

PARNASSUS



PREPARATORY SCHOOL

Classical Schooling for the Art of Life

Parnassus Distance Learning Plan



March 30, 2020

Parnassus Preparatory Charter School (4199-07)

Distance Learning Plan – Required Components

I. Overview

When Minnesota public schools are mandated to provide remote instruction, such as the current 2020 outbreak of the novel coronavirus (COVID-19), Parnassus will provide instruction to students in all grades, Prima-Fourth Level Rhetoric (K-12) via distance learning.

Implementing distance learning will require the cooperation of all our students, teachers, and families to make instruction and learning fruitful and meaningful and in compliance with our mission as a classical school.

Parnassus' model of distance learning is emphatically *not* an e-learning or online-only learning model. While certain components of our plan may utilize various internet-capable devices or online platforms, and School of Rhetoric students can expect to have a larger amount of web-based assignments, our plan aims to be effective and equitable for all families, regardless of their access to technology.

During any designated period of distance learning, Parnassus will continue to provide students with new instruction while sustaining and strengthening previous learning across their subject areas. All tasks assigned to students will be designed to support student learning goals. Here are a few points to keep in mind:

- Teachers will work to maintain continuity and instruction in learning.
- Students will likely not be able to work on academics for the same duration of time as they would during our traditional 8:00am – 3:30pm school day.
- Most, but not all, families have access to the internet and internet-capable devices. However, even among these families, multiple family members may need to share the same device.
- Teachers will set up routines and structures to support students and families in the distance learning environment.
- Teachers, administrators, and support staff will be available to students and families during the regular school-day hours via phone, email, and web conferencing.

II. Required Components

#1 Attendance and Truancy

1.1 - Describe the school's plan to ensure the attendance and absence policy/ies accommodate for the implementation of your distance learning model. Describe the school's plan to track the daily attendance of students.

Parnassus' distance learning plan includes daily points of contact with each student. Staff members, including classroom teachers, along with interventionists, art, music, physical education, and other teachers, will each be responsible for contacting a certain number of students daily. This contact may include a phone call, video/web conference, or email correspondence, appropriate to the age of the child and the technology available to the family. The staff members will rotate among the students throughout the week so that each child is able to have contact with all of his or her teachers at least once during the learning week. After contact is made, affirmative attendance will be recorded in Infinite Campus, our school's student information system.

At the end of each day, teachers will report to the main office staff the names of the students whom they were unable to contact. The office staff will then work to establish contact with the families. If contact is made, the student's positive attendance for the day will be modified in Infinite Campus.

For students who we are unable to contact, positive attendance may be recorded if we receive completed school work for the day(s) in which they were unable to be contacted.

In the event that we do not hear from a student or family for two (2) or more days, the school Principals will work to establish contact with the family, and may enlist the aid of our school resource officer liaison in the Maple Grove Police Department.

Families may continue to report a student absence, such as one due to illness, by calling our attendance hotline at 763.496.1416, ext. 319 or by emailing the appropriate school office contact.

1.2 - Describe the school's plan to track the daily attendance of staff.

Staff attendance will be taken daily. All staff members will participate in a daily all-staff web conference meeting at 7:30am, where attendance will be taken. Additionally, each afternoon at 3:00pm, teachers will participate in a school-level meeting, where attendance will also be taken.

Staff absences will be reported in the usual manner, by filling out an *Absence Request Form* in advance of the expected absence and/or notifying Principal Hamiel by 6:30am in the event of an unexpected or emergency absence.

1.3 - Describe the school's plan to ensure the attendance and absence policy/ies are communicated to families and staff.

The school's attendance expectations will be communicated to families through the following methods:

- Posted to the Distance Learning page of the school's website, www.parnassusprep.com
- Posted to the parent portal of Infinite Campus, the school's student information system
- Emailed to families via SchoolMessenger
- A paper copy will be included in each family's distance learning folder, which will be delivered to each family's residence by bus
- If necessary, it will be mailed to families via the US postal service

The school's staff attendance expectations were communicated to staff via web conference call and email during the planning period of March 18th – 27th.

#2 Distance Learning

2.1 *Describe the school's plan to ensure that all enrolled students will have equal access to the learning and required materials, including technology. Show how the school will determine the most appropriate way to communicate and provide instruction for each student. If using an online learning system and if not using an online learning system or both, describe the school's plan to ensure it can effectively support the district's unique learning and teaching needs, including the ability to provide differentiated instruction as well as one-on-one support for students who need it.*

Parnassus' distance learning program will offer a blended model that utilizes both digital and analog methods and materials. All students will receive any required materials and assignments in a weekly work packet that will be delivered to each student's residence using our bus network. The materials will be sent and returned in large, zip-top plastic freezer bags which will also contain any needed school supplies. This paperwork will be accompanied by instructional videos as well as phone calls from teachers and staff for students without internet access or internet-capable devices. Differentiated instruction will be provided through our daily points of contact with each student. Parnassus is currently working on a plan to possibly provide devices and/or internet access to the small number of families who we have identified as not having internet access or devices at home already.

2.2 *Services by non-teaching staff - Describe the school's plan to provide programming options for school nurses, school counselors, school psychologists, school social workers, paraprofessionals, other school specialists and cultural liaisons during the distance learning period.*

Non-teaching staff, including nurses, social workers, paraprofessionals, and other school specialists will be a vital part of our distance learning program. These workers will be engaging in outreach to families, assist in the preparation and delivery of instructional materials to students, and may also work in our childcare program for children of emergency workers.

2.3 - Data Security - Describe the school's plan to ensure the distance learning model in use is secure and will not allow for the release of protected student or staff information.

The security of our students' private data is paramount. Staff members have been directed to record student data and information only through our school's remote servers and Infinite Campus.

Sensitive information, such as student grades, will continue to be communicated only through Infinite Campus and U.S. postal mail.

2.5 - Describe the school's plan for distance learning that addresses staff, student, family, volunteer, and contractor health.

The school's distance learning program is designed to minimize physical interpersonal contact and touching of shared surfaces. Staff members working in our childcare program or assisting with delivery of meals and instructional materials will be trained in proper sanitation, handwashing, and social distancing protocols and will also handle any materials returned from students using gloves and only after those materials have been isolated in a well-ventilated room for at least 48 hours.

2.6- For students who go to a daycare provider because their parents work, how does the distance learning program work for them?

For students who go to a daycare provider, we will ensure that all children have paper copies of all required materials, along with any necessary school supplies, which they can take with them to their daycare facility to complete all required work. For these children, we will work with parents and families to coordinate communication and daily two-way interaction with teachers through the daycare provider.

2.7- If the requirement to care for emergency workers extends beyond March 30, how will a school provide distance learning for these children while they are in the school facility?

If the requirement to care for the children of emergency workers extends beyond March 30th, 2020, Parnassus will be able to offer distance learning for those children while they are in the school facility. Students will be provided with access to paper copies of their assignments and will also be able to use the school's iPad devices to access any web-based instruction or communication.

#3 Special Education Services - IEP or 504 Plan

3.1 Describe the school's plan to support a student's Individualized Education Program (IEP) and/or 504 Plan. Show how the school will continue to meet the requirements of Part B (ages 3-21) and Part C (birth to three) of the Individuals with Disabilities Education Act (IDEA), Part B and Part C.

Parnassus' special education staff will work to provide continuity of services during the distance learning period. IEP meetings will continue as normally scheduled but will be held via conference call or web conference. Case managers will work with teachers to design and provide instruction and accommodations for each individual based on his or her IEP or 504 plan goals and objectives

Case managers will make frequent contact with their students throughout the week and will work with teachers to accommodate and adapt assignments as needed.

Evaluations and re-evaluations will continue as planned but will be held via web conference.

Similarly, the Child Find process will continue, but meetings will be held via web conference.

#4 English Learners

4.1 Describe the school's plan to support a student's Individual Learning Plans for English Language Learners which must still be followed? Describe plans to address all requirements.

Just as continuity of services will be provided to students with IEP or 504 plans, Parnassus will continue to service the needs of English Learner (EL) students and their Individual Learning Plans.

Parnassus' EL staff have worked hard over the course of the year to build open lines of communication with our EL families and will be in frequent contact with students on their caseload. EL teachers will continue to work with teachers to accommodate assignments based on the students' needs and will also continue to provide instruction in English-language development.

#5 Students Experiencing Homelessness or Housing Instability

5.1 - Describe the school's plan to satisfy the Federal requirements to support homeless students throughout this crisis and promote their full participation in their education throughout the duration of the distance learning period.

Parnassus' McKinney-Vento coordinator will continue to work with students we have identified who are experiencing homelessness. Throughout our communications to families, we will include information for self-reporting homelessness or housing insecurity to our McKinney-Vento coordinator. Teachers and staff members will also monitor students' individual situations in their daily points of contact.

In the event that a student is identified as experiencing homelessness or housing insecurity, our school's McKinney-Vento coordinator will conduct the standard needs assessment to determine which supports will need to be put in place for the affected student to fully participate in his or her education during the distance learning period.

