



Northern Lights Academy Cooperative #6096-52  
302 14<sup>th</sup> Street ~ Cloquet MN 55820  
Office Phone ~ 218-878-3060  
Fax ~ 218-878-3061

Dena Hagen, Director of Special Education  
[dhagen@nlsec.org](mailto:dhagen@nlsec.org)  
Barb Mackey, Asst. Special Education Director  
[bmackey@nlacoop.org](mailto:bmackey@nlacoop.org)

## **Northern Lights Academy 2020 Extended School Year Programming Plan June 10, 2020**

The Northern Lights Academy Cooperative School District, #6096-52, has developed plans for providing 2020 Extended School Year (ESY) Services. A decision was made by the Minnesota Department of Education (MDE) which directed school districts to choose a summer plan for either the continuation of Distance Learning OR a hybrid form of educational programming (in-person and distance combined). As of now, the Northern Lights Academy Cooperative #6096-52 determined that using a **hybrid model** would best meet the needs of its students and will use the hybrid plan unless there is a change in the direction from MDE. Therefore, this plan has been developed as guidance for both possible options. Parents/Guardians have the opportunity to request their student participate only in distance learning if there is a concern of the student or family members having compromised immune systems or for other reasons.

### **Meeting MDE Health and Safety Guidelines**

The Northern Lights Academy is following the guidance of the MN Department of Education (MDE) and the MN Department of Health (MDH) regarding the Health and Safety of its students, their families, and staff in order to offer ESY services to students. The following protocols will address the guidelines:

#### **Hybrid Model -**

Health and Safety Protocols for Students on in-person Days:

- Parents/guardians should determine if the student is showing any signs of illness. If the student displays any signs of illness, the parent/guardian should keep the child home and call the school to report the symptoms. A parent should take the student's temperature before the student gets onto school transportation. If the student has a temperature above 100 degrees the child needs to stay home. The parent/guardian should call the school to report the temperature.
- Referring district transportation will follow the guidance for social distancing on transportation.
- Upon arriving at the school building, each student will have his/her temperature taken. If his/her temperature is above 100 degrees, the child will be isolated and will be sent back home. If transportation is still at NLA, we will call parents and send the child back on referring district transportation. If transportation is not at NLA, parents/guardians will be called and a request will be made to pick the child up.

- At school, students will be encouraged to maintain social distancing, maintaining at least 6 feet apart from other students and staff. Visual supports will be used to help students maintain safe distancing.
- All students will wash their hands upon arrival at school prior to entering a classroom. Frequent handwashing will be encouraged and scheduled throughout the scheduled school time. Students will be asked to wash hands prior to getting back onto transportation to return home.
- Hand sanitizer will be available in every room and students will be encouraged to use it frequently.
- Desks/work spaces will be assigned to each student. All desks/work spaces will be facing the same direction.
- Each student will be provided a set of materials/supplies for use during ESY. These materials and supplies will NOT be shared among students. Students will be taught to keep their supplies in the provided container, to not give out supplies to others and not borrow from other students.
- Students will be taught and then encouraged to wear cloth face coverings if they can reliably wear, remove, and handle the cloth face coverings throughout the day. Face coverings provided by NLA will be laundered by NLA staff after each use.
- Meals served during ESY will be delivered to each classroom. Students will eat at their designated desk/work space.
- The use of water bottles will be encouraged instead of the use of drinking fountains. Staff will fill water bottles in the morning and then disinfect the outside of the bottle prior to giving them to the student.

#### Health and Safety Protocols for Staff:

- Each staff member should determine if he/she is showing any signs of illness. If the staff member displays any signs of illness, he/she should stay home and call the school to report the symptoms. If the staff member has a temperature above 100 degrees, he/she needs to stay home and call the school to report the temperature.
- All NLA staff members are encouraged to maintain social distancing, maintaining at least 6 feet apart from other staff members and students. Visual supports will be used to help staff and students maintain safe distancing.
- All staff members will wash their hands upon arrival at school prior to entering a classroom. Frequent handwashing will be encouraged and scheduled throughout the scheduled school time.
- Hand sanitizer will be available in every room and staff members will be encouraged to use it frequently.
- All staff members are encouraged to wear face coverings (clear face shield, cloth mask) as much as possible throughout the work day.
- The use of water bottles will be encouraged instead of the use of drinking fountains.
- Staff are not to share writing utensils, classroom and office supplies between students and staff. All supplies should be frequently cleaned, disinfected and sanitized.

