



Date: March 27, 2020, Updated May 5, 2020	District #: 4170-07
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Hiawatha Academies Distance Learning Plan

Hiawatha Academies is a network of college-preparatory schools focused on closing the opportunity gap in Minneapolis. At Hiawatha Academies, we believe in the unlimited potential of all students. We seek to create a K-12 school experience for scholars that empowers them with **knowledge, character, and leadership** skills. Our scholars will utilize these skills to navigate, interrogate, and ultimately transform our community. At Hiawatha Academies, we are committed to making our city and our world a more **inclusive, equitable, and just place**.

Our Equity Vision

To honor the humanity of all people, we actively disrupt systemic inequity in pursuit of an equitable world. Hiawatha Academies permanently disrupts educational inequity by ensuring a great school for every child.

Our Mission

All Hiawatha Academies scholars will be empowered with the knowledge, character and leadership skills to graduate from college and serve the common good.

Our Approach to Distance Learning

Starting April 6, 2020 Hiawatha Academies moved to distance learning as the method through which we deliver engaging and rigorous lessons. We remain committed to providing all our scholars equitable access to an excellent education. Throughout the coming weeks, we will embrace opportunities to learn and innovate while keeping children at the center of everything we do.

Hiawatha Academies Distance Learning Program

#	Question	Response
1	How are we ensuring students have access to appropriate educational material, including technology?	<p>Online Learning System: Hiawatha Academies has determined that our primary mode for distance learning will be asynchronous online learning completed daily by students on Chromebooks with telephonic support from licensed teachers and support staff. At all grade levels, Hiawatha students will complete daily instruction and assignments through a Learning Management System (LMS). In K-4th grade, our LMS is Seesaw and in 5th - 12th grade, our LMS is Google Classroom. Teachers will build curriculum aligned lessons into these platforms which include opportunities for students to receive direct instruction through videos, slides, or other media. Students will have a variety of opportunities to demonstrate learning through assignments and assessments. Teachers are also encouraged to incorporate content from existing sites, including Khan Academy, Math Learning Center, EPIC reading, and Amplify Science.</p> <p>Both platforms allow for multiple teachers to be assigned to each classroom, which allows for Special Education and ELD teachers to participate in the development and accommodating of classwork. Additionally, both platforms allow for materials and assignments to be assigned to a subset of students in the classroom to facilitate differentiation.</p> <p>Additionally, 5th - 12th grade students identified as Recently Arrived English Learners (RAELs) and students with IEPs who previously received some or all of their instruction in a special education classroom will continue to receive specialized instruction in the form of designated classes on the LMS led by an ELD or Special Education teacher.</p> <p>Technology Access: Hiawatha Academies conducted a technology distribution to all families, with the goal of distributing a Chromebook to each household of a Hiawatha Scholar, unless the family has indicated they already have adequate technology for distance learning. The network took steps to inventory the current stock of Chromebooks already available in the school, as well as made a purchase of touch-screen Chromebooks to ensure we are providing our Kindergarten and 1st grade students technology that they will be able to navigate. During technology distribution,</p>

		<p>families received directions and log-in information for their students, translated into their home language. As of May 4, 2020, Hiawatha Academies has distributed over 800 devices.</p> <p>Data Security: Hiawatha Academies is taking steps to ensure full compliance with FERPA requirements to protect student data throughout the transition to distance learning. These steps include:</p> <ul style="list-style-type: none"> ● Facilitating all student and families-specific communication through either our LMS or the home portal of our student information system (Infinite Campus). Both our LMS and Infinite Campus require student-specific log-in credentials to view teacher communication and other student data, such as grades. ● Restricting access to student data in both our LMS and student information systems to school staff members with an educationally relevant need to know the information. ● Developing a network-wide policy for the use of video conferencing for instructional and service delivery designed to protect student data, including special education status. These data security steps include: <ul style="list-style-type: none"> ○ Asking family to provide informed consent regarding the transmission of student data through video conferencing ○ Providing teachers guidance on how to anonymize students when multiple students are participating in the same video conference to avoid disclosing IEP status information to unauthorized individuals. <p>Confidential staff data is not stored in the LMS and is not accessible in the student/family portal of Infinite Campus.</p>
2	How are we ensuring students receive daily interactions with their licensed teacher(s)?	<p>Both LMS used by Hiawatha students (Seesaw and Google Classroom) allow for regular and differentiated interactions between students and their licensed teachers every day. Students log into their LMS every school day to review communication from teachers and complete new assignments that have been posted.</p> <p>Teachers are asked to review and respond to student assignments within 1 school day of submission. For lengthy assignments, such as essays or projects, teachers should confirm with students that they receive the assignment within 1 school day, even if feedback is not ready to</p>

