**AUDUBON CENTER OF THE NORTH WOODS - CHARTER SCHOOL DIVISION**

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The authorizing mission of ACNW is to ensure quality academic and environmental literacy outcomes for Minnesota students through effective charter school authorizing.



**Distance Learning Plan Template**

The Minnesota Department of Education (MDE) has outlined a set of expectations that will constitute a school district's plan for providing instruction to all students in the event that school is closed for a long period of time. **A school must develop and post a plan on its website by March 30, 2020**.

Below are the components of the plan required by the MDE. Please describe your plans to address each.

**Distance Learning Plan:**

***In General:***

Summarize the basics of your distance learning plan, covering all ages of learners you serve. Identify what structures you will use (internet/IT based, printed material, voice communications, etc.) Include how the school ensures that ALL students have EQUITABLE access to the learning and required materials to successfully receive credit in their class.

* Answer here:

Please explain how the system you have identified will ensure it can effectively support your school’s unique learning and teaching needs.

* Answer here:

Describe how your school has consulted with the Tribal Nations of the students you serve, and how you will collaborate with the Tribal Nations Education Committee (TNEC) members regarding the formulation of their distance learning plans.

* Answer here if applicable:

Describe how the school will 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 and to connect to resources that can assist all students and families.

* Answer here:

***Data Privacy Assurances:***

If you are using online learning systems, please identify the platforms / programs / applications that will be used and how the systems or methods of use comply with data privacy requirements.

* Answer here:

Describe how all aspects of your distance learning model are secure and will not allow for the release of protected student or staff information.

* Answer here:

***Measurement of Student Progress:***

How will student learning and progress be: 1) measured; 2) monitored; and, 3) communicated to students AND parent(s)/guardian(s).

* Answer here:

***Utilization of All School Staff:***

Describe how support staff (school nurses, school counselors, special education contractors, paraprofessionals, cultural liaisons, interventionists, and other school specialists) will support the distance learning program.

* Answer here:

***Attendance and Safety of Students/Staff:***

Outline how attendance of students AND staff will be tracked and how these expectations will be communicated to students, parents and staff.

* Answer here:

Describe the school’s plan to ensure student and staff well-being if attendance data warrants concern.

* Answer here:

Describe how will the school maintain an awareness of, and be prepared to cope with, the potential impact these closures will have on the mental health and wellbeing of students, staff, and families.

* Answer here:

***Training Plan for Staff, Students and Parents:***

Outline the school’s plan for training to ensure that your distance learning program can effectively be implemented with: 1) staff; 2) students; and, 3) parents

* Answer here:

Describe how the school is going to help students understand the expectations of your distance learning plan?

* Answer here:

***Process for Review and Revision of the Plan:***

Describe how the school will monitor the efficacy of distance learning plans for all students, and its process for considering alternatives or additional support needs as part of that review.

* Answer here:

**SPECIAL EDUCATION REQUIREMENTS:**

Describe how the school will ensure supports identified on a student’s Individualized Education Program (IEP) or 504 Plan are provided.

* Answer here:

Outline how the school is communicating with parents and guardians regarding their child’s services. Include information on how the IEP team will determine if current IEP plans need to be amended to address how best to meet the student’s needs in a flexible learning model.

* Answer here:

Detail the school’s plans for communicating with school staff to ensure that the school meets the needs of students eligible for special education. Include detail on Child Find activities, process of evaluations/re-evaluations.

* Answer here:

**ENGLISH LANGUAGE LEARNER REQUIREMENTS:**

Describe how the school’s distance learning plan addresses the individual learning plans of its English Language Learners. Explain the methods available to support ELL students.

* Answer here:

Describe how the school plans to communicate with families that do not use English as a primary language. Be sure to address how this communication will be implemented given the technology determined to exist in your ELL families’ households.

* Answer here:

**PROTECTIONS FOR STUDENTS EXPERIENCING HOMELESSNESS OR HOUSING INSECURITY:**

Specify how the school will satisfy the Federal requirements of the McKinney-Vento Homeless Education Assistance Improvements Act of 2001, as amended by the Every Student Succeeds Act of 2015, to support students experiencing homelessness throughout this crisis and promote their full participation in their education throughout the duration of the distance learning period. Please include school plans for monitoring their students to identify changes in status.

* Answer here:

Describe how the school will monitor participation and engagement of students experiencing homelessness in their distance learning. Be sure to address both attendance and performance of students experiencing homelessness, and how your school will respond if changes are needed in staffing and support.

* Answer here:

Describe how the school will monitor the efficacy of distance learning plans for students experiencing homelessness, and is prepared to consider alternatives or additional support needs as part of that review.

* Answer here:

Describe how the school will 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 and to connect to resources that can assist students and families experiencing homelessness.

* Answer here:

**SUPPLEMENTAL SERVICE EXPECTATIONS:**

Detail the school’s plan for providing meals to all children who need them. Include: how families access meals, staffing plan for preparing and distributing meals, and method of distribution that aligns with public health guidelines.

* Answer here:

Detail the school’s plan for providing childcare for the elementary children of Tier 1 emergency and healthcare workers. Include: how families access childcare, a plan for staffing childcare, transportation of childcare participants, if you plan to include children of Tier 2 workers, and plans for following the CDC and Minnesota Department of Health’s guidelines.

* Answer here: