

North Lakes Academy Charter School



K-12 Learning Plan

School Year 2020-21

Updated for 2022-23SY

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For 2022-23 School Year, NLA is fully in-person and operating on a normal schedule daily with optional masking, the most updated COVID-19 protocols in place, and COVID-19 testing available at the front desk of each campus.

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For 2022-23 School Year, NLA is fully in-person and operating on a normal schedule daily with optional masking, the most updated COVID-19 protocols in place, and COVID-19 testing available at the front desk of each campus.

Equitable Access

North Lakes Academy is committed to providing equitable distance learning resources and experiences to all students grades K-12.

Academic Standards

All courses at NLA are designed to meet state standards. Course revisions for NLA's Fall 2020 Learning Plan are informed by best practices and information provided from the Minnesota Department of Education (MDE) at:

[MDE Academic Standards K-12](#)

[MDE COVID-19 Academic Resources](#)

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Daily Interaction with Students

K-5 In-Person Learning: Students will be with classroom teachers throughout the school day - with one specialist class each day. The specialist will come into the classroom to instruct students, or will pick up the student for physical-education.

K-12 Hybrid Learning: Students are placed into one of two cohorts. The blue cohort will meet on Tuesdays, Thursdays, and every other Monday. The gray cohort will meet on Wednesdays, Fridays, and every other Monday. Daily interaction is defined as a two-way communication between the student and instructor or case manager.

Teachers will complete daily interaction through any of the following platforms:

1. Schoology and Zoom meetings for livestream classroom meetings and math/reading instruction.
2. NLA gmail for email correspondence, and Schoology for daily teacher interactions.
2. Google Voice for calls.
3. Google Hangouts/Meets for live or recorded video conferencing.

Students who do not have internet access will be contacted by phone or through mail. Families were all surveyed to determine the appropriate method for communication. Delivery only of materials does not count as daily interaction.



Parents sign permission forms at the beginning of each school year allowing their child access to school technology.

K-8 Distance Learning: Students will be scheduled into essential classes first, then supplemented with support or encore classes as needed.

Distance learning requires two-way connections with students and will be teacher initiated.

Teachers will interact with students through any of the following methods:

1. Schoology and Zoom meetings scheduled for livestream instruction daily.
2. Feedback on assignments through Google Drive, Gmail, or conferences with the student
3. Regular messages through Gmail and Google Hangouts
4. Daily office hours and weekly live lessons using Schoology and Zoom, and Google Voice for phone calls and text messages

9-12 Distance Learning: Students will be scheduled into essential classes first, followed by encore courses as needed. Distance learning requires two-way interaction with students and will be teacher initiated. Examples would include a phone conversation, video chat, email, or student responding to a teacher prompt on Schoology.

Teachers will interact with students through any of the following methods:

1. Schoology and Zoom meetings scheduled for livestream instruction daily.
2. Feedback on assignments through Google Drive, Gmail, or conferences with the student
3. Regular messages through Gmail and Google Hangouts
4. Daily office hours and weekly live lessons using Schoology and Zoom, and Google Voice for phone calls and text messages

Students with limited access to technology will be contacted by phone or by mail for daily interaction based on family preference for communication that was indicated in a survey. Hard-copy materials will be delivered to families as needed

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Delivery of Materials

Weekly pick-ups of materials will be provided for all families, with additional materials to ensure equitable access to instruction for families without internet access.

Most materials will be available for pick-up on Mondays weekly at each campus during school hours.

Technology access

NLA has chromebooks available and will provide a loaned device to households requesting assistance with a minimum of one device that allows their student to connect to the Fall 2020 Learning Plan. If available, a second device will be loaned to households with more than one student participating in Distance Learning.

Students and guardians will be required to sign a Technology Use waiver upon receipt of the device. If students and guardians do not adhere to the terms of the device loan, privileges may be revoked.

The NLA Fall 2020 Learning Plan does not require students to have access to the internet in order to participate in appropriate and equitable learning activities, however it is recommended that students connect digitally.

Learning opportunities for students with limited or no access to technology is essential to a meaningful distance learning program. For students with limited or no access to technology, teachers will send hard-copy materials home on a weekly basis. Students will submit work and return materials on a weekly basis.

Teachers will maintain contact with students who have limited or no access to technology as needed.