#6 Early Learning

6.1 - Describe the school's plan for how prekindergarten program/s will continue while following its distance learning plan.

As a K-12 charter school, Parnassus does not offer any preschool, early learning, or prekindergarten programs. Parnassus will continue to communicate with the families of incoming Prima (Kindergarten) students and work to screen them for literacy and numeracy skills, as we would in any other school year.

6.2 - Minimum Hour Requirements - Describe the school's plan to meet minimum hour requirements excluding the instructional hours that would have occurred during the ten-day planning period. Relate these plans to the implementation of age-appropriate distance learning activities.

As a K-12 charter school, Parnassus does not offer any preschool, early learning, or prekindergarten programs.

#7 Assessment

7.1 - Describe the school's plan to focus on the education and assessment of all students.

During the distance learning period, most student assignment will be graded for completion rather than a score or letter grade. However, families will receive detailed written and verbal feedback on their child's performance via our daily points of contact with teachers. Families will be regularly and frequently informed of their children's progress, as well as areas where extra practice or improvement are needed.

While many individual assignments will be graded on a pass/fail basis, School of Rhetoric students will receive letter grades for their Quarter 4 courses, which will be averaged with their Quarter 3 grades to determine their grade for the semester, which will be posted on their transcripts. The School of Rhetoric will use the "Double A" method of grading for the quarter grade, wherein exemplary work receives an A, satisfactory work receives an A-, and students who demonstrate insufficient or unsatisfactory work will receive a grade of Incomplete for the course. We believe this to be the most fair and equitable model of grading during the distance learning period.

#8 Staff

8.1 - Describe the school's plan to provide training to staff, including classroom teachers, paraprofessionals, administrators, school support staff, on distance learning practices during the planning week and beyond.

During the eight-day planning period, Parnassus worked to train staff members on components of our distance learning plan, including Microsoft Teams, Zoom, GoToMeeting, and other web platforms, via phone calls, email, and web/video conferencing. As we prepare to move into a potential distance learning period, we will continue to utilize these tools to communicate with staff and to provide training on instructional methods, content, and procedures for distance learning.

#9 Communications

9.1 - Describe the school's plan to communicate with parents, students and the community regarding the implementation of the distance learning model and the school's expectations when all in-person school-sponsored activities are suspended.

Parnassus is fortunate that we have a wide variety of communication channels available to our families. We will communicate with our families via pre-recorded phone message, text message, and email, as well as posting all information about distance learning to our website. Additionally, we can mail or use bus delivery to provide hard copies of any information to our families.

9.2 - Describe the what information and resources the school will offer staff, students, families and others to help protect people with and without COVID-19 infection.

In our school communications, we will continue to include the Minnesota Department of Health and Centers for Disease Control and Prevention (CDC)'s guidelines for how to minimize the spread of COVID-19. We will also communicate to families information about what actions to take if they are or family members are feeling ill.

9.3 - Describe the school's plan to 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.

Our school nurse remains in frequent close contact with the local public health department and provides ongoing guidance to the administrative team regarding best practices and protocols for maintaining the health and safety of all staff, students, and families.

9.4 - Describe the school's plan to help staff and parents connect to resources that can assist students and families experiencing homelessness. School districts should consult with local Tribal leaders, city and county governmental agencies, volunteer organizations and private sector companies to ascertain how students' needs will be identified and met.

Parnassus' McKinney-Vento coordinator, along with the school social worker and administrative staff, will work with families to connect them with resources that can assist families experiencing food or housing insecurity.

#10 Tribal Considerations

10.1 - Describe the school's plans to communicate and coordinate with its designated Tribal Liaison Officer.

At this time, Parnassus does not have a designated Tribal Liaison Officer.

10.2 - Describe other plans the school will follow regarding its Native American student population.

At this time, Parnassus' Native American student population comprises less than 0.01% of our student population. Any Native American students will be included in our plans for educating and accommodating all students during the distance learning period.

#11 Before and After Care

11.1 - Describe the school's plan to communicate with families and community partners regarding any before- and after-care programs with which the district works. See page 19 in the MDE document.

Parnassus' Animus and Accendo programs, our before- and after-care/school age care programs, are suspended until in-person school resumes. Parnassus runs this program internally and does not work with any community partners or outside organizations who would be affected by this closure.

#12 Care for Children of Families of Emergency Workers

12.1 - Describe the school's plan to identify children of qualified emergency workers.

When the school closure was announced, Parnassus conducted a Family Needs Survey, which included questions about each family's need for childcare and their employment as Tier 1 or Tier 1 Emergency Workers. Since then, we have sent frequent updates via email, phone, and SMS text message with instructions for how to contact the office to request childcare in the event that their family circumstances or employment change.