#### Health and Safety Protocols form Visitors:

- Visitors will need to call the NLA office before entering the building to make arrangements to complete any business they have with NLA.
- Visitors will be encouraged to wear cloth face coverings if they need to enter the building.
- For the safety of all students and staff, visitors will not be allowed to enter classrooms and the office area.
- If a parent/guardian (other other designated person) needs to pick a student up from school, the person should remain outside the building and call the office. The child will be escorted out of the building instead of the person coming into the building.

## Distance Learning Model

- Daily work packets for ESY services will be put into individual envelopes and dropped off to student's homes on July 10th. They will be placed in a plastic bag and the bag will be put by the front door for parents/guardians to retrieve after they are dropped off.
- The special education teacher will work with parents/guardians to make arrangements to return completed work using one of these ways:
  - Parents/guardians or student will take a picture of the completed work. The picture of the completed work will be emailed to the teacher.
  - All completed work will be put into a plastic bag and left outside for pick up on the day after ESY services are finished.

## Plan Foundations

### **Hybrid Learning Model**

Students attending the Northern Lights Academy all receive special education services and have Individualized Education Plans. In the hybrid model, students will attend in-person sessions at the Garfield Location of the Northern Lights Academy and will attend distance learning sessions from their home based on the schedule provided to parents/guardians to meet the individual needs for each student based on curriculum standards as well as the goals and objectives on each student's IEP.

Students will receive in-person instruction on the first day of their scheduled hybrid programming. They would take home tasks to complete during the distance learning day. On the distance learning day, an NLA staff member would make contact with the student and assist with the task completion as needed.

Teacher responsibilities:

- Update the Individualized Distance Learning Plans as necessary in consultation with parents/guardians, school social worker, related service providers, tribal representatives, and other team members. Collaboratively plan required tasks for home.
- Prepare materials for each student based on the student's IEP and grade level standards for each day of the school closure.
- Teach students during in-person time and make daily contact with each student according to the individualized distance learning plans during the distance learning portion of the hybrid plan.
- Provide on-line resources for parents/guardians who have requested additional resources. On-line activities will not be required work.
- Be available via phone, email, Google Meet, and text for student assistance and consultation each scheduled ESY day from 8:00 am to 11:00 am, unless the Individualized Distance Learning Plan details alternative times/dates.
- Document all learning activities provided and communications with students and parents. Documentation could be done in SpEd Forms Communication Log, through a Google Document, or other similar mechanism. Some teachers have indicated they will have a google folder for every student to keep track of plans, activities and communication-great idea!
- Collect Data
  - Work samples, work completed, Progress on grade level standards - assign grades

- Progress towards IEP goals and objectives
- Plan for measuring a student's skill level upon student return in order to determine if changes need to be made to their IEP.
- Complete Due Process according to guidance from the Northern Lights Special Education Cooperative (NLSEC) and MDE

#### Student responsibilities:

- Complete assigned tasks during in-person and during distance learning scheduled times/dates
- Interact with teachers and school staff according to the Individual Education Plan and Individualized Distance Learning Plans
- Return completed tasks assigned for the distance learning portion of ESY

#### Distance Learning Model

Students attending the Northern Lights Academy all receive special education services and have Individualized Education Plans. An individualized distance learning plan will update the Individualized Distance Learning Plan developed by NLA staff in March, 2020 to meet the individual needs for each student based on curriculum standards as well as the goals and objectives on each student's IEP.

In the event that MDE requires a Distance Learning only model due to MN Dept. of Health guidelines, or a parent/guardian requests distance learning for ESY services due to a student or his/her family member being high risk for COVID-19, each student will receive a packet of appropriate instructional materials and the supplies necessary to complete the assigned tasks for each day of scheduled ESY services. A method of delivery of materials will be outlined in each student's individual learning plan.

#### Teacher responsibilities:

- Update the Individualized Distance Learning Plans in consultation with parents/guardians, school social worker, related service providers, tribal representatives, and other team members.
- Prepare materials for each student based on the student's IEP and grade level standards for each day of the school closure.
- Make daily contact with each student according to the individualized distance learning plans.
- Provide on-line resources for parents/guardians who have requested additional resources. On-line activities will not be required work.
- Be available via phone, email. Google Meet, Zoom, google hangout for student assistance and consultation Monday through Friday from 8:00 am to 11:00 am, unless the Individualized Distance Learning Plan details alternative times.
- Document all learning activities provided and communications with students and parents. Documentation could be done in SpEd Forms Communication Log, through a Google Document, or other similar mechanism. Some teachers have indicated they will have a google folder for every student to keep track of plans, activities and communication-great idea!
- Collect Data
  - Work samples, work completed, Progress on grade level standards - assign grades
  - Progress towards IEP goals and objectives
  - Plan for measuring a student's skill level upon student return in order to determine if changes need to be made to their IEP.

