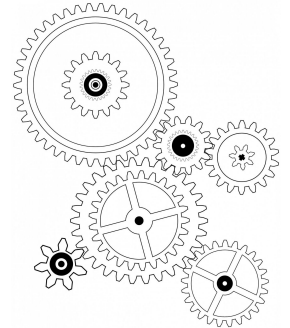




MSA Parent/Guardian Planning Guide For Distance Learning Fall 2020 (as of 8/23/2020)

This guide provides a quick reference to help you plan for the fall opening of MSA's 2020-21 school year. MSA will begin the school year in distance learning for 1st semester; there will be an ongoing evaluation of the ability to switch to a less restrictive scenario when it has been determined that the school can provide a safe in-person experience for both students and staff.

Students, families and MSA staff are continuing to work together on the 2020-2021 school year plan to best represent all of MSA's stakeholders. All information is preliminary and subject to change. **New information to this document will be highlighted each time it is updated.**



Parents and guardians are their student's most important advocates. As students plan for distance learning, it is important for everyone to recognize their own mindset. It is important for families to talk about the challenges and the benefits of distance learning. Parents and guardians can support their students by being open and honest and work together with their students to make this year as successful as possible.

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Important Contact and Communication Information



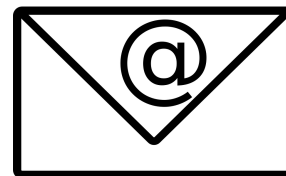
Visits to MSA Campus

An appointment must be made when coming to the MSA campus to enter the building and visit staff members. To plan for your visit, please do the following:

1. For grades 6-8, contact [Amanda Stout](#); for grades 9-12, contact [Carrie Hamm](#) to make an appointment
2. Everyone entering MSA buildings is required to wear a mask and sign in when entering.
3. Before your visit, conduct a symptom screening. There will also be a sign-in station upon entry at MSA that will have you verify you are symptom free. If you can answer “no” to all 4 questions on [this document](#), you are able to come to MSA for an appointment.
4. Please stay home if you are not feeling well.

Contact Information

- Academic Counseling: (grades 6-8) [Kirstin Knutson](#); (grades 9-12) [Emily Graveen](#)
- Academic Ineligibility: [Shannon Froberg](#)
- Academics in the classroom: Contact individual teachers (log in to Skyward for your student’s schedule and check the MSA website for the [staff list](#))
- Activities, clubs, sports: [Shannon Froberg](#)
- Administrative staff: [staff list](#)
- Attendance: [Tom Johnston](#), [Amanda Stout](#)
- COVID-19 Coordinators: (School) - [John Gawarecki](#); (Activities, clubs, sports) - [Shannon Froberg](#)
- COVID-19 MSA Health contact: [Amy Block](#)
- English Language Learner: [Teresa Ward](#), English Teacher
- Enrollment: [Joell Pundsack](#)
- General questions: (grades 6-8) [Amanda Stout](#), [Tom Johnston](#); (grades 9-12) [Carrie Hamm](#), [Shannon Froberg](#)
- Mental health: (grades 6-8) [Kirstin Knutson](#); (grades 9-12) [Emily Graveen](#)
- School Counselors: (grades 6-8) [Kirstin Knutson](#); (grades 9-12) [Emily Graveen](#)
- School Nurse: [Amy Block](#)
- Skyward questions: [Joell Pundsack](#)
- Special Education Coordinator: [Hannah Kostichka](#)
- Student fees: [Ken La Casse](#)
- Student schedules: [Joell Pundsack](#)
- Teaching staff: [staff list](#)
- Technology questions: [Justin Gehring](#)
- Transportation: [Joell Pundsack](#)
- 504 Plans: [Angie Haverland](#)



Communication Information

- The High School Office Manager will send out daily announcements and Skyward emails to communicate with families.
- Teachers will send out general classroom information on the weekly Teacher-Parent platform.
- Additional information will be available on the MSA website under the [Fall School Opening](#) tab.
- Parents/guardians can be invited to their student’s Google Classrooms to receive daily or weekly calendar updates. Watch for invitations from teachers in the coming weeks.
- Parents/guardians can access Skyward, rSchool calendar, and announcements.

Distance Learning Expectations

Technology Training and Support

- Students will receive training on various technologies and platforms through their classes. Training will be added as available on the Skyward dashboards.
- Students having trouble getting into class should contact the teacher by email, letting them know of the situation. If notifying the teacher by email is not possible, students should call the MSA attendance line to alert office staff that there is an issue.
- For student laptop issues, or other technology questions, please contact [Justin Gehring](#).