Families who identified themselves as emergency workers needed childcare filled out a registration form and were screened by staff and administration to verify their employment.

12.2 - Describe the school's plan to transport and provide care to children of qualified emergency workers.

For the duration of the closure, Parnassus Preparatory School will be just one of the many schools around the state providing care to the children of qualified emergency workers.

Care is offered to children between the ages of 5 and 12 who currently attend Parnassus in the Prima-2L levels (Kindergarten-Sixth Grade) during the normal school hours of 8:00am to 3:30pm.

Families who require transportation to and from childcare are being picked up and dropped off by a school bus.

12.3 - Describe the school's plan to provide before and/or after school care to children of qualified emergency workers.

At this time, Parnassus is not providing before or after school care to children of qualified workers.

#13 Nutrition

13.1 - Describe the school's plan to develop and implement means for students to get meals and/or instructional materials considering variable constraints and opportunities.

When the school closure was announced, Parnassus conducted a Family Needs Survey, which included questions about each family's needs for meals. Since then, we have sent frequent updates via email, phone, and SMS text message with instructions for how to contact the office to request meals in the event that their family circumstances have changed. School staff, including the EL, Special Education, Social Work, and office staff, have been in touch with families of at-risk students to ensure that they receive meals if they wish to do so.

All meals are delivered via our existing network of school buses. Meals are delivered directly to the students' residence and left outside the door to minimize person-to-person contact.

All meal deliveries include a breakfast, lunch, and two snack items and meet the nutritional requirements of the USDA's food service program guidelines.

#14 Meals and Instructional Material Pick-up

14.1 - Describe the school's plan to develop and implement means for students to get meals and/or instructional materials considering variable constraints and opportunities.

All meals and instructional materials are being delivered directly to Parnassus' families using the school's existing bus service provider. In order to follow best health and safety practices, families are not allowed to come to the building unless they need to pick up prescription medications that were being securely stored by the school nurse. All other items, including meals, instructional materials, and personal belongings from lockers and cubbies will be returned to students via our bus network.

#15 Health and Wellness

15.1 - Describe the school's plan to provide information to help staff and parents talk with children about the COVID-19 outbreak to adapt to living and working with this issue.

The school's administration has worked with our school nurse to provide information to staff and families to talk with children about the importance of social distancing, handwashing, and other general wellness and safety practices. All communication with families includes these safety reminders.

15.2 - Describe the school's plan to raise awareness of and prepare staff to cope with the potential impact these closures will have on the mental health and wellbeing of students, staff, and families.

As part of our daily all-staff and school meetings, the Parnassus administration speaks with faculty and staff members about the impact these closures may have on their own wellbeing, as well as that of our students and their families. We have encouraged our staff members to check in with one another and to make sure that we communicate our support to families as well.

15.3 - Describe the health practices the school will implement to protect staff, students and others from the spread of Coronavirus.

Parnassus believes that the safety of our staff and students is always our first and highest priority, and to that end, we have gone above and beyond the recommended safety measures to try to limit the spread of the novel coronavirus (COVID-19):

- Limiting the number of people in our school building. The only individuals allowed in the building are our administrative assistants, a select few staff who are assisting with childcare and meal preparation, and students of emergency workers who are participating in the childcare program. All other staff members may make an after-hours appointment to enter the building and retrieve personal items.
- Taking additional safety and health precautions for staff members and students who are onsite, including frequent temperature checks, frequent handwashing, frequent cleaning of all surfaces and restrooms, and prohibiting the use of water bottles and drinking fountains (water is dispensed into disposable paper cups for students attending the childcare program).
- Safe handling of items (meals and instructional materials) being delivered by buses, including frequent handwashing, use of nitrile gloves, and appropriate packaging
- Safe handling of materials collected from families by bus, including allowing those items to sit in a well-ventilated area for 48 hours before they are touched by staff members
- Communicating best practices, including social distancing and proper sanitizing and handwashing protocols, to families and staff

#16 Mental Health Support Resources

16-1 -Describe the school's plan to address mental health needs during the distance learning program season.

Parnassus recognizes that the school closure represents a significant disruption to our students' daily routines and structure and will aim to provide support in establishing a sense of normalcy to our students during this stressful time. Students' daily points of contact with teachers and staff will include a check-in on their emotional and mental well-being. The school social worker will be continuing to offer support to students and families and will extend outreach during the distance learning period. Mental health resources will also be shared on the Distance Learning page of the school website.

16-2 - Describe the school's plan to address bullying during the distance learning program season.