- Complete Due Process according to guidance from the Northern Lights Special Education Cooperative (NLSEC) and MDE

Student responsibilities:

- Complete assigned tasks
- Interact with teachers and school staff according to the Individualized Distance Learning Plans
- Return completed tasks according to the Individualized Distance Learning Plans

### **Equitable Practices**

The priority of the Northern Lights Academy is to provide equitable educational services for any student who meets the criteria to participate in Extended School Year Services (ESY). Each student enrolled into the NLA has been placed at the NLA by an IEP team decision and receives special education services. ESY services are delivered based on decisions made by the IEP team decision and each student's needs which were identified in the special education evaluation.

Students meeting criteria for ESY services will have equitable access to programming, both during in-person days and distance learning days in order to maintain progress made on individual IEP goals and objectives.

### **Daily/Weekly Schedule**

The Northern Lights Academy has ESY services scheduled for July 13 - 17 and July 20 - 24, 2020 from 8:00am until 11:30am based on decisions made at IEP team meetings which reviewed each student's needs. There are a couple of IEP teams who made decisions to modify the ESY services to fit the needs of those students. Specific information regarding how students met the criteria for ESY services, what the needs are and how the NLA is going to meet those needs are contained in the ESY due process paperwork for each individual student.

### **Hybrid Model**

Students attending ESY services using the hybrid model will be divided into two groups.

The first group will attend in-person on Monday and Wednesday each week. On in-person days, they will work with the special education teacher and other NLA staff on skills identified in their IEPs and on curriculum standards. On Tuesday and Thursday, they will attend via distance learning. They will complete the tasks they bring home to complete which will reinforce the learning from the day before. The student will return the completed tasks the next in-person day. On the last day of ESY services for this group (a distance learning day), a parent/guardian or the student will take a picture of the completed work and email it to the teacher or the work can be picked up by an NLA staff member.

The second group will attend in-person on Tuesday and Thursday each week and Distance Learning on Monday and Wednesday. The first day's work will be delivered on July 10th. On in-person days, the special education teacher will review the work completed at home and will teach skills. On Distance Learning days, the student will practice skills learned in-person. Work completed during distance learning days will be brought back to school on the following in-person day.

### Distance Learning Model

Students engaging in ESY services using a distance learning model will receive work for distance learning in individual packets on July 10th. The Special education teacher and other NLA staff will make daily contact using the communication method set up in the Individualized Distance Learning Plans. The special education teacher will work with the parents on the best method of returning completed work (taking a picture and emailing the picture to the teacher or having work picked up on July 24th).

### Internet and Device Access

2020 ESY services are planned based on student need and are mainly focused on social skill instruction and other curriculum based standards which require the practice of interacting appropriately with peers and staff. The internet and devices are not necessary to work on these skills. The Northern Lights Academy collected information from individual families about broadband access and technology equipment prior to the end of the school year. For the reason that some families do not have broadband access or equipment, the NLA has developed an equitable learning plan that doesn't require technology to ensure that all students can continue to learn and maintain progress on the curriculum standards and IEP goals and objectives.

### Nutrition/Summer Food Program

The Northern Lights Academy is following the guidance from the MN Dept of Education regarding the provision of nutrition for any student in need who is attending ESY services. During regularly scheduled school days when school is in session, NLA works with the Cloquet Schools to provide meals for students. During ESY services, the Northern Lights Academy is following these steps in order to provide meals to students or assist parents/guardians in getting meals if needed:

### Hybrid Model

- On in-person days, NLA staff will access the summer food program meals available from the Cloquet School District for lunch. A continental type breakfast will also be provided consisting of cereal, milk and either juice or fruit.
- Meals will be sent home on the in-person days for the distance learning days.

### Distance Learning Model

If a student is needing meals during Distance Learning, the NLA staff will assist parents in getting connected with the summer meals available in their referring district.

