contact Sarah Jane Klein, McKinney-Vento Liaison at sarahjane.klein@pimartshs.org if you have any questions.

Food/Resources

- For students and families experiencing difficulty accessing food services at this time, many of your local school districts are providing food to any in need. Check with the school district of your residence to find where food is being made available to families with this need.
- Our food service provider, Hopkins Public Schools will continue our effort to meet the requirements as your foodservice provider during the state-mandated school closure. A link to preorder food will be sent weekly to PiM families.

Security of Student and Staff Information

PiM affirms that security of the distance learning model will not allow for the release of protected student or staff information.