Teachers will work out individual plans for best methods and times for communication to ensure consistent and effective communication. Advisors will also follow-up weekly with advisees who have limited or no technology access as well.

Student Privacy

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As part of our Fall 2020 Learning Plan, NLA will be providing services via an online platform. NLA administration has reviewed platforms that staff will be using to make sure they incorporate security measures to ensure that private data is encrypted and that it cannot be accessed by individuals who do not have authority to access the data.

NLA has parent permission for media release and computer/internet use on file for all students. If parents did not give permission, alternate service delivery has been provided. Providing education services to a group of students in an online setting is similar to providing services in the school setting.

Attendance

Elementary Attendance: NLA K-5 attendance will be tracked **daily** by classroom teachers while in person, and **daily** in hybrid/distance learning models via Schoology/Zoom interactions.

Secondary Attendance: Grades 6 - 12 attendance will be taken **daily** by classroom teachers for each class. Students will complete a brief exit ticket for each class to demonstrate attendance. Students with limited access to technology will demonstrate attendance through a two-way communication initiated by classroom teachers. Attendance will be logged by teachers in PowerSchool.

Attendance and Truancy

NLA will continue to follow school policies and guidelines for excused and unexcused absences. Administration will reach out to students who have not completed three consecutive days of advisory activities. Additional follow-up will continue if students regularly miss the attendance opportunity. Students are expected to complete exit tickets for each video lesson as a means of tracking participation and attendance.

Parents should continue to call the attendance lines for students who will not be participating due to illness or other reasons. Attendance lines: K-8 651-982-2773 Upper School: 651-982-2688.

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Student Behavior

All school policies remain in effect regarding appropriate school behaviors and expectations during student teacher daily interactions. Please see the student handbook for your child's grade for detailed information. Handbooks are posted on the NLA website and have been made available electronically to all students. A Technology use waiver was given out and signed if you were provided technology by the school. Failure to follow these guidelines may result in disciplinary action.

Please Note: Bullying or harassment policies will be enforced in all school communications.

Health and Well-being

Concern over this new virus can make children and families anxious. It is very important to remember that children look to adults for guidance on how to react to stressful events. If adults seem overly worried, children's anxiety may rise. Adults should reassure children that health and school officials are working hard to ensure that people throughout the country stay healthy. Children also need factual, age appropriate information about the potential seriousness of disease risk, so the focus of conversation should be concrete instructions about how to avoid infections and the spread of disease. Teaching children positive measures, talking with them about their fears, and giving them a sense of some control over their risk of infections can help reduce anxiety. Additional information and specific guidelines can be found at:

Talking to Children about COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/talking-with-children.html>

Mental Health

At NLA, we understand that the impact of a school closure goes beyond academics. We are aware of the potential impact on students and our families. If a person is presenting an immediate risk of danger to themselves or others, **call 911**. Please reach out to our Student Support staff if you need additional support during this time.



Cheri Jensen, Student Wellness Coordinator (and NLA District COVID-19 Coordinator)

Washington County's children's mental health services are available to help support and improve children's emotional well-being and development, their relationships with family and friends, and their ability to get along with others and function effectively at home, in school and in the community.

Social Emotional Learning (SEL)

NLA continues to provide SEL courses through our organic Becoming... curriculum in grades K-12. Teacher will continue to reinforce vocabulary and lesson themes throughout the school year.

Special Education and 504 Plans

NLA is committed to providing a quality education to all students, including those with disabilities. Students with an Individual Education Program (IEP) will be communicated with on an individual level by a licensed special educator to determine how their child's program will look in a distance learning model. Students with a 504 Plan will be communicated with on an individual level by the 504 coordinator or designated staff. It is the district's obligation to continue to provide a Free Appropriate Public Education (FAPE) for each identified student and programming will be determined on an individual basis.

Students receiving special education or 504 services will be supported during Hybrid/Distance Learning through the following:

1. Case managers or 504-staff will collaborate with regular education teachers and support staff to ensure that agreed upon accommodations are being implemented in all learning models (ie. in-person, hybrid, distance learning).
2. Specific remedial skill building activities, as identified in the IEP's, such as goals and objectives will be supported in the following manner:
 - a. IEP goals will be supported by activities to be sent via hard copy delivery or electronically to the student(s) or their parent(s)/guardian(s).