### Family and Student Communication Plans (Written and Oral Communication Strategies)

The Northern Lights Academy staff use the following written and oral communication strategies to facilitate communication with students and families:

- NLA staff ask parents/guardians about their preferred methods of communication and then proceed to use those methods to communicate when needed. The possible options are: notes home, copies of point sheets and other data collection tools sent home, phone calls, text messages, emails, google meet virtual meetings, etc.

- NLA staff make contacts with parents daily during regular and ESY school sessions.
- NLA staff also send copies of all IEP and other due process paperwork as well as Individualized Distance Learning Plans so parents have a paper copy to read during discussions. If parents prefer an emailed copy, they are sent by email as well as in the regular mail.
- If special education teachers are having a difficult time connecting with parents/guardians, the NLA school social worker or the NLA administrator reach out using multiple methods. If all of those attempts are unsuccessful, the NLA administrator enlists assistance from the Indian Education Director or other community supports.

### **Specific Student Group Information**

#### **Hybrid Model -**

- Students Receiving Special Education Services: The Northern Lights Academy is following the guidance from the MN Dept of Education regarding special education services during summer programming. The Northern Lights Academy is a level IV special education school and all students have an IEP-Individual Education Plan. There is also an Individualized Distance Learning Plan that is updated for each student to guide the services the student receives during the distance learning portion of the hybrid model.
- English Learners: The Northern Lights Academy is following the guidance from the MN Dept of Education regarding English Learners. The school district remains responsible for educating English learners. At the present time, the NLA does not have any English learners.
- American Indian Students: The Northern Lights Academy continues efforts to stay connected and foster positive relationships with the American Indian students enrolled in the NLA. The Indian Education Director for the Cloquet School District assists staff at the NLA to provide school services to American Indian students in a collaborative and equitable manner. When an issue arises, the Indian Education Director assists NLA in solving the issue.
- Students Experiencing Homelessness or Housing Instability: The Northern Lights Academy is following the guidance from the MN Dept of Education regarding Students Experiencing Homelessness and Housing Instability. NLA student's special education teacher will continue to be in daily contact (phone, email, virtual meetings) with each student and his/her parents/guardians. The teacher will gather information from a parent/guardian if there is a change in a student's housing situation. This information will be reported to the NLA District Homeless Liaison who will follow the NLA Families in Transition plan. If there is a concern that a student may be homeless or experiencing housing instability and the special education teacher is not able to reach a parent, the NLA administration will contact other supports to assist with contacting parents/guardians. Other supports may include: Indian Home School Liaisons, resident/referring district administration, county health and human services, etc. All efforts to follow the NLA Families in Transition Plan will be documented by the NLA District Homeless Liaison and NLA administration.
- Migrant Students: The Northern Lights Academy is following the guidance from the MN Dept of Education regarding Migrant Students. The school district remains responsible for educating all students, including migrant students. At the present time, the NLA does not have any Migrant Students.

#### **Distance Learning Model -**

- Students Receiving Special Education Services: The Northern Lights Academy is following the guidance from the MN Dept of Education regarding special education services during summer programming. The Northern Lights Academy is a level IV special education school and all students have an IEP-Individual Education Plan. There is also an Individualized Distance Learning Plan that is updated for each student to guide the services the student receives during the distance learning.
- English Learners: The Northern Lights Academy is following the guidance from the MN Dept of Education regarding English Learners. The school district remains responsible for educating English learners. At the present time, the NLA does not have any English learners.
- American Indian Students: The Northern Lights Academy continues efforts to stay connected and foster positive relationships with the American Indian students enrolled in the NLA. The Indian Education Director for the Cloquet School District assists staff at the NLA to provide school services to American Indian students in a collaborative and equitable manner. When an issue arises, the Indian Education Director assists NLA in solving the issue.
- Students Experiencing Homelessness or Housing Instability: The Northern Lights Academy is following the guidance from the MN Dept of Education regarding Students Experiencing Homelessness and Housing Instability. NLA student's special education teacher will continue to be in daily contact (phone, email, virtual meetings) with each student and his/her parents/guardians. The teacher will gather information from a parent/guardian if there is a change in a student's housing situation. This information will be reported to the NLA District Homeless Liaison who will follow the NLA Families in Transition plan. If there is a concern that a student may be homeless or experiencing housing instability and the special education teacher is not able to reach a parent, the NLA administration will contact other supports to assist with contacting parents/guardians. Other supports may include: Indian Home School Liaisons, resident/referring district administration, county health and human services, etc. All efforts to follow the NLA Families in Transition Plan will be documented by the NLA District Homeless Liaison and NLA administration.
- Migrant Students: The Northern Lights Academy is following the guidance from the MN Dept of Education regarding Migrant Students. The school district remains responsible for educating all students, including migrant students. At the present time, the NLA does not have any Migrant Students.

