

eLearning



SciTech Academy Charter School

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Distance/E-Learning at SciTech Academy

March 18, 2020: Governor Tim Walz ordered schools to be closed by March 18, and gave schools from March 18 - March 27 to plan for distance/e-learning in case of a need for a longer school shut down due to the spread of COVID-19. During this time, teachers at SciTech Academy sent home work packets for students and assigned online learning through two digital curriculums: IXL and Moby Max. Staff worked together to plan for distance learning, care of students of emergency workers, and food programming for families.

Distance Learning Plan Overview

SciTech Academy will provide distance learning in several ways: weekly instructional packets will be delivered to students in their homes, teachers will hold live sessions online daily, and there are two digital curriculums already in place for E-Learning.

- Weekly Instructional Packets will be delivered to students on Fridays
- Teachers are available through their emails, Google Chat, or IXL Chat during student hours (9am - 3pm)
- Students are expected to do assignments from 9am-3pm
- Teachers are expected to be available from 8am-4pm Monday - Friday on scheduled school days.
- [Calendar for Distance Learning](#)

Digital Curriculums

MobyMax lends itself to independent practice both at school and at home. Instead of assigning worksheets, we use the platform for E-Learning and to design contests for homework

IXL is a comprehensive tool that provides practice in Math, Language Arts, Science and Social Studies

<https://www.mobymax.com/signin>

<https://www.ixl.com/signin/scitech>



Distance Learning Plan for Families

1. Every child will have a 30 minute live session with their teacher each day. Middle school students will need to watch their teachers' schedules as they may have more than one session in a day. They will work with Mr. Vopat as well as Ms. Ahmed.

Classes are scheduled as follows	
Time	Grade
9:00 AM	5th
9:30 AM	3rd
10:00 AM	2nd
10:30 AM	Kindergarten
11:00 AM	4th Grade
11:30 AM	Mr Vopat 6/7
12:30 PM	1st Grade
2:30 PM	Ms Ahmed 6/7

2. Students will receive packets and instructions from their teachers on how to schedule the rest of their school day and what work to complete.
3. Students are expected to be “in school” at home from 9:00 am – 3:00 pm.
4. Teachers are available from 9:00 am – 3:00 pm to help students or answer any questions they have.
5. Students and parents can access teachers through IXL, Moby Max, or the teacher’s email.
6. New student work will be delivered to families every Friday by the transportation company, and complete work will be picked up by support staff to be returned to the classroom teacher.
7. Parents/Students are expected to return class work in the bag in which it was delivered.



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8. Students are expected to do their work each day. Teachers will be taking attendance. Students who do not show up for live sessions and/or who do not complete work will be considered absent.
9. Please contact your child's teacher if you have any questions about school work or websites. The office cannot help you and will refer you back to your teacher.
10. Links will be posted on the school website to help easily access teacher pages and other websites that students need.
11. Usernames and passwords for students will be included in their Instructional Packets. If you misplace a username or password for your student email the teacher or info@scitechacademymn.org

Distance Learning Plan for Teachers

Instruction

1. Live Sessions: Every teacher is required to have one live session with their students each day. This is a time that new teaching can happen and students will know it is there time to be online. The live session can be a live stream, a pre-recorded teaching video, or a teaching video from another website. The purpose of the live sessions are to give teachers the opportunity to teach a new skill based on Minnesota state standards.

Classes are scheduled as follows:

Live Session Schedule	
Time	Grade
9:00 AM	5th
9:30 AM	3rd
10:00 AM	2nd
10:30 AM	Kindergarten
11:00 AM	4th Grade
11:30 AM	Mr Vopat 6/7
12:30 PM	1st Grade
2:30 PM	Ms Ahmed 6/7



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2. Instructional Packets: Teachers will provide packets of work to go with the new teaching that is provided in the live sessions each week. The packets will have a schedule for the day for students to follow and clear instructions for the expectations of the work given to students. Instructional packet work will consist of practice worksheets, work to complete in notebooks, educational projects, assigned reading, and/or other types of assigned work. Teachers may assign digital lessons in IXL and Moby Max platforms. All classrooms currently have online accounts in these programs and students are familiar with them. Teachers can also assign Epic, BrainPop, and other digital programs already used in the classroom.
3. Assessment/Student Achievement: Teachers will use multiple tools to measure student achievement during the distance learning program. Formative assessment will be used to inform instruction as much as possible when looking at completed student packets and during check-ins and discussions with students through email, phone call, or one of the learning platforms being used. Summative assessments will be used at the end of units of study. Paper or online quizzes or exit tickets may be used to show mastery of learning targets. Because there will not be MCA testing, and there may not be Fastbridge testing, teachers will collect and record data to monitor student progress.
4. Scheduling and Delivery: Packets will contain work for Monday – Thursday, students will spend Friday mornings completing any work that is unfinished and packets will be picked up on Fridays by the transportation company. Packets for the next week are to be completed and packed by the classroom teacher on Wednesdays and will be delivered on Fridays by the transportation company.

School Day and Attendance

1. School Day: Students are expected to be “in school” at home from 9:00 am – 3:00 pm. Parents and students will be responsible for the amount of time students are working at home.
2. Attendance: Teachers will take daily attendance by recording the students who made it to the live session and/or by an attendance reply in Google Classroom or SeeSaw. Attendance will be taken on JMC as usual, and students who are not reporting to school will be listed and sent to administration who will contact families to resolve any issues or misunderstandings the family may be having.