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b. Case managers will access a variety of communication platforms (phone calls, teleconferencing, text messaging, emails, etc.), to deliver services. They will be in contact with families within the week to arrange the dates and times (during school hours 8:00- 3:00pm) that would work best for your student to receive special education services.

c. Speech, Mental Health, and Occupational Therapy services: Service providers will also be in contact with the parent/guardian and/or student to offer distance learning designs, as well as dates and times that best address the student's needs.

d. Support staff will connect with students to assist with their academic or social emotional needs.

In-Person Special Education Services during Distance Learning

North Lakes Academy will prioritize providing in-person direct special education services for students whose special education program calls for intensive services that cannot be provided in a distance learning setting. The Minnesota Department of Human Services defines intensive services as those which are received by individuals with the most significant disabilities.

In schools, these students may include:

- Students who, due to their disability, cannot access their special education instruction remotely without significant adult support (e.g., needs hand over hand assistance, direct PCA services, and/or direct intervener services)
- Students needing intensive services requiring the use of specialized technology, equipment (e.g. stander, gait trainer, and other adaptive equipment), or augmentative/alternative communication, with direct adult support that is available in the school setting
- Students whose program contains functional goals and curriculum, activities of daily living, (e.g., toileting, eating, mobility), or highly modified materials requiring in-person instruction and progress monitoring
- Students requiring significant behavioral programming and implementation of a positive behavior support plan that cannot be provided in a distance learning environment

Parents of students whose programming needs may require prioritizing in-person direct special education services will be contacted by the student's case manager and offered a

Team meeting to discuss the student's programming needs. The student's IEP (Individual Education Program) team should determine if in-person instruction and services at a school site are appropriate based on the student's individual needs to ensure the provision of FAPE (Free Appropriate Public Education) and based on the ability to ensure compliance with public health mandates and the individual student and family health situation. District staff are aware that they will need to be on-site to provide students with in-person instruction and services when this is determined safe to do so. When school administration determines that it is not safe, in accordance with public health guidelines, to provide in person instruction, students will receive instruction through distance learning.

In-Person Special Education Evaluations during Distance Learning

North Lakes Academy will prioritize conducting required in-person special education evaluation components while in a distance learning model. Parents of students who are in need of a special education evaluation/re-evaluation will be contacted by a member of the special education evaluation team to discuss the option of in-person administration of components that cannot be completed remotely. If a parent does not wish to have their student evaluated in-person while the district is in a distance learning model, the evaluation components which require in-person will be halted until hybrid learning is resumed. District staff are aware that they will need to be on-site to provide students with in-person special education evaluations when this is determined safe to do so. When school administration determines that it is not safe, in accordance with public health guidelines, to provide in person evaluation, students will participate in evaluation through distance learning. Assessments that cannot be completed through the distance learning model will be put on hold and administered once it is safe to conduct the assessment in person.

Homelessness

Cheri Jensen will coordinate homeless-specific responses for students enrolled at NLA who are experiencing homelessness or housing instability. NLA will support homeless students throughout this crisis and promote their full participation in their education throughout the duration of the distance learning period.

Assessments/Progress reports

Parents will receive regular updates from their Building Leads weekly. Additional parent



contact will be made regarding student progress throughout the semester. Families can stay updated on student progress by checking PowerSchool.

Parents can access PowerSchool by setting up a parent account. This information is sent out to all families prior to the first week of school. If you need assistance with accessing PowerSchool, Schoology, or other NLA accounts, please contact Brian Wachutka (bwachutka@northlakesacademy.org) for assistance.

9-12 Grading and Assessment

Teachers will update gradebooks weekly and notify students and parents by phone, email, or mail if students are falling behind. Administrators will support teachers in reaching out to students and families as well. Families can monitor student progress by checking PowerSchool. Every 3 weeks, grades will be analyzed and updated for families.

Setting up clear grading criteria for each assignment/assessment is essential to student success during distance learning. Teachers will use checklists and rubrics when possible so that students have a clear idea of their expectations. In addition, students will complete daily “exit tickets” that will factor into their grade.

College preparatory and college entrance exams will take place in January and April of 2021. Statewide assessments will follow the state guidelines.

Elementary Grading and Assessment

K-8 classes will continue to be graded on standards. Grades will be consistently updated in PowerSchool to reflect the students’ current progress in classes, and parents will be notified if students are missing work on a weekly basis. FAST assessments will be administered for all K-5 students in person, when possible. A virtual assessment will be scheduled for families that need that for health and safety reasons. These assessments will occur three times throughout the school year.