### **Tribal Considerations**

The Northern Lights Academy is following the guidance from the MN Dept of Education regarding Tribal Considerations.

NLA Administration has consulted with the Director of Indian Education of the Cloquet School District regarding the Summer Programming Plan. The plan will also be submitted to the Tribal Liaison in the Office of Indian Education on or before June 30, 2020 in order for the Tribal Nations to review them for equitable services to American Indian students.

The Director of Indian Education shared that a staff member from the Indian Education Services for Cloquet will be available to assist with American Indian students throughout the ESY Hybrid or Distance Learning when



needs arise. The Indian Education staff is available to contact students and parents/guardians, encourage students to engage in learning activities, check in on mental health, assist when a child experiences home instability, and other possible ways. The NLA special education teachers will have regular contact with the Indian Education staff member in order to prevent any issues or to solve issues as soon as possible.

### **Student Relationships/Connections**

The Northern Lights Academy is following the guidance from the MN Dept of Education regarding student relationships and connections. The staff at NLA routinely use the information from the Search Institute's developmental relationship framework which details the five aspects which are known to promote relationships (express care, challenge growth, provide support, share power, and expand possibilities). Staff use the following strategies to strengthen the relationships and connections they have with students:

#### **Hybrid Model**

- Greeting students as they enter
- Check in with how students are and what they have been doing
- Work together to develop tasks to take home to do which address curriculum standards and IEP goals/objectives
- Use games to foster social skills
- Use the preferred method of daily contact for the days when the student is distance learning

#### **Distance Learning Model**

- Greeting students
- Check in with how students are and what they have been doing
- Ask how they are doing on the assigned tasks which were taken home and help them complete the work if needed
- Use the preferred method of daily contact consistently, but be willing to change it if the student or student's family need it to be changed

### **Family Engagement Strategies**

The Northern Lights Academy is following the guidance from the MN Dept of Education regarding the engagement of students and families. The staff at NLA is using the following procedures to engage students and families:

#### **Hybrid Model**

- The Northern Lights Academy school social worker will contact each of the NLA students and parents/guardians weekly during ESY. The NLA social worker is responsible for providing mental health support weekly as well as helping parents/families to connect with community supports when needed.
- The special education teacher working with students during the hybrid in-person days will send home a brief communication with information regarding the following:
  - Skills worked on during the in-person session
  - Social skill performance during the in-person session (point sheet)
  - Information regarding assigned tasks during the distance learning session and reminder of time

- of NLA staff contact during the distance learning session
  - o Reminder of next in-person session
- The Northern Lights Academy Assistant Director of Special Education is available to problem solve if there are issues arise or when parents/guardians have questions.

### Distance Learning Model

- Case managers set up the method of daily contact with each student and his/her parents/guardians during conversation to update the individualized distance learning plan. Case managers offer the use of phone calls, text messages, emails and video conferencing. Parents/guardians make choices based on which method works best for their child and their family's schedule and needs. Parents/guardians also choose what time of day works best for the contacts.
- During ESY services, case managers check in regularly with parents/guardians to revise the plan as needed when things are not working or when another option would improve the process. Revisions can be made regarding the method of contact as well as the time of day for the daily contact.
- The Northern Lights Academy school social worker will contact each of the NLA students and parents/guardians weekly during ESY. The NLA social worker is responsible for providing mental health support weekly as well as helping parents/families to connect with community supports when needed.
- If case managers are unsuccessful at assisting a student and providing access to services, the NLA administrator will work with the school team and other community resources to make contact with the student and his/her parents/guardians to problem solve and figure out a way for the student to access the services. When a solution is determined, the student's individualized distance learning plan will be revised to include the solution.
- The Northern Lights Academy Assistant Director of Special Education is available to problem solve if there are issues arise or when parents/guardians have questions.

### Mental Health Support

The Northern Lights Academy is following the guidance from the MN Dept of Education regarding Mental Health and Wellness of students, staff, families, community, volunteers and contractors. The supports available and provided will be the same regardless of whether programming is delivered in a hybrid model or a distance learning model. Contact with students and families will be daily: in-person, phone calls, text messages, emails, google meet, etc.