		<p>share.</p> <p>Students who need additional academic support on assignments, as well as students receiving special education services receive additional one-on-one or small group support from a licenced teacher or para-educator via telephonic or video conferencing instruction.</p> <p>In addition to daily interactions through the LMS, all students have a designated staff member who connects with the student each week over the phone or using video conferencing software to check on the student's well-being and access to essential needs (i.e. housing, food), their access to needed technology, and their progress through assignments in the LMS. Any concerns or students who were unreachable are shared with the campus leadership team to support the mobilization of needed resources and support for the student and family.</p> <p>Students participating in the childcare program will be given time each day to complete distance learning just as any other student would complete distance learning from home. Childcare providers will supervise and provide support as needed.</p>
3	How will we support the mental health needs of students?	<p>Hiawatha Academies has established a Mental Health Team, composed of school social workers and our school psychologist. This team will plan for the mental health needs of students during distance learning. This team will continue support for students already receiving mental health services as well as provide additional information to families with mental health needs related to the stressors of the current situation.</p> <p>Hiawatha's school social workers will continue to provide direct support for students with IEPs who have social work services, as well as students without IEPs who received support from social workers. This support will be provided through a combination of telephonic and/or video conferencing and skills training built into our LMS.</p> <p>Additionally, Hiawatha has partnered with St. Davids to provide co-located mental health services to students. We are partnering with this agency in establishing tele-therapy for students already receiving these services.</p> <p>Each week, a staff member from Hiawatha will connect either over the phone or through video</p>

		<p>conferencing with students to check in on student well-being and access to appropriate resources. Students of concern will be elevated to the campus leadership team, and when mental health needs are identified, those students will be referred to the school social worker to follow up with a needs assessment and determine appropriate resources for the student and family.</p> <p>Finally, the contact information for the Mental Health team is posted on our website with information for families on who to contact for additional support: https://hiawathaacademies.org/mentalhealthteam/</p>
4	How will the needs of students with IEPs be met?	<p>During the transition to distance learning, Hiawatha Academies has established intentional plans to ensure the provision of FAPE to students with disabilities. Guidance has been shared with Special Education staff which have covered topics of:</p> <ul style="list-style-type: none"> ● Coordinating with families to design programming and create schedules for Special Education services ● Developing regular systems of communication with students and families ● Documenting services provided provided through distance learning ● Coordination of related services ● Due process activities required when schools reopen in distance learning <p>Accommodations: General Education teachers are responsible for the implementation of accommodations designated for students with 504 plans, English Language learners, or students with IEP. All teachers, including Special Education and ELD teachers, received information during trainings about the accommodation and differentiation features built into the LMS.</p> <p>IEP Services: Hiawatha Academies will provide FAPE to students with IEPs by:</p> <ul style="list-style-type: none"> ● Continuing to provide specialized instruction by licensed special education staff members targeting student goal areas through the development and accommodation of content

		<p>within the LMS and regularly scheduled instructional calls with students to provide targeted support.</p> <ul style="list-style-type: none"> ● Coordinating with related service providers to ensure the continuation of services through distance learning to the greatest degree possible. ● Assigning para-educators to support with providing IEP accommodations and additional support via telephone to students with IEPs. ● Special Education teachers will use embedded assessment options to progress monitor student growth towards IEP goals. <p>Case Management: Case Managers will conduct weekly check-ins with students on their caseload to ensure they are in a safe environment, have adequate food, and are able to access and complete their distance learning assignments. Special Education teachers are closely partnering with families to ensure a continuation of due process activities, including holding IEP meetings, making Extended School Year eligibility determinations, and completing evaluations.</p> <p>Evaluations: Hiawatha Academies' Evaluation Team is continuing to complete all components of currently open initial evaluations and any reevaluations to the extent possible through available technology. Some components of the evaluation, including academic and cognitive testing and classroom observations, are not able to be completed. The team will work with teachers and families to make determinations, in alignment with state Special Education eligibility criteria, to the extent possible. When testing prevents a determination from being made, the evaluation will be closed within the timeline and then new consent will be acquired once in-person schooling has restarted to complete any missing components.</p>
5	How will we ensure students have internet access, as needed?	Families who do not currently have internet access in their homes are encouraged and supported to access free internet options provided by the city of Minneapolis and internet service providers. Internet access resources have been posted to our website and translated to Spanish. We will work directly with families to support supplemental access through a wifi hotspots lease program. Our Community and Family Engagement Team will do regular outreach, with the support of our Family Association to support families with ongoing internet access needs.