An instance of bullying that is reported by students or staff will be referred to the principal of the appropriate school level. The principal will investigate through conversation and review of materials as they would in a normal setting. Students found to be bullying others will be disciplined, including removal from class and loss of credit for the course.

#17 Finance & Operations

17-1 - Describe the school's plan to maintain financial and payroll processes.

Parnassus' office staff and contracted service providers will proceed with the school's regular plans for financial and payroll processes. No significant changes will be necessary to these operations during the distance learning period. Some of the school's paper systems – such as staff timesheet approval – have been converted to an electronic model.

**Please see the next page for
*Frequently Asked Questions about the
Parnassus Distance Learning Plan...***



FREQUENTLY ASKED QUESTIONS

What will distance learning look like for my child?

Parnassus' distance learning program will offer a blended model that utilizes both digital and analog methods and materials. All students will receive any required materials and assignments in a weekly work packet that will be delivered to each student's residence using our bus network. The materials will be sent and returned in large, zip-top plastic freezer bags which will also contain any needed school supplies. This paper work will be accompanied by instructional videos as well as phone calls from teachers and staff for students without internet access or internet-capable devices. Differentiated instruction will be provided through our daily points of contact with each student.

For School of Grammar Students:

- All School of Grammar students will receive their weekly work materials, which will be delivered to their homes using our bus network. The weekly work materials will include a goldenrod checklist cover sheet, outlining the assignments for the week for each subject. All parents or guardians must complete a signed consent form for materials to be delivered to their home.
- School of Grammar students will have between one and two hours of school work to complete each day.
- School of Grammar scholars will have daily assignments for math and reading, and have assignments for history, science, memorization/recitation, Latin, Spanish, art, music, and physical education/Taekwondo. SOG scholars will also have daily penmanship practice as part of their assignments.
- All materials needed to complete the weekly work assignments will be provided, including copies of any readings, and extra paper. However, teachers will also be recording short, explanatory videos to accompany assignments, which will be posted on the teacher webpages.
- A PDF copy of all assignments will be available on the teacher webpages as well as on the Distance Learning page of the school website.

- The goldenrod checklist cover sheet, which must be signed by a parent or guardian, will be returned to school along with any completed work. *Any other materials on goldenrod paper should also be returned.* The checklist and completed work will be picked up by school bus when the next week's assignments are delivered.
- Your child will be contacted by at least one of his or her teachers each day for a progress check.
- As teachers have availability during the school day, they will be checking for and responding to parent emails.
- Materials will be dropped off and picked up every Friday. For our first week, materials will be dropped off on Monday and picked up on Friday.
- We will notify you of your material drop-off and pick-up times using our normal communication channels (Infinite Campus & School Messenger).
- After materials have been picked up and returned to school, they will sit unopened for 48 hours, after which time staff at school will scan the completed work to teachers for grading.

For School of Logic Students:

- All School of Logic students will receive their weekly work materials, which will be delivered to their homes using our bus network. The weekly work materials will include a goldenrod checklist cover sheet, outlining the assignments for the week for each subject. All parents or guardians must complete a signed consent form for materials to be delivered to their home.
- School of Logic students will have between two and three hours of school work to complete each day.
- School of Logic scholars will have daily assignments for math and English, twice weekly assignments for logic, and weekly assignments for science, history, Latin, Spanish, art, physical education, and music.
- All materials needed to complete the weekly work assignments will be provided, including copies of any readings, and extra paper. However, teachers will also be recording short, explanatory videos to accompany assignments, which will be linked in Infinite Campus.
- The goldenrod checklist cover sheet, which must be signed by a parent or guardian, will be returned to school along with any completed work. *Any other materials on goldenrod paper should also be returned.* The checklist and completed work will be picked up by school bus when the next week's assignments are delivered.
- A PDF copy of all assignments will be available in Infinite Campus as well as on the Distance Learning page of the school website.
- Your child will be contacted by at least one of his or her teachers each day for a progress check.
- As teachers have availability during the school day, they will be checking for and responding to parent emails.
- Materials will be dropped off and picked up Friday. For our first week, materials will be dropped off on Monday and picked up on Friday.
- We will notify you of your material drop-off and pick-up times using our normal communication channels (Infinite Campus & School Messenger).
- After materials have been picked up and returned to school, they will sit unopened for 48 hours, after which time staff at school will scan the completed work to teachers for grading.

