



PiM
ARTS
HIGH SCHOOL

**MODIFIED DISTANCE
LEARNING PLAN**

FOR FALL 2020-2021, QUARTER ONE

PiM Arts High School's Modified Distance Learning Plan

**PREPARED IN RESPONSE TO COVID-19
FOR THE 2020-2021 SCHOOL YEAR**

Questions?

Contact Matt McFarlane at 952-224-1342 or mmcfarlane@pimartshs.org

INTRODUCTION

Updated 08/21/20

PiM Students/Guardians:

Thank you for your continued partnership and support as we make decisions which keep our students, families and staff safe. Know that this document is fluid and we will continue to adjust and adapt as new information comes to us.

PiM Arts High School will begin the 2020-2021 school year in the Modified Distance Learning model. To ensure continuity and predictability for students and staff, any model shift will happen between academic quarters when conditions merit. This decision is not made lightly or in isolation. Please know we want nothing more than to bring our students safely back to school in a face-to-face model. We are committed to doing so when it is safe, and will continue to receive input from our community including families, staff, and students. We receive ongoing guidance from our health and safety consultants as well as from the Minnesota Department of Health (MDH) and county and local health officials.

Modified Distance Learning

The PiM Facility will be open for students who need a place to participate in distance learning. This will be a highly restrictive, controlled environment where the focus will be on students needing a quiet educational environment in which to work, and for students who need reliable internet connection. This model will be employed when the incidence of infection is below 30 cases per 10,000 over a two week period in the highest incidence county our students reside. If the incidence rate should exceed this threshold, the school will be limited to Distance Learning Only.

The distance learning hub at the school facility will be open on Tuesdays and Fridays during normal school hours (7:30 am to 2:30 pm) with transportation options for those who need assistance on those days. At this time, we will cap our space at 30 students in the building at a time. Students will need to reserve a spot prior to coming to school and all safety protocols will be followed (required masks, health screening, social distancing, etc.). More details about the protocol for the distance learning hub will be forthcoming. We anticipate starting the distance learning hub after the first week of school.

*For students on IEP or 504 plans, case managers and related service providers will be communicating with families to coordinate support.

Register for PiM Arts High School Distance Learning

Although PiM is starting the year in Modified Distance Learning, we do have the potential to move between learning models. Families will always have the choice to choose PiM Distance Learning - an opt-in, full-time distance learning opportunity, if they choose not to participate in hybrid or in-person instruction. To assist in planning for future operational details, please consider registering your student(s) if you know your student would not be returning to the building. Families can make this choice at any point in the year, but may only return to in-person learning or hybrid learning, should that be a possibility, at the beginning of each quarter. Families can register on this [FORM](#).

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Distance Learning Norms

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 primarily through Google Classroom and other online resources.
- Content can be delivered as posted PowerPoint, notes, pre-recorded video, synchronous class sessions on Google Hangout or Zoom, IXL, and/or web-based information for students to view and respond to.
- Synchronous meetings will happen during the scheduled block.
- Teachers will focus on essential learning accessible to all learners.
- Teachers will provide overviews for the week on Mondays, which include objectives, due dates, and when to expect synchronous class meetings.
- Teachers will be available via Google Classroom, email, and Google Meet and have consistent office hours stated in course syllabi.
- Gradebooks will be updated weekly and teachers will indicate when this will be in course syllabi.
- 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 and Information

- Before August 28th, parents and students need to log into Infinite Campus to review quarter 1 schedules.
- New students will virtually attend Orientation beginning at 8:30am on August 28th.
- Parents/Guardians should follow normal school procedures regarding absences. Call the attendance line to report absences or email simone.ritchie@pimartshs.org so we mark the absence as excused.
- To request a Pre-Approved Absence Form for absences that are not typically approved (i.e., vacation, drivers tests, performances, etc) email Simone.Ritchie@pimartshs.org.
- 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 with Simone at simone.ritchie@pimarths.org so she can share it on the PiM social media.
- State, district and AP Testing- Until we move into in person learning, all testing has been cancelled with the exception of AP testing which can happen remotely. We are tentatively planning ACT for juniors and PreACT for sophomores for February 2, 2021. More details and updates will be shared as plans are solidified.

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Student Expectations

- Students will attend all scheduled classes daily and on time for the duration of the class time and complete the assigned tasks for that class period.
- Students will have daily contact with their instructor, either by synchronous classroom, small group instruction, one to one instruction, via Google Classroom, or via email/voicemail correspondence.
- Students will turn on their cameras and microphones when prompted by teachers.
- Students should plan for their Distance Learning classes. They should have a designated place that is free of distraction and a background that is appropriate for school. Students are expected to arrive to class well rested and ready to learn.
- Students should check Google Classroom, Google Calendar, and their PiM GMail daily prior to the start of each class period. They are expected to use good organization skills and know their scheduled distance learning commitments.
- Students will know the late work policies in each of their classes. Late work will be handled differently than on-time assignments. Be sure to communicate with teachers.
- Students will advocate for themselves and communicate their needs first to their classroom teachers if they are struggling to meet the class expectations. (Do not wait for an instructor/staff member to contact you first. "If you don't know, ask." "If you need help, ask.")

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 updated our grading policy as follows:

- Students that earn an A to a D- will receive that grade 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.

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 22, 2019 in preparation for weather related school closures and have used this plan as our model for Distance Learning during this time. Staff received additional training in Distance Learning tech options on Friday, March 13, 2020. Additional training will be provided to the staff on August 25 and 26, 2020 from EdConnective and is centered on best distance learning and teaching practices. Additionally, staff will have Google Classroom Norms training on August 27, 2020 to streamline the platform for all classes.

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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. Two parent feedback sessions were offered in August 2020 to parents where the 2020-2021 school plan was reviewed and discussed. All new incoming students and parents will have orientation on August 28, 2020 to review the plan. 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 Fall 2020 Distance Learning, all students and families were surveyed to determine technological need and all students that needed a computer and/or internet are provided with a Chromebook and/or a hotspot. All materials needed for class will be distributed to students. PiM uses Google Classroom and all students are invited to their distance learning classes prior to starting. All students also have access to Infinite Campus to monitor their grades, attendance and credits. All new incoming students will attend orientation on August 28, 2020 where they will get training in Google Classroom and Infinite Campus.

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 IEPs 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.

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English Learners (cont.)

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.
- 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.

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Students Experiencing Homelessness or Housing Instability (cont.)

- 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

- Each week on Monday, PiM will send out the pre-order form for the following week. In order to facilitate our orders with the food service provider, we must have orders placed no later than Noon on Wednesday.
- Food will be delivered to PiM in 1-week packs with 5 breakfast and 5 lunch meals. Food will need to be picked up at the PiM school site, with pick-up times communicated out to families after orders are placed.
- Families must fill out and return the Educational Benefits form to be considered for free lunch. The form can be found on our website [HERE](#). Please call (952) 224-1340 if you need a printed copy mailed to you.

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.