Parents will be contacted if students aren’t participating online.

1. Concerns about student learning will be communicated via phone or email
2. Report cards will be electronically sent at the end of the semester and school year.

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3. Parents have access as guardians to Schoology
4. PowerSchool will continue to be used to post grades

Graduation Requirements

Distance education coursework will align with Minnesota Department of Education content area standards. Students will continue their coursework to fulfill Minnesota Department of Education and NLA graduation standards.

NLA's Upper School Building Lead will regularly check in with NLA students regarding their graduation progress and options for making up credit when necessary. The Building Lead will reach out to families to discuss these options as they become available. In addition, the Building Lead will share a variety of college and career preparation materials to continue supporting students with their post-secondary plans.

PSEO and Concurrent Enrollment

Students enrolled in full or part time PSEO and Concurrent Enrollment courses will continue to be supported by NLA teachers and staff. Communication with post-secondary institutions will continue so that grades will be received and entered for students. College in the Schools Classes will continue to operate under the guidelines provided by the University of Minnesota.

Communication

Updated information will be provided to families on a weekly basis. Each week, the executive director will provide information on the Fall 2020 Learning Plan and the associated services the school is providing.

The family update email will also be sent weekly on Friday with general information.

The Fall 2020 Learning Plan can be found on the school's website homepage.

Hard copies will be mailed to families that do not have internet access.

School Activities

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Many school activities, including sports, special events and open houses have been cancelled during the Distance Learning period. Activities will resume as allowed by Minnesota Department of Education guidelines.

K-8 teachers will plan extra-curricular activities that will be available for students while taking all necessary precautions and procedures into account.

Food Service and Nutrition

NLA Food Service has received a waiver to provide breakfast and lunch to students through the Summer Food Service Program until at least December 31, 2020.

Food is being provided to all families who have requested meals.

Food is available for pick-up on Wednesday and Thursday from 12:30pm-2:30pm for families that need it.

Information about food service during distance learning has been provided to families in multiple ways, including email, online surveys, phone calls and hard copy mailings as needed.

Meal patterns meet the federal program requirements for breakfast and lunch. All food is prepared, stored and delivered in accordance with proper food handling techniques. Students who have food allergies or restrictions will be provided appropriate alternate foods.

Child Care

NLA will be providing child care for school aged children 12 and under of health care workers, emergency workers and those identified as essential workers if all caregivers in the home are employed during school hours during hybrid or distance learning.

Child care is available from 7:30 am to 2:30 pm on all school days, free of charge. If care is needed prior to 7:30 am or after 3:30 pm, cost will vary depending on the sliding scale

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used through our Connections Program. Parents requesting child care should visit the school website for enrollment. Verification of employment of all caregivers in the home will be required.

Meals are provided from the school's food service during child care at normal cost, or free and reduced price if eligible.

Health guidelines are followed for students participating in the child care including social distancing and health checks.

Staff will provide daily activities for students to participate in. Staff will not be providing tutoring or teaching. Students are welcome to bring their device to work on their Distance Learning lessons if they choose to. Technology will not be provided.

Health screening protocols for child care participants.

1. Parents must sign a form that they know and understand the health requirements to participate in the program in person.
2. Conduct daily health checks.
 - a. Ask staff, children, and families:
 - i. If they have had close contact (defined by the CDC as being within 6 feet of someone for 10 minutes or more) with anyone diagnosed with COVID-19.
 - ii. If anyone in their household has symptoms of respiratory illness (fever, cough, or shortness of breath).
 - b. Evaluate temperature and check for coughs of anyone entering the building. Individuals with a fever over 100.4 F should not be allowed to stay.
 - c. For all children take a forehead thermometer reading
3. If a child or staff member develops a cough, fever, (according to CDC parameters 100.4 or greater) or shortness of breath, send them home as soon as possible. They should stay home until they are symptom free (no cough or fever and no fever controlling meds) for at least 72 hours.
4. While waiting for a sick child to be picked up, caregivers should stay with the child in a room isolated from others. If the child has symptoms of COVID-19 (fever, cough, or shortness of breath), the caregiver should remain as far away as safely possible from the child (preferably 6 feet).
5. If anyone who has entered the facility is diagnosed with COVID-19, consult with local

public health entity regarding cleaning and closure.