For School of Rhetoric Students:

- School of Rhetoric students will have more online/web-based assignments than the younger students in the SOL and SOG.
- School of Rhetoric students will have between three and five hours of school work per day. Scholars in CIS, Advanced Placement/AP, or upper-level honors courses can expect to have more work than other students.
- School of Rhetoric students will access their assignments through Infinite Campus, as they would normally.
- Teachers will record short, explanatory videos to accompany assignments, which will also be posted in Infinite Campus.
- A paper copy of all assignment materials may be provided to families by request and can be dropped off at their homes using our bus network. All parents or guardians must complete a signed consent form for materials to be delivered to their home.
- Students will have at least one assigned online discussion time each week in their Harkness courses. These discussions will be held online using Microsoft Teams, which students can access with their Parnassus student email account.
- Students without internet access will be provided with a transcript of any required discussion and will be asked to provide a written response.
- Students will have direct contact with at least one of their teachers each day. This contact may take the form of a phone call, email, or online discussion through teams.
- Teachers will be available during “office hours” between 10:00am and 2:00pm for questions via email and Microsoft Teams.
- School of Rhetoric students will be contacted by teachers through their Parnassus student email accounts. The teachers will provide expectations for their classes, how class discussions will work, and how to submit completed assignments.
- If your child cannot access his or her Parnassus student email account or Infinite Campus account, please contact Principal Hamiel at hamiel@parnassusprep.com.

General Distance Learning Questions

What does Governor Walz’s executive order state?

Governor Walz’s Executive Order 20-19 declares that public school districts and charter schools will implement distance learning plans beginning March 30th, 2020. Currently, students are scheduled to resume in-person instruction at school on Tuesday, May 5th. If Governor Walz deems it necessary to continue distance learning beyond this period, staff and students would not report until the newly identified dates; however, the distance learning period has been identified by the governor as March 30th – May 4th.

What safety precautions are you taking to ensure that the materials you are sending home to my child are not contaminated by the novel coronavirus (COVID-19)?

Ms. Hahn, Parnassus' school nurse, has worked with the Minnesota Department of Health to establish safety protocols for handling paper and other student materials. It is important to remember that this is not a likely way that COVID-19 is spread, the risk is **very** low and personal responsibility for hand hygiene and environmental cleaning exert the most control over limiting ways to contract COVID-19. Teachers and staff members who are preparing materials for students will wash their hands before and after handling materials, wear gloves, and sanitize work surfaces before and after handling materials. Materials will be packaged at least one day in advance and will sit overnight before being delivered to students. If you have questions or concerns, please contact Ms. Hahn at hahn@parnassusprep.com.

Will we still have spring break?

Parnassus will still hold our regularly scheduled spring break during the week of April 6th – 10th, 2020. During the spring break, we will not be providing instruction via distance learning or providing full day childcare. We will, however, be delivering meals during spring break.

What materials will my child need?

All materials required for completing assignments – including paper and pencils – will be delivered to your home in a sealed, labeled plastic bag. Your child can also use this bag to return materials to school. For SOG and SOL students, all assignments will be completed on paper, but you will need an internet-enabled device (such as a smartphone, gaming device, computer, or tablet) to access the short, explanatory videos that are being provided by the teachers. SOR students will need access to an internet-enabled device for most of their assignments.

What if I do not have the internet or an internet-capable device at home?

According to our family survey, most of our families have at least one internet-capable device at their homes. We know, however, that in many situations, multiple family members are sharing devices. We have tried to limit the amount of screen time necessary for each child. If you do not have internet access or an internet-capable device at home, please let your child's teacher and the main office know by contacting Ms. Reiser at reiser@parnassusprep.com or 763.496.1416 ext. 201. We will work with you to answer questions and provide needed information over the telephone.

How will I know what time my child's materials will be dropped off at our home?

We will notify you of your material drop-off and pick-up times using our normal communication channels (Infinite Campus & School Messenger).

How do I know who my child's teachers are?

Families should still use the Infinite Campus Parent Portal to see which teachers your child has and to track your child's attendance, which we will enter each day.

I don't have an Infinite Campus account and/or I forgot my password. How can I get access to Infinite Campus?

If you are unable to access your Infinite Campus account for any reason, please contact our office manager, Ms. Mester at mester@parnassusprep.com or at 763.496.1416 ext. 210.

How do I access the School of Grammar teacher website?

The School of Grammar teacher website can be found at www.parnassusteachers.com. The site password is **Pegasus** (note the capital "P").

My child is attending the a full-day childcare program. How will he or she be able to connect and interact with his or her teachers?

If your child will be attending a full-childcare program, please contact your child's Principal so that we can work with the daycare provider to establish a protocol for our daily points of contact with our child.

Are extra-curricular sports and activities going to be canceled?

