



## Distance Learning is Starting Monday, March 30th for TrekNorth Students

Hello Families!

We truly miss our students being in the building, but we have been working hard to create a solid distance program for our students with a built in system to maintain our strong relationships.

**We will be starting the Distance Learning Program on March 30,** and would like to highlight some items in our plan.

---

### DISTANCE LEARNING WEEKLY SCHEDULE

Students will be sent a weekly lesson plan on Friday of each week. The first Friday Weekly Lesson will be sent to their email or posted on Schoology this Friday, March 27.

Monday	Tuesday	Wednesday	Thursday	Friday
9AM Adv/CP	9AM Adv/CP	9AM Adv/CP	9AM Adv/CP	9AM Adv/CP
1st Hour 9:30-10:30	2nd Hour 9:30-10:30	3rd Hour 9:30-10:30	4th Hour 9:30-10:30	5th Hour 9:30-10:30
Office Hours 10:30-12:30	Office Hours 10:30-12:30	Office Hours 10:30-12:30	Office Hours 10:30-12:30	Office Hours 10:30-12:30

#### Student's Typical Day:

**9:00-9:30: CP/ Advisory:** All students will be required to check in to Advisory/ CP. This check in will look different daily and by teacher, but will take place on the Schoology Learning Platform. Some teachers will require live online meetings, some will require calls, some will require posts.

**9:30-10:30: Class:** Each class hour is assigned a specific day. Students will log into

Schoology at 9:30 for each class. Each teacher will then direct students to the lesson for the day. Teachers are preparing a variety of instructional methods to ensure students' success during this time. The learning during this time will look like, but not limited to, recorded videos, live sessions, online projects, readings, discussion posts, and/or journaling.

**10:30:12:30:** Students working independently on school work at home. If a student needs help or clarification, they are to email their teacher. Teachers are prepared to help students either through email, Google Voice, or a Zoom meeting.

---

## **HOW DOES MY STUDENT ACCESS THEIR WORK/ CLASS?**

**Students with access to the internet:** Monday through Friday students with access to the internet will be required to attend a live class as scheduled with their teachers between 9AM and 10:30 AM. Students that do not log in and attend class will be counted as absent. Teachers will also post lessons and assignments for the following week on Fridays for students to access .

**Students without access to the internet** will be given the same materials/objectives, and will be working with their case manager to receive and return lessons and materials. Materials will be given and picked up on Fridays in arrangement with their case manager. Case managers will be reaching out to make arrangements by Friday March 27. Teachers will make contact with students by 12:30 pm Monday through Friday via phone call for a connection and attendance purposes.

---

## **SCHOOLY AND PARENT ACCESS CODES:**

**Schoology:** Students will receive communication and lessons from their teachers through Schoology. Students can access Schoology and all other software programs from our website. Each teacher will set office hours and host Zoom Meetings to answer questions and give directions on assignments. However, if your student is unable to attend during these times, they can still complete the work and communicate with the teacher by posting comments/questions in Schoology or via email. Parents can be added to Schoology with a Parent Access Code. If families want a Parent Access Code for their student's classes, email the specific teacher and request the code.

**Parent Access Code:** Contact specific teacher for your student's Parent Access Code. These codes are individualized by students and this info is confidential. To protect students' data privacy, we ask that you contact the specific teacher and it will be sent via your preferred email.

---

## COMMUNICATION AND CONTACT QUESTIONS

- **GENERAL NOTICES:** TrekNorth will continue to communicate to parents through our PowerSchool messaging system with automated phone calls, texts, and emails. If throughout this time, you need to change your phone number or email, please call the school at 218.444.1888 with that info.
  - **WEBSITE:** We will also keep all of our information up to date on the district website [www.treknorth.org](http://www.treknorth.org), as well as TrekNorth social media accounts. We currently have a Facebook page. If you are not following our Facebook page, now is a great time to do so: *TrekNorth Sundogs*
  - **TEACHERS:** Emailing a teacher is one of the best ways to communicate if you have questions regarding a class. You can locate the teacher's email address by visiting the [TrekNorth Staff](#) page.
  - Questions regarding **mental health counseling, 504 plans, your student's 20-21 schedule, graduation plans**, email Rebecca Snyder at [rsnyder@treknorth.org](mailto:rsnyder@treknorth.org).
  - Questions regarding **Special Education Programming**, email [mlarson@treknorth.org](mailto:mlarson@treknorth.org)
  - Questions regarding **discipline, online concerns, social media concerns**, email Erica at [eharmsen@treknorth.org](mailto:eharmsen@treknorth.org)
  - **General concerns and questions** regarding TrekNorth during the Distance Learning period, email Kristin at [kgustafson@treknorth.org](mailto:kgustafson@treknorth.org)
- 

## ATTENDANCE

Students who have access to the internet will earn attendance through logging into Advisory/College Prep at 9:00 and their class at 9:30. Students without the internet will be put on an individual plan with an assigned case manager for

additional support and will have daily contact made by their teacher on the class schedule for that day via phone.

If a student has not logged in during a class period or had contact with their teacher for three days, Rebecca or Erica will contact the parent/guardian. We will continue to follow this plan to check on students and provide any assistance that may be needed. Kirby will be monitoring online attendance.

- If you need to call and excuse your student for the day, please contact Kirby at [kganske@treknorth.org](mailto:kganske@treknorth.org) or call the school.

---

## TECHNOLOGY

**Technology:** TrekNorth has provided devices based on the results of the technology survey. Jen is prepared to assist you remotely if there is a problem with your student's computer.

If you ever are in need of tech support, email Jen at [techsupport@treknorth.org](mailto:techsupport@treknorth.org) and she will troubleshoot with you.

If you need to exchange your device, email Jen at [techsupport@treknorth.org](mailto:techsupport@treknorth.org) or call the school to arrange a pick-up.

---

Lastly, we want to thank you for your continued patience and support during this time, and encourage you to reach out to us with any concerns or questions.

Stay safe, Sundogs! We hope to see you soon,

Kristin ([kgustafson@treknorth.org](mailto:kgustafson@treknorth.org)) and Erica ([eharmsen@treknorth.org](mailto:eharmsen@treknorth.org))