		<p>We continue to monitor internet access and address barriers to student participation in distance learning. Initial activities are sent to students through our LMS to allow school staff to assess internet availability and ensure students are able to access content. Follow up calls were made to all students who do not complete the test activities to troubleshoot issues and remove barriers to access.</p> <p>Additionally, operations staff have been provided with a technology troubleshooting guide to support families with navigating technology barriers including internet connectivity issues.</p>
6	How will meal delivery or distribution occur?	<p>Hiawatha Academies distributed meals to students for the weeks of 3/16/2020 and 3/23/2020 prior to our Spring Break the week of 3/30/2020.</p> <p>Starting Monday, 4/6/2020, we have distributed 7-days worth of meals (breakfast and lunch) to all students. This process will continue each Monday up to June 1, 2020, the last week of the school year.</p> <p>Meals are distributed from 10am until 1pm at Hiawatha Collegiate High School. This location is a community distribution site and meals are available to anyone.</p>
7	How will we support our English Learners?	<p>Robust and integrated language supports are core to Hiawatha's instructional support. With 86% of Hiawatha students identified as either current or exited ELLs, we seek to embed strong language scaffolds and supports into all aspects of our instructional program. During distance learning, Hiawatha Academies will take the following steps to implement ILPs for ELLs:</p> <ul style="list-style-type: none"> • ELD staff will continue to provide direct instruction through our LMSs and/or telephonic instruction for students who currently receive ELD specific instruction. These classes will align with our instructional delivery methods for distance learning. • ELD staff will provide consultation and resources to staff to implement language scaffolds and supports directly into distance learning content. • Schools will support scholars in using online language learning programs, such as Babble and Duolingo, to provide students additional opportunities to build language skills using adaptive programs.

		Additionally, all family communication regarding distance learning as well as instructional resources will be sent to families in their home language to empower families to support their students with navigating distance learning.
8	How will the needs of students experiencing homelessness be met?	Students experiencing homelessness or housing instability will be referred to the school social worker. The school social worker will then act as the point person to mobilize services for the student and family, as well as support teachers in making any needed accommodations to ensure full participation in academics. Our Social Work team have formed a number of partnerships with both community agencies and local charitable services, including St. Stephen's and Second Harvest Food Pantry.
9	How will Early Learning occur?	Hiawatha Academies does not offer a prekindergarten program. Hiawatha Academies acquired touchscreen Chromebooks to be distributed specifically to Kindergarten and 1st grade students to support the access to technology for our youngest students.
10	How will we assess our students?	The use of online Learning Management Systems provide new opportunities for embedded formative and summative assessments. Teachers will use a variety of methods, including submitted student work, Google Forms, and Classkick, to provide on-going formative assessments. Additionally, each course will administer one weekly learning check. These learning checks will be created by content-teachers and administered to all students in the same grade-level.
11	How will we regularly communicate with families?	Hiawatha Academies communicates with families through texts, phone calls, email, social media, and on our website. All communication is available in English and Spanish. During Distance Learning, Hiawatha Academies will connect with families in the following ways: <ul style="list-style-type: none"> ● share a bi-weekly updates: Principal on Mondays and the Executive Director on Fridays via mass text message, email, social media, and on our website <ul style="list-style-type: none"> ○ Urgent communication is also shared through these channels as needed. ○ All updates are posted and archived at www.hiawathaacademies.org/coronavirus ● phone calls from homeroom teachers / advisors to each student and their family

		<p>Hiawatha Academies has created a Distance Learning page on the website: www.hiawathaacademies.org/distance-learning with resources and information for all grade levels.</p> <p>Students' daily and weekly academic expectations will be shared by teachers via phone calls and on our two distance learning platforms: Seesaw (grades K-4) and Google Classroom (grades 5-12).</p> <p>Communication platforms</p> <ul style="list-style-type: none"> ● Mass text, email, phone: through our SIS, Infinite Campus ● Website: all updates are posted on www.hiawathaacademies.org/coronavirus, and distance learning information can be found at www.hiawathaacademies.org/distance-learning ● Facebook: @hiawathaacademiesmpls ● Instagram: @hiawathaleadsnm ● Twitter: @hiawathaleadsnm
12	How will we address the needs of our tribal communities?	In accordance with MDE guidance we will form an American Indian Parent Advisory Committee.
13	How will we utilize partnerships to meet the needs of vulnerable students?	<p>Non-teaching staff members are leading the development and implementation of systems for student support, providing direct support to students and families to access community resources, and providing academic support to students requiring more support. These systems include:</p> <ul style="list-style-type: none"> ● Coordination and provision of mental health services ● Support for families to access community resources, including housing support, food pantries, and internet service ● Organization and distribution of health information and resources to families and staff ● Providing consistent communication to families through a variety of media on distance learning, available resources, and community partnerships, all translated into families' home languages