### Talking to Children about COVID-19 (Coronavirus)

Before school was closed on March 18, 2020, the NLA Social Worker facilitated lessons using the Brain Pop video on the COVID-19 virus and a youtube video on handwashing prior to the school closure starting. NLA staff were available to talk with students during school prior to the school closure to discuss their fears and anxiety and to answer questions. During the school closure order, NLA staff continued to have conversations to help students understand information about COVID-19 and to practice using skills and strategies to cope with their fears and anxiety.

The NLA School Social Worker and other staff will continue to be available to communicate with students who need to talk more about COVID-19 on an as needed basis during ESY services. This communication could be via in-person support and support during distance learning sessions by phone, email, text, note writing, journaling, etc.

## Mental Health and Well-being

NLA special education teachers will check in with students and their parents/guardians regarding their mental health during ESY services. If there are concerns, the special education teacher will contact the NLA social worker. The social worker will assist students and families in determining what supports are necessary to help address the concern. Services from the NLA social worker will be part of each student's individualized distance learning plan. Skills work will be included in the instructional materials each student receives and works on daily. The social worker will also communicate at least twice per week with each student and/or a parent/guardian of the student to check in. The social worker will also be available daily from 8:00am to 3:00pm by phone and email if a student and/or parent/guardian is in need.

The NLA social worker will communicate (email/phone) weekly to discuss current mental health services with NLA students. The NLA social worker will assist outside agencies as needed with communication with parents/guardians.

NLA special education staff will check in with each other on a daily basis regarding each other's mental health. The NLA staff already are a tight community and check in with each other due to the nature of a setting IV school and the closeness of its staff. If at any time a staff member has a concern regarding the mental health of another staff member, he/she will contact either the NLA social worker or the NLA administration to share the concern. If needed, staff will brainstorm with the person regarding addressing the concern.

If there is a need for NLA to address mental health concerns within the community, volunteers or contractors, the NLA administration will contact additional resources to find support to address the concerns.

## Transportation

### Hybrid Model

Students attending the Northern Lights Academy are referred for enrollment by twelve different school districts. Each referring school district is responsible for providing the transportation for the students to and from school following social distancing guidance from the MN Department of Health. The transportation department of each referring district is also required to follow through on the disinfecting and sanitizing guidance from the MN Department of Health.

### Distance Learning Model

There is no need for Transportation during Distance Learning.

## Attendance Supports and Expectations

The Northern Lights Academy is following the guidance from the MN Dept of Education regarding Attendance and Truancy. Attendance and truancy is addressed in each student's Individualized Distance Learning Plan. The NLA district policy regarding attendance and truancy will be reviewed and amended to include attendance and truancy as it related to distance learning during a future NLA board meeting. Attendance and all attempts to encourage attendance, as well as solve attendance issues will be documented.

### Hybrid Model

- Attendance will be based on the student physically being in the building during the in-person sessions.
- On days of distance learning, attendance will be based on whether the work tasks sent home to complete are returned finished and if they engaged during the daily contact with NLA staff.
- NLA staff will make a couple of attempts to contact the student/parent during the days the student is distance learning. If those attempts are unsuccessful, the school social worker or the NLA administrator will attempt to make the contact with the student. If needed, other community resources may be used to attempt to connect the student and his/her parents/guardians with school services.

### Distance Learning Model

- Attendance will be based on the student's completion of work and participation during the daily communication with his/her teacher. If the daily communication is a consultation with a parent/guardian, the teacher will ask about the child's work completion. If a child is not completing assigned tasks and not participating in the daily communication, a phone or virtual meeting will be held with the parent to help solve how to support the child in making progress.
- Case managers make a couple attempts (2 or more) daily using several different methods of contact (phone calls, texts, emails, and video conference invites)
- The school social worker will make multiple attempts using several different methods of contact.
- The NLA administrator will make attempts to contact the student and his/her parents/guardians. The administrator will also make contact with other community resources to attempt to connect the student and his/her parents with school services.
- If a parent chooses to opt the student out of ESY services, the NLA administrator will try to solve the issue which is making the parent opt the child out of services for ESY. If the parent is still choosing to opt the parent out of services, the parent will be asked to put the request in writing to refuse ESY services.

### Grading (Credit Recovery only)

The Northern Lights Academy does not have a credit recovery program, therefore, there is not a need to address grading for either model. NLA staff will collect and communicate to parents data regarding activities/tasks and student social skills usage during ESY services.