



Comprehensive Distance Learning Plan

Referencing the MDE's School Guidance Framework March 17, 2020 document
Developed March 20, 2020

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School Hours

SAGE will continue the schedule Monday-Thursday, 8:00am- 4:10pm. These are the hours that teachers will be holding instruction and posting assignments and resources. This is the time that staff will be available to offer support and answer questions through email, google voice, and google hangouts.

Attendance

Students will need to check in to their Advisory Google Class Monday-Thursday between 7:30am and 9:30am to be counted as present for the day. If they do not check in at this time, they will be marked absent unexcused. Student attendance will be tracked through JMC. Parents will be notified when students are marked absent. If a student is unable to check in at that time due to an appointment or emergency, a parent must notify the school before 10:00am on that day. Failure to check in may result in truancy being filed.

Students and parents will be notified of all attendance expectations via email, phone call, text, website, and SAGE Facebook page.

Distance Learning

SAGE Academy will continue to utilize Google Classroom as a method to provide classroom instructions, materials, discussions, and assessments. All students have access to Google Classroom through their SAGE email. SAGE educational staff will utilize a variety of instruction resources to provide students the highest level of education. General Education teachers, Special Education Teachers, and Paraprofessionals will all be available to provide instruction and support during the school day. Parents will have access to their students Google Classrooms. SAGE website will also include a step by step video demonstration on how to use Google Classroom to further support students and help parents navigate the system.

SAGE has used Google Classroom throughout the year to provide students with lecture slideshows, assignments, notes, formative and summative assessments, and support materials. SAGE will continue to use this online system, providing students with rigorous standards-based instruction and assessments that promote project based learning, with a focus on each student's

Individual Learning Plans. **Assignments for the week will be due by that Sunday at 11:59pm.**

State assessments, such as the MCA's, have been canceled for the FY20 school year.

SAGE staff has also gathered a plethora of online resources to supplement lessons as well as provide parents/guardians with ways to help their students.

[Student Online Resources](#)

Students and parents/guardians can request paper copies of all materials and these will be available for pick each week on Mondays from 10:00am-2:00pm. If unable to pick up the materials, SAGE will mail materials home. All students who have services that require printed materials will have these mailed home.

As governor Waltz and the CDC recommends social distancing we will implement this on a school level for our staff when staff meet. Through our platforms we have provided CDC recommendations to help "flatten the curve" to help our medical professionals do their jobs as best they can do. As SAGE staff, we have emphasized utilizing Google Hangouts, Google Meetup and ZOOM to practice social distancing yet still uphold excellent academic integrity.

Data Privacy

Conference resources such as Google hangouts, Google Meetup, and Zoom will be used to provide more direct instruction, one-on-one support, and group discussions.

Google's terms state they are fully committed to the **security** and privacy of users' data and protecting users and schools from attempts to compromise it. **Google** claims its systems are among the industry's most **secure** and they vigorously resist any unlawful attempt to access customers' data.

SAGE staff has used Google Suite programs successfully for several years. For conferences that require confidentiality, Zoom and Google Meetup will be used as they are HIPPA approved. SAGE administration has all access to all staff Google Suite apps, including email, classroom, and drive. Administration will have access to all virtual meetings.

Technology Access

SAGE Academy has chromebooks with built in hotspots for all students who request one. These are available for pick up at SAGE between 10:00am-2:00pm Mondays. If unable to pick up a device at this time, students and parents can contact cgarcialuna@sageacademy to schedule a pick-up.

PSEO/Concurrent Enrollment

The school counselor will be available to help PSEO students navigate their college courses though the move to online and their transition back to in classroom learning.

SAGE will continue to work with students to complete the requirements for next year PSEO registration and plans. The school counselor will update students and parents/guardians with

the information needed to answer any questions and make sure they are prepared for their future in PSEO.

Support Services

The school counselor will be supporting students social-emotional learning by checking with students via email. The counselor will also post on the website coping strategies and resources for a healthy mindset, as well as connecting community resources available to students and families.. The counselor will use online video resources to continue counseling sessions. The counselor will also be supporting 504 students by making sure their accommodations are being met and tracking their progress during distance learning. The counselor will also be working with seniors on continuing developing their plans for life after high school.

SAGE Academy administration works closely with the contracted nurse who provides the school with the most up to date health information from the department of health. SAGE director will check regularly with county services about emerging needs.

Our school psychologist, Occupational Therapist, Deaf and Hard of Hearing therapist, Speech Pathologist have all Zoom meetings that will allow them to continue to meet with their students. They will also have access to all teachers and staff to be notified of student progress and needs. Their contact information has also been placed on our website and sent home to families.