		<p>Hiawatha is continuing to partner with community organizations including St. David's, St. Stephen's, and Second Harvest Food Pantry. Additionally, a document with an extensive list of family resources has been shared and included on our website: https://hiawathaacademies.org/distance-learning/</p>
14	How will we meet the needs of staff?	<p>Staff Training: During the transition to distance learning, staff will receive professional development through four methods:</p> <ul style="list-style-type: none"> ● All staff will participate in school-wide professional development each week where best practices and lessons learned on distance learning are shared ● Instructional staff, including paraeducators, will meet weekly with an instructional coach who will support with the implementation their curriculum and plan for the response to student data ● Teachers will participate in network-wide grade level (K-4) or content (5-12) teams where teachers can work with others teaching the same content to build alignment and deepen content knowledge. ● Specialized content, such as training on LMSs and Special Education due process training, will be conducted through network-wide video conferences or through Google Classroom. <p>Role-specific development for non-instructional positions such as office managers and social workers will be provided by network leads for those roles.</p> <p>Health needs: Hiawatha Academies has aligned our policy for distance learning with Minnesota's Department of Human Services guidance regarding social distancing. All instruction and related services will occur using a combination of virtual interactions through our LMS and instruction conducted over telephone and video conferencing.</p> <p>For situations which require face-to-face interactions, including technology and food distribution and the provision of childcare to essential workers, appropriate measures are taken to ensure</p>

		<p>individuals are maintaining a safe distance from each other when possible and practice increased handwashing to minimize the risk of the spread of disease.</p> <p>Work Guidance: Hiawatha Academies has communicated revised work guidance to staff, setting expectations that adjusted roles and responsibilities are necessary during distance learning. The majority of staff are working remotely. Essential on-site staff have received guidance for minimizing personal and public health risk, per MDH guidelines. Paid Time Off policies have been temporarily changed to meet or exceed federal and state guidelines during the COVID-19 outbreak.</p> <p>Health and Wellness Resources: Hiawatha Academies has compiled a bank of resources and recommendations for staff to support their health and wellness needs. Virtual "lunch and learns" are available for staff to engage in discussion and access resources.</p>
15	How are we tracking attendance of students and staff?	<p>Each scholar will use our Learning Management System (K-4 Seesaw, 5-12 Google Classroom) to engage in appropriate grade level content. Content is designed within the LMS by a licensed teacher for each day of the week to ensure meaningful daily interactions are provided to all scholars.</p> <p>Frequent calls will be made by a Hiawatha Academies staff member to scholars and families throughout the duration of Distance Learning. During one call each week, a Hiawatha staff member (advisor or homeroom teacher) will confirm that the scholar has participated in daily assignments within the LMS for each day of the week. These calls will also serve to reinforce content, provide learning resources, and address family support needs. After the call the Hiawatha Staff Member (advisor/homeroom teacher) will log daily attendance in the Campus Attendance Tracker.</p> <p>Office Managers at each campus will check the Campus Attendance Tracker and use this information to enter official attendance into IC. For the duration of distance learning we will use whole day attendance so all scholars will be marked as present or absent in IC for the entire day. Office Managers are expected to monitor the Campus Attendance Tracker, follow up with</p>

		<p>advisors/homeroom teachers, and ensure accurate attendance is logged over the course of the week.</p> <p>Campus Leadership Teams will review attendance at least twice weekly to monitor scholar participation. Leaders should prioritize follow up with scholars and families with absences to ensure active engagement and address needs/barriers to full access to Hiawatha's Distance Learning Program.</p> <p>Staff attendance is tracked via individual check-ins with manager and attendance at regular campus/team meetings.</p>
16	How will we assess and adjust our distance learning plan during implementation?	<p>During implementation of our Distance Learning Program, our network leadership team will meet regularly to review data aligned to goals and outcomes. We will utilize this data to identify shifts in our actions that will be necessary within week and week to week. Campus Leadership Teams will meet frequently to monitor scholar engagement and participation in distance learning as well as to review specific student and family support needs.</p>