Distance Learning Plan
The Governor’s Executive Order

In response to an executive order from Governor Walz regarding the novel coronavirus (COVID-19), SPCPA will move forward with Distance Learning until at least May 4. Distance Learning will commence in full on April 6.

Beginning on April 6, all courses in both academic and arts programs will use Google Classroom as the platform for students to connect to lessons, course content, and materials.
Technology

- Any student who is having difficulty connecting with Google Classroom may contact Dustin Haug (haugd@spcpa.org).

- Any family who has difficulty accessing online content due to technology or internet issues at home, please either email info@spcpa.org or call 651-290-2225 and leave a message. Messages will be checked daily, Monday through Friday. We will contact you to figure out a way to support Distance Learning for your student.

- In each discipline, students will have the opportunity to access content, lessons, and materials 24 hours/day.

- Teachers have made every effort to make work accessible via a smartphone.
Distance Learning in Academics

- All lessons, course content and materials will be accessible 24/7 through Google Classroom.
- Each academic course will also provide multiple opportunities weekly to access live “review and help sessions” with instructors. Please visit the Google Classroom page for each course to see when those live review and help sessions are happening. Live sessions will occur via Zoom and Google Hangouts.
- Students may reach out to any instructor to request individual support. Teachers will respond within 1-2 school days.
- Infinite Campus will be used for progress checks, grade updates, and communication with parents/guardians.
Academic Questions

- Contact your individual teacher for questions about a course.
- Any student who is having difficulty connecting with Google Classroom may contact Dustin Haug (haugd@spcpa.org).
- Contact info@spcpa.org or leave a message at 651-290-2225 for help with accessing content due to technology, internet issues at home, or any other inquiry.
Distance Learning in Arts

- Lessons, course content and materials will be accessible 24/7 through Google Classroom.
- Most course content is accessible by smartphone.
- There will be multiple opportunities weekly for students to connect live through Zoom or Google Hangouts.
- Infinite Campus will be used for progress checks, grade updates and communication with parents/guardians.
- Students may reach out to any instructor to request individual support. Teachers will respond within 1-2 school days.
Arts Questions

Contact department chairs for individual class questions.

Theatre: messeroles@spcpa.org
Musical Theatre: clarkj@spcpa.org
Dance: johnsons@spcpa.org, millerk@spcpa.org
Vocal: parkers@spcpa.org
Instrumental: vasichm@spcpa.org

Contact info@spcpa.org or leave a message at 651-290-2225 for help with accessing content due to technology, internet issues at home, or any other inquiry.
Distance Learning for Students with Disabilities

- Supports and related services identified on a student’s current IEP or Section 504 Plan will continue to be implemented throughout the period of Distance Learning.
- Parents will be provided a Prior Written Notice that will describe the Distance Learning service delivery model and any amendments to their student’s IEP.
- Special education staff will continue to collect data regarding a student’s progress towards IEP goals and objectives. Parents will continue to receive written Progress Reports.
- Special education staff will communicate with parents through email, video platforms and individual phone calls.
- Special education staff will use video platforms and phone conferences to hold IEP, evaluation, and re-evaluation meetings in accordance with regular due process requirements.
Questions related to Students with Disabilities

Contact Monica Lonergan (lonerganm@spcpa.org) with specific IEP or 504 plan implementation questions.

Contact info@spcpa.org or leave a message at 651-290-2225 for help with accessing content due to technology or internet issues at home.
Students Experiencing Homelessness

- SPCPA will contact eligible families to conduct a needs assessment related to distance learning.
- Resources will be provided to homeless families to ensure they have necessary materials to support community mitigation.
- Resources for food support will be shared for the communities where families are residing.
- Students and parents are encouraged to reach out if their living situation changes and access additional support, which promotes a student’s ability to participate in distance learning.
- Regular contact will be maintained with local public health departments, county, and Continuum of Care planning bodies on ongoing or emerging needs.
- SPCPA will connect families to resources which assist students and families experiencing homelessness and housing instability.
- Participation and engagement of homeless students in distance learning will be monitored (e.g., including both attendance and performance through Infinite Campus).
- Attendance and academic progress will be monitored to guide whether additional staff support, academic materials, engagement or assistance are needed via weekly email or phone call check-ins.
- Evolving and emerging recommendations will be monitored 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.
Attendance while Distance Learning

- Each day, students are required to log into Infinite Campus before 3:30PM and record their attendance for each class that is assigned to meet that day.

