

COVID-19 Communication Plan

Ashby Public School 2019-2020

March 30th, 2020



Ashby Public School

Ashby Public School and its administration have continued to closely monitor the situation regarding the coronavirus or COVID-19. We continue to receive updates from the Minnesota Department of Education (MDE), and the Minnesota Department of Health (MDH), who have been working closely with the Center for Disease Control (CDC). It is our intent that as we receive these updates we communicate them clearly with the students, families, community members and staff of Ashby Public School to not only ensure the safety of our school and community but also to assure families that we will continue to provide the very best education and educational related services during this challenging time.

COVID-19 Communication Details

Frequency of Communication

Ashby Public School is committed to ensuring that students, families, and staff remain informed throughout the period of time our students are receiving distance learning. Each week, the administration will deliver a district update using our Instant Alert system. The information from these messages will also be located on the district website under “Coronavirus Updates”. Families not currently receiving district updates from our Instant Alert system can sign up by calling the district office.

Methods of Communication

Ashby Public School will continue to hold normal office hours through the duration of the distance learning period of 7:00 am - 4:30 pm, Monday through Friday. Teaching staff will hold office hours of 10:00 am - 3:00 pm, Monday through Friday. During this time, parents and students can contact teachers through our communication platforms. Each teacher will indicate the best way to reach them during their office hours.

- Instant Alert (District Communication)
- ClassDojo (*Soon to be phased out and replaced with Seesaw*)
- Seesaw (*Information regarding registering for this new communication tool coming soon.*)
- Email
 - Principal: Jon Moore: jmoore@ashbyps.org
 - Superintendent: Al Niemann: aniemann@ashbyps.org
 - District Staff Directory: [APS Link](#)
- Phone: (218)-747-2257

Distance Learning Plan

Ashby Public School’s Distance Learning Plan can be found on our district website.

- [Distance Learning Plan Link](#)

Hours of Operation

Ashby Public School will operate during the following hours Monday through Friday:

- School-aged Childcare: 7:00 am - 5:30 pm
 - (7:00 am - 8:00 am) - Before School Program
 - (8:00 am - 3:15 pm) - School-Aged Child Care Program
 - (3:15 pm - 5:30 pm) - After School Program
- District Office Hours:
 - 7:00 am - 4:30 pm
- Meal Delivery
 - 9:00 am - 11:30 am
- Meal Pick Up / Resource Pick Up (in-town families or those who missed delivery)
 - 10:00 am - 1:00 pm (please enter through door 12 by the cafeteria only)
- Teacher Office Hours
 - 10:00 am - 3:00 pm

Meal Service

All families qualify for a free breakfast and lunch Monday - Friday. It is our mission to continue to provide these meals to families who wish to have them throughout the Distance Learning period. To sign up for meals please contact the district office via phone or email.

- Meals will be delivered between 9:00 am - 12:00 pm
- If no one will be home during the delivery period, please leave a cooler or box at your front door to leave the meals in.
- Be sure pets are leashed for the safety of our staff who are delivering meals. Meals will not be delivered if **any** unsafe condition exists at the point of delivery.

Child Care

Families who have parents/guardians working under the Tier 1 or Tier 2 categories for essential workers outlined by Governor Walz are eligible for free school-aged childcare. The list of jobs under each of these tiers is located on our website. We ask that families keep students home from this program should they have any symptoms of the coronavirus. (see hours of operation above)

Counselor Check-in

Students and families are able to check in with the school counselor by calling the school directly or by filling out the following link:

- Family Mental Well-being Survey: <https://forms.gle/bBrxEoXMb58FRBP98>
- Counseling session referral: <https://forms.gle/7NHV8bHhPFNhoDT9A>
- Student Mental Well-being Check-in Survey: <https://forms.gle/PRTTruVkJAdjXLwKAT8>

Additional Resources

- Minnesota Department of Health:
<https://www.health.state.mn.us/diseases/coronavirus/index.html>
- Minnesota Department of Education:
<https://education.mn.gov/MDE/index.html>
- Center for Disease Control and Prevention:
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>