Class Scheduling

- Classes will be synchronous through Google Classroom, attendance is taken every class.
- Zoom information and expectations:
 - Students will receive Zoom links to their classes prior to the start of the school year in their Back to School materials pickup, Skyward emails from teachers, and/or from the initial teacher-parent weekly update platform.
 - Students are expected to turn on their video and stay online during the synchronous portion of each class. Parents/guardians should contact the high school or middle school assistant director if your student has any extenuating circumstances that prevent them from participating with their camera.
 - Videos of zoom meetings may be posted online behind a password protected site, such as your Google Classroom.
- Classes run on a 85-minute block schedule (Monday through Thursday); periods 1-7 meet on Friday for 47 minutes each.
- PSEO students cannot be enrolled in an MSA class at the same time as a PSEO class.
- Student schedules are available via Skyward and can be accessed through the MSA website or via the Skyward app.
- If a student cannot attend a synchronous class (due to illness, appointments, or not being able to log into their class due to wi-fi issues), parents/guardians must call the attendance line.

Academic Expectations

- Parents/guardians and students should review expectations in the [Academic Agreement and Grading Handbook](#).
- All teachers are using the Google Classroom Learning Management System, and all school work will be accessed and submitted through Google Classroom, unless otherwise instructed.
- If a student is late 3-5 minutes, students will be marked tardy; after 5 minutes, students will be marked absent and attendance personnel notified. Attendance procedures will be adjusted, as needed.
- Students on academic probation or needing academic assistance should be in contact with their classroom teacher.
- Students who have academic questions should reach out to their teacher(s) during class time, office hours, or by email.
- Special education students will receive support from the Special Education department to determine necessary services and accommodations.
- English learner (EL) students will receive support from a licensed EL teacher.



Calendar - Semester 1

- See calendar and class schedule here:
https://www.mnmsa.org/files/3115/9785/2831/Class_meet_days_calendar.pdf

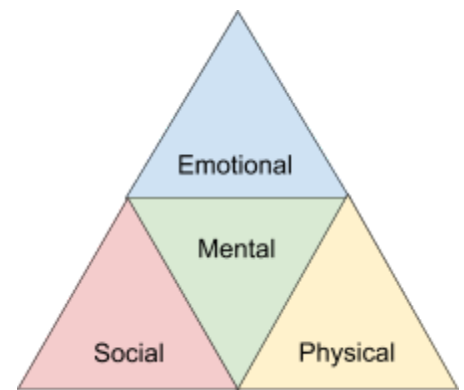
PBIS Expectations

- MSA has four expectations for all students and staff. In whatever we do or wherever we are, we want to show Dragon FIRE.
 - Focus
 - Integrity
 - Respect
 - Excellence
- Please click [here](#) for our distance learning expectations matrix

Keep Healthy Expectations

Attendance

- If your student is not healthy enough to participate in distance learning, has an appointment, and/or cannot log in to their class because due to wi-fi issues, call the attendance line at 651-578-8061.
- Parents/guardians need to call school every day your student will not be attending classes.
- During distance learning, MSA will not follow District 833 school closings due to weather. Any MSA school closures will be communicated directly from MSA.



Symptom Screening/Temperature Checks

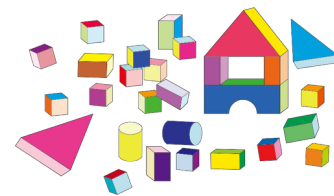
- Prior to coming to school to pick up materials, to attend a meeting, and/or to participate in any activity, you must assess your health.
 - When assessing your health, if you have a known medical condition with certain identified symptoms, you may take this under consideration.
- **DO NOT** come to school or an MSA event if you have any of the following symptoms that you cannot attribute to another health condition:
 - fever- temperature of 100.4 or higher
 - chills
 - muscle pains
 - sore throat
 - loss of sense of smell or taste
 - gastrointestinal symptoms (nausea, vomiting, diarrhea)
 - shortness of breath
 - cough
- Students who have no known medical condition and display any of these symptoms must stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.



- If you have a known medical condition, stay home until symptoms of the known medical condition have improved.
- If a student is on campus and has these symptoms, the family should contact the building office manager to alert them of the situation.
- MSA will follow the MDH [Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs](#).

Parent/Guardian Support and Guidance

Families are creating a distance learning framework with many building blocks...the more support families have, the stronger the MSA community will be! Share goals and be creative when planning for this year.



- School Supplies lists are available <https://www.mnmsa.org/parents2/back-school/>.
- Create an organized, designated work space for distance learning with the supplies needed and few distractions.
- Post a schedule and set calendar reminders.
- Have students get up and move around between classes!
- Praise the process...talk through the mistakes...ask questions!
- Connect with other MSA parents!
- Let your student have fun, take breaks, have an outlet. Getting outside and exploring interests helps focus.
- Explore [MSA activities and athletics](#) with your student. MSA has many activities for various interests and at various times.
- Please feel free to reach out to your students' teachers, counselors, administrators with any concerns you would like to share that could help us better serve your student.

MSA is here to support your whole student...if your student is struggling, please reach out to MSA to assist!