Until further notice, all extracurricular activities, including Minnesota High School League athletics, have been cancelled or postponed. All other Parnassus activities have been suspended indefinitely.

Attendance & Absences

How will attendance be taken during distance learning?

Parnassus' distance learning plan includes daily points of contact with each student. Staff members, including classroom teachers, along with interventionists, art, music, physical education, and other teachers, will each be responsible for contacting a certain number of students daily. This contact may include a phone call, web conference, or email correspondence, appropriate to the age of the child and the technology available to the family. The staff members will rotate among the students throughout the week so that each child is able to have contact with all of his or her teachers at least once during the learning week. After contact is made, affirmative attendance will be recorded in Infinite Campus, our school's student information system.

At the end of each day, teachers will report to the main office staff the names of the students whom they were unable to contact. The office staff will then work to establish contact with the families.

If contact is made, the student's positive attendance for the day will be modified in Infinite Campus.

For students who we are unable to contact, positive attendance may be recorded if we receive completed school work for the day(s) in which they were unable to be contacted.

In the event that we do not hear from a student or family for two (2) or more days, the school Principals will work to establish contact with the family, and may enlist the aid of our school resource officer liaison in the Maple Grove Police Department.

How do I report my child absent due to illness?

Families may continue to report a student absence, such as one due to illness, by calling our attendance hotline at 763.496.1416, ext. 319 or by emailing the appropriate school office contact.

Assessment & Grading

How will my child be assessed by his or her teachers? How will I know if my child is making progress in his or her learning?

During the distance learning period, most of your child's assignments will be graded for completion rather than a score or letter grade. However, families will receive detailed written and verbal feedback on their child's performance via our daily points of contact with teachers. We will keep you up to date on your child's progress, as well as areas where extra practice or improvement are needed. School of Rhetoric students will receive letter grades for their Quarter 4 courses, which will be averaged with their Quarter 3 grades to determine their grade for the semester, which will be posted on their transcripts. School of Rhetoric families will receive separate information about grading during distance learning from Principal Hamiel.

Will my child still have to take the MCAs?

Parnassus will not be administering the MCAs this year. Earlier this month, U.S. Education Secretary, Betsy DeVos announced the department will waive the K-12 standardized test requirements for states affected by the virus. The Minnesota Education Commissioner has stated

that Minnesota has applied for the waiver. In accordance with that waiver, the state has cancelled the Minnesota Comprehensive exams.

Will we still be taking the SAT10s in May?

Parnassus will not be administering our nationally-normed assessment, the SAT10s, in May. We will administer the tests in the fall of 2020.

Will my child still be able to take the ACT and/or the SAT?

Parnassus was unable to participate in the spring ACT administrations due to the school closure. ACT is looking at plans to either extend the Late Spring Test Administration (for which Parnassus was scheduled) or to offer schools and districts the possibility of participating in one the summer exam administrations. Similarly, the College Board has cancelled the March and May SAT and SAT II Subject Test Administrations. We are in contact with the College Board and ACT, Inc. and will update you as new information becomes available.

Will my child still be able to take the Advanced Placement (AP) exams?

Students enrolled in AP courses should continue to prepare for their AP exams. The College Board has taken the unprecedented step of allowing students to take the Advanced Placement exams online at home on their own internet-enabled devices. More information will be available for families after April 3rd, 2020.

Communication

How will the school communicate with me?

Parnassus will continue to communicate with families through email, phone, and text message using our Infinite Campus and School Messenger platforms. We will also be posting updates on our school Instagram account, *@parnassusprep*. All information about distance learning can be found on the *Distance Learning* page of the school's website at www.parnassusprep.com.

Additionally, you will be contacted by at least one of your child's teachers or another Parnassus staff member each day. This contact may occur via phone, email, or web conference.

How can I contact school office and administration?

The school offices are closed to visitors but are open to conduct school business and will be able to respond to phone calls and emails. You can contact the school between the hours of 8:00am and 3:30pm by calling 763.496.1416.

Please feel free also to reach out to your school principals at the email addresses listed below. If you do not have email, you may leave a voicemail message for your child's principal. The number and extensions are also listed below.

- School of Grammar: Principal Omberg at omberg@parnassusprep.com or (763) 496-1416 Ext. 211
- School of Logic (1L-3L): Principal Kasowicz at kasowicz@parnassusprep.com or (763) 496-1416 Ext. 219
- School of Logic (4L): Principal Hamiel at hamiel@parnassusprep.com or (763) 496-1416 Ext. 234
- School of Rhetoric: Principal Hamiel at hamiel@parnassusprep.com or (763) 496-1416 Ext. 234

How can I contact my child's teacher?