The contact information for our school nurse is available through our website and has been sent home. The school nurse will continue to supply the school with resources to support students and families. These resources will be posted on the website, on Facebook, and sent home to all families

Special Education and 504

The special education team and the 504 coordinator will be working closely with teachers, administration, and parents/guardians to ensure that students have all the support, accommodations, and modifications they need. Case managers and 504 coordinators will make daily check-ins with students. Teachers and paras will notify them if a student needs further support or resources. Case managers and 504 coordinators will meet with students via Google Hangouts, Google Meetup, and Zoom.

Special education paraprofessionals will be working directly with teachers and the special education department through Google Classroom. They will be available to help students with notes and assignments via email and Google Hangout and Meetup. They will work with small groups that need support with the use of Zoom. Paraprofessionals will also be the main contact to special education students and parents/guardians on the students progress.

English Language Learners

Instruction and lessons will continue to be provided in ways that meet the needs of each English Language Learner. Audio instruction through Google Slides, modified assessments, alternative readings, audiobooks, graphic organizers, vocabulary lists, and provided notes will continue to be offered to students. ELL instructors will be available as needed.

Students Experiencing Homelessness or Housing Instability

SAGE Homeless coordinator will continue to monitor the well being of students experiencing homelessness or housing instability. Partnering with local services and community is important to provide the necessary resources for these students to ensure they have full access to their education. SAGE ensures that homeless students have access to technology and broadband by providing them Google Chromebooks with built in hotspots. Weekly lunch and snacks will be provided, and delivered if needed. The homeless coordinator and school counselor will check in regularly via phone and email to support them in whatever their needs may be and make sure that they are able to access their school materials.

Tribal Considerations

As needed, SAGE will work with the local Tribal Liaison Officer to ensure that Native American students are supported and provided with all resources needed.

Nutritional Plan

Lunches will be provided weekly through curbside pick up each Monday 10:00am-2:00pm. For families without transportation, food will be delivered to their homes on Monday afternoons.

Our school will follow nutritional guidelines as best as possible and make sure we provide our students the same healthy balanced meals that we have this year. The SAGE nutrition coordinator has planned all meals and snacks. By choosing what food we purchase for our students, we can make sure our students get the nutritional food that they need.

Communication

SAGE Academy's communication coordinator will ensure that all communication about distance learning, school activities, and any other updates will be posted on the website and Facebook, as well as sent home via text, phone, weekly newsletter, and email.

We have been communicating with staff and parents on an almost daily basis when we receive any updated information regarding the COVID-19 outbreak. Our school counselor will be providing strategies and resources for staff and for families to help cope with stress and anxiety during this time. We will continue to do this through email, facebook and our school website.

We have established a spreadsheet with resources that will be available to our staff and families through our online platforms.

[Online Resources](#)

Anti Bullying Policy

Distance learning provides students with an environment that is safe and secure. Not only is this conducive to their learning process but it also helps them feel safe and protected while they learn. Additionally, parents play an important and integral role in their child's education by directly supervising their learning schedules. Parents are also aware of what their child is doing at all times, which gives them a sense of control over their child's circumstances. In addition to making the child feel safe, online learning platforms also make parents feel safe!

SAGE anti bully policy will continue to be in full affect.

[SAGE Anti-bullying Policy](#)

Child Care for Emergency Workers

SAGE has networked with community agencies that have child care available as well as some of parents that run childcare from their homes.

Enrollment of New Students

Students wishing to enroll at SAGE Academy can complete and submit the enrollment packet online on the SAGE Academy website. Enrollment and request for records will continue to go through student services. Orientation to SAGE Academy will be done by the school director and/or school counselor through phone and virtual meetings.

Staff Information

SAGE Academy is practicing social distancing when staff, contractors, and volunteers are required to meet at school. However, SAGE will limit in person attendance and will utilize Google Classroom, email, and Zoom for conferencing.

SAGE Academy staff has worked with Google Classroom for several years. This online system will continue to be utilized thus not requiring new training. Two staff members have been appointed as Google Classroom support when answering our questions as well as to provide new resources as they are offered. SAGE staff also has their own Google Classroom page to share meetings and have discussions. Zoom meetings will be held weekly for staff meetings and well as staff development as needed.

Financial Policies

SAGE Academy will continue to work with Stenmark Inc. to maintain financial needs. All financials will continue to be reviewed by the school board of directors. All financial policies can be found on SAGE Academy website.

SAGE will continue to work with Edvisions Cooperative to ensure that the payroll process is not disrupted. Staff will all track hours worked through online timesheets.

School Board Meetings

The SAGE School Board of Directors will continue to meet as scheduled. These Board Meetings may occur electronically according to 13D.021 which provides direction during a pandemic. Meetings will be made available to all participants through phone or Zoom meetings. Access to Agenda, minutes, and financial reports can be found on the school website.