Internet resources

A list of potential internet resources can be found here:

<https://www.highspeedinternet.com/resources/are-there-government-programs-to-help-me-get-internet-service>

Contact your local broadband provider(s): List of broadband providers by county (with contact information):

<https://mn.gov/deed/programs-services/broadband/maps/data.jsp>

Potential sources: Comcast Xfinity internet Comcast Xfinity is currently offering its Internet Essentials program free for two months to new customers. The internet provider is also automatically increasing speeds for all Internet Essentials customers. Comcast Xfinity Wi-Fi hotspots are also open and free to use by anyone.

Internet for students from Charter Spectrum Households with students K–12 or university students can sign up for a new Charter Spectrum internet account to get the first two months of internet with speeds up to 100 Mbps for free. Installation fees will be waived for those who qualify for the offer. Call 1- 844-488-8395 to enroll. Spectrum Wi-Fi hotspots are also currently open and free to use.

MDH resources Updates and information regarding COVID 19 and best practices to stay healthy can be found here:

<https://www.health.state.mn.us/diseases/coronavirus/sick.html>

<https://www.health.state.mn.us/diseases/coronavirus/index.html>

<https://www.health.state.mn.us/diseases/coronavirus/prevention.html>

<https://www.health.state.mn.us/diseases/coronavirus/schools.html>

Staffing

During distance learning, it is important to continue to meet the needs of the staff and monitor staff requirements.

1. NLA will communicate with staff in the following ways:
 - a. Daily memo communications are sent to all staff at each campus.
 - b. Weekly staff meetings are held through video conferencing
2. Staff have been provided professional development around the skills needed to implement the distance learning plan.
 - a. Training on video conferencing tools before distance learning began
 - b. Meetings to outline NLA's distance learning expectations
 - c. Q & A sessions to identify problems and develop solutions
 - d. Individual responses to teacher questions
 - e. Schoology for teachers will provide resources and tutorials for distance learning best practices.
3. Staff have been provided with training and information regarding COVID 19, health and safety requirements including Personal Protective Equipment, appropriate cleaning protocols, what to do if they have COVID symptoms.
4. Administrators will observe live interactions, monitor online discussions, and handouts provided by teachers to ensure equitable access and appropriate supports are being provided. Teachers will receive written or verbal feedback based on the observations.
5. Teachers will have opportunities for collaboration through a variety of electronic platforms. Asynchronous tutorials and discussion opportunities will be offered for professional learning communities to support student achievement through existing professional learning community and individual goals.
6. Staff are receiving regular resources for self-care. These are being distributed through email and will be available in NLA's Learning Plan resources which all staff have access to.
7. NLA teachers and educational support staff have recently completed cultural competence training. As they have planned for distance learning, teachers have been asked

to draw on their training. Culturally responsive and relevant instruction is already part of NLA's face-to-face instruction and will continue through the different methods of communication and instructional delivery students will receive.

8. Staff have schedules and are documenting their work during distance learning.

This documentation serves as staff attendance.

9. Staff may self-identify as high-risk for illness to COVID-19 to NLA leadership, which will then work with the staff member to seek a suitable arrangement for work assignment, placement, and duty tasks. As much as possible a plan will be implemented to meet the needs of the staff member while still being able to provide benefit to the district as an employee.

Evaluation

Our Fall 2020 Learning plan will be assessed by collecting data and reviewing the effect of the plan on staff and students.

a. Data collected will include:

i. Attendance

ii. Participation in live interactions

iii. Completion rate and timely return of physical materials

iv. Successful completion of courses

b. Administrative staff will collect and review the data every three weeks and communicate with staff, students and our community as outlined in our communication plan

c. Teachers and staff will monitor student engagement and compare to in person lessons and results.

d. Concerns will be reported to the Child Find team for assistance in creating new supports for students in need.

Plan for Learning Loss

Students who have shown significant learning loss due to the disruptions to the educational school year will be given opportunities through extended-time in the summer

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to fill in the gaps as much as possible. This is a new program being instituted at NLA for the summer of 2020.

Operations

The Business office of the school remains open for processing of accounts payable, accounts receivable and payroll.

Governance

The school board approved of the Fall 2020 Learning plan on August 17, 2020. The board meets each month and will review guidelines and conditions at each meeting.

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