Your child's teacher will be available via their normal school email address. All teacher contact information is available on the staff directory of our school website.

Meals for Students

How do I order meals for my child during the distance learning period?

Families can order meals at any time by contacting Ms. Mester at mester@parnassusprep.com or by calling 763.496.1416. ext. 10. Families who have already requested meals through one of our survey forms do not need to place any new orders; they will continue to receive meals for the duration of the distance learning period.

How will I receive the meals that I have ordered for my child?

Meals will be delivered by our bus network twice a week on Mondays and Wednesdays. All parents or guardians must complete a signed consent form for materials to be delivered to their home.

What kind of meals will be provided?

Each student who requests meals will be provided with a breakfast, lunch, and two snacks, and two milks each day.

Can I order meals for younger children or other family members who are not students at Parnassus?

Only current Parnassus students are eligible to receive meals. You can, however, receive meals for any children in your house aged 0-18 at your resident school district's Open Site, which will be providing meal services throughout the distance learning period. If you need help locating your district's Open Site, please contact us at the main office and we will gladly assist you.

What do I do if I have lost my job and need to apply for educational benefits/free and reduced lunch?

We understand that many of our families may be experiencing a reduction in work hours or unemployment. You can apply for educational benefits (Free or Reduced Lunch) at any time by filling out the *Application for Educational Benefits* on the Current Families page of our school website or by contacting Ms. Mester at mester@parnassusprep.com or 763.496.1416 ext. 210.

School-Day Childcare for Essential Tier 1 and 2 Emergency Workers

How do I know if I am a Tier 1 or Tier 2 emergency worker?

Tier 1 or Tier 2 workers are those workers who play a vital role in the day-to-day functions of our state during the "stay at home" period. This includes healthcare workers, government employees, utility workers, law enforcement and corrections offices, and certain grocery and food service providers. A full list of Tier 1 and Tier 2 workers is available at <https://www.leg.state.mn.us/archive/execorders/20-20.pdf>. Before you are able to register your child for the program, you will be required to provide proof of employment, such as an employee ID badge, paystub, or letter from your employer.

What ages are eligible to participate in school-day childcare?

Childcare is available for children of essential Tier 1 and 2 workers who are current students at Parnassus and are between 5 and 12 years of age. Children older than 12 or younger than 5, or who do not currently attend Parnassus, are not eligible to participate.

What hours will childcare be offered?

Childcare is only offered during the normal school day hours of 8:00am to 3:30pm.

Will my child be able to complete his or her distance learning work at Parnassus' school-day childcare program?

Your child will be able to complete all required distance learning work and will be able to use a school-issued iPad to complete any online work.

What if my child needs transportation to and from the school-day childcare program?

Families may request busing for their children when they register for the childcare program.

What safety precautions are being taken in the school-day childcare program?

The safety of our staff and students is our highest priority, and to that end we are following all guidance from the Minnesota Department of Health and the Centers for Disease Control. These include frequent temperature checks, frequent handwashing, frequent cleaning of all surfaces and restrooms, and prohibiting the use of water bottles and drinking fountains (water is dispensed into disposable paper cups for students attending the childcare program).

Special Education – Students with IEPs or 504 Plans

Will my child continue to receive services and accommodations as outlined in his/her IEP or 504 Plan?

IEP meetings will continue as normally scheduled but will be held via conference call or web conference. Case managers will work with teachers to design and provide instruction and accommodations for each individual based on his or her IEP goals and objectives.

How often will my child be in touch with his or her case manager?

Case managers will make frequent contact with their students throughout the week.

Will evaluations and re-evaluations continue during the distance learning period?

Evaluations and re-evaluations will continue as planned. Please contact Ms. Stafford, Special Education Coordinator, if you have any questions at stafford@parnassusprep.com

English Learners (EL)

Will my child continue to receive EL services?

Just as continuity of services will be provided to students with IEP or 504 plans, Parnassus will continue to service the needs of English Learner (EL) students and their Individual Learning Plans.

Parnassus' EL staff have worked hard over the course of the year to build open lines of communication with our EL families and will be in frequent contact with students on their

caseload. EL teachers will continue to work with teachers to accommodate assignments based on the students' needs and will also continue to provide instruction in English-language development.

Other Resources for Families:

If you are experiencing housing insecurity, please contact our McKinney-Vento coordinator, Ms. Stafford at stafford@parnassusprep.com or by calling 763.496.1416.

If you or your children need emotional support or help with a mental health issue, please contact our school social worker, Ms. Tupy, at tupy@parnassusprep.com.