- At 4:00 PM the teachers submit the attendance based upon their review of information in the student-reported attendance. Teachers are allowed to change students to ‘present’ if the student has made contact with them during the attendance day.

- Attendance is reviewed each morning by the Dean of Students and Attendance Administrative Assistant. If a student has not logged in to record attendance, families and students are contacted to verify an absence or address a technology issue. Student attendance is updated based upon information received from families.
Recommended Student Day

Though to a certain degree in each course students may move ahead through the material as they wish, it is important that they at least keep pace with daily work. As such, we recommend the following daily student schedule.

- **In Academics**, we recommend that each morning between 8:00AM-8:30AM students check Google Classroom on A Days for A Day courses and on B Days for B Day courses. In addition, students prepared to join live Review and Help Sessions that each academic courses may be offering that day. This is an opportunity to meet with teachers and other students in class.

- **In Arts**, we recommend that students check Google Classroom prior to regularly scheduled arts class periods for that day (Monday/Wednesday, Tuesday/Thursday, or Friday).

Students have the opportunity to access all content, lessons, and materials 24 hours/day.
Questions?

General Inquiries

info@spcpa.org
651-290-2225
Checked daily Monday-Friday
Response in 1-2 school days

Academics

Haugd@spcpa.org for Google Classroom help
Individual teachers for all other questions
Response in 1-2 school days

Arts

Haugd@spcpa.org for Google Classroom help
Department chairs for all other questions
Response in 1-2 school days

Special Education

Lonerganm@spcpa.org
Response in 1-2 school days

Attendance

Students will report attendance through Infinite Campus.
Instructions delivered via email.
Additional information

Staff Trainings
Staff participated in in-service trainings to launch Google classroom sites, Zoom video conferencing, and supports available through the Infinite Campus platform. Staff are meeting via zoom conferencing during the Distance Learning time period weekly by academic and arts department to share successes and challenges and to strategize ways to better support students during Distance Learning.

Student Trainings
Students had previously been trained in the use of Google classroom. Students were provided with videos on submitting attendance through Infinite Campus. Each teacher has provided links and assistance in accessing Zoom help sessions.

Programming options for school specialists, paraprofessionals, hourly staff
All hourly staff have been assigned remote work to support the needs of distance learning and are considered essential employees.
Data Practices/Protected Information
SPCPA is following all state and federal guidelines regarding the security of protected student and staff information.

Materials availability
SPCPA conducted a needs assessment to ensure that all students have equal access to materials.

The needs of students eligible for special education, child find activities, evaluations/reevaluations, and IEP implementation. SPCPA is following all state and federal guidelines for child find processes and referrals regarding concerns for potential special education services for students.
Internet Resources

Spectrum Internet Spectrum Internet ® Assist offers internet for $5 per month to qualifying households. Call 844-488-8395 for more information.

Spectrum: Offering free internet to students who aren't already customers--there's a phone number to call in this article. [https://www.wect.com/2020/03/15/spectrum-offer-free-internet-students-during-coronavirus-outbreak/](https://www.wect.com/2020/03/15/spectrum-offer-free-internet-students-during-coronavirus-outbreak/)

Xfinity Comcast: Free Internet Essentials for new qualifying customers for the first two months. For more information call 1-855-846-8376.


If broadband access is an issue, here are resources and options that may be available in your area.

Contact your local broadband provider(s):
- Minnesota Cable Communications Association: 651-493-0716
- Minnesota Telecom Alliance: 651-288-3723
- Satellite Industry Association: 202-503-1560
- Wireless Infrastructure Association: 703-739-0300
- WISPA (fixed wireless providers): 407-319-0062

For a list of broadband providers by county (with contact information): [https://mn.gov/deed/programs-services/broadband/maps/data.jsp](https://mn.gov/deed/programs-services/broadband/maps/data.jsp)

- Assistance identifying broadband service options or connecting with broadband providers: 651-259-7610 for the Office of Broadband Development at the Minnesota Department of Employment and Economic Development.
Additional Resources

- SAMHA's Coping with Stress During Infectious Disease Outbreaks - https://store.samhsa.gov/system/files/sma14-4885.pdf
- Mental Health and COVID-19 – Information and Resources – http://takeaction.mentalhealthamerica.net/site/R?i=64G1qLHs-UtD5a8l5T9Mrg