Teacher Availability

1. For Students: Teachers will be available for students from 9:00 am – 3:00 pm. Teachers are required to watch their emails or other communication avenues and respond to students/parents within 5 minutes unless on a live session, on a call from another student, or on lunch or bathroom break. Teachers schedule a 30 minute lunch break into each day for themselves and for students. If multiple students are having the same issue, a few minutes of the next live session should



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address that issue. Just as in a regular school day, teachers will be available to help their students.

Teachers will be accessible through their email, IXL, MobyMax, and Google Classroom or SeeSaw. Whichever is easiest for the student and/or the parents. Teachers will contact each student each day through one of these services.

2. Call Logs: Teachers will keep a call log of communication with families (this *does not* include communication with students which will be happening multiple times during the day), including when a support staff member was directed to contact a family. The call log will include the date and time of the call/communication, what type of communication (phone, email, etc.), who they contacted, and what was communicated. If a support staff member made the call, that will be included as well as what information families communicated to the support staff member.

3. For Staff: Teachers will be available for administration and other staff from 8:00 am – 4:00 pm, noting that they will be concentrating on student needs from 9:00-3:00.

Special Education Staff

Due to the mandatory school closure by the governor of Minnesota, all face to face contact with students will be suspended until they return to the school building.

1. General Instruction: All Special Education students will receive individualized work within their general education instructional packet bags. This work will be targeted to the goals in their IEP (Individualized Education Program), and will be monitored by the Special Education teacher. The Special Education teacher will check in with students daily to monitor progress and give support. All Special Education staff will be available to help students and can be contacted by email or through classroom teacher platforms.

2. Students with 1:1 Paraprofessional Support: 1:1 paraprofessional support will not be available in homes to students with this accommodation, but students with these services will receive daily check-ins from their assigned paraprofessionals.

Academic Intervention

Title I (Academic Intervention) teachers will be sending home packets of work that relate to the goals of students who take part in these groups. These will be delivered within the general education instructional packet bags. Intervention teachers will be checking in with students on a regular basis to help them with Intervention work and weekly school work. Intervention teachers can be contacted by email or through classroom teacher platforms.



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English Language Services

1. **Instructional Packets**: English Language Services will be provided for students via instructional packets that are targeted to the needs of each learner. These packets will be delivered to students within the general education instructional packet bags.
2. **Check-ins**: The English Language (EL) teacher will check in with students on a regular basis to monitor progress and to help with EL work and weekly school work. The EL teacher can be contacted by email or through classroom teacher platforms.

Support Staff

Support staff will be available each day from 8:00 am – 4:00 pm. They are available to translate calls between parents and teachers; to contact parents with information when a teacher is in live session or working with other students; to help with preparing materials that need cutting, bagging, etc.; to help prep and package instructional packets for the week. They will also help with packet delivery and pick-up and other tasks that are assigned to them by the administration. Support staff are assigned specific classrooms to help, but will help wherever needed as assigned by administration.

Professional Learning Communities

Professional Learning Communities (PLCs) will continue to meet twice per month. These groups will meet via Zoom, Google Hangout, or other visual meeting platforms and will not meet in the school building in accordance with the governor's order to stay at home.

Food Safety Procedures

Food Safety Procedure during Covid-19 Closure:

1. When the food arrives at the building, the delivery company places it in the kitchen counter.
2. The Food Manager checks if the food is in good condition, counts the number of meals we receive and collects the production papers.
 - a. Staff proceed to wash hands, put gloves on and protected gowns, and begin the preparation process.
3. Preparation process:
 - a. Pack each meal per student in three different paper bags
 - i. One for Breakfast
 - ii. Another for lunch
 - iii. Lastly milk, juice, apples go in a different bag
 - iv. Finally we pack the food in a large bag, including everything in one place
4. Giving Food to parents:
 - a. Parents drive-up to the Curbside of the cafeteria
 - i. They open the trunk, and we place the food there, while still keeping a six feet distance
 - ii. Count the number of students for each family
 - iii. Then wash our hands, change gloves between each drop off.
5. When we are delivering the food to the families
 - a. We pack the food, put it in a delivering box for each family
 - b. In a house we put the food at doorsteps, and have parents pick it up as soon as delivery person is six feet away
 - c. For parents who live in an apartment, we place the food that is in the box at the entrance door, and they have to wait until the delivery person is six feet away to grab it.
6. We store the leftovers in the fridge, for parents who changed their mind on a particular day.

Food Delivery

1. Delivery Methods: SciTech Academy's food services will use the "Grab& Go" delivery method. Families will drive up to the school to receive meals delivered to their car. Breakfast and lunch will be served.



A limited number of families will have food delivered to them due to lack of transportation. State consent forms for food delivery are complete for those families.

2. Days and Time of distribution: Families will pick up food at the school on Mondays and Wednesdays. They can arrive any time between 10:00 am and 1:00 pm. The meals distributed on Mondays will cover breakfast and lunch from Monday through Wednesday. The meals distributed on Wednesdays will cover breakfasts and lunches for Thursday and Friday. Meals will be distributed over spring break as well.

3. Expectations from Parents: Parents will drive up to the cafeteria curb and staff will hand them a bag/box with the food. Parents are asked to stay six feet away from staff. Staff will be wearing gloves to place the food in the vehicle.

Building Safety During Covid-19

Cleaning and sanitizing

All regular cleaning procedures will be followed at SciTech Academy. In addition, high-touch surfaces will be cleaned with disinfectant daily. High-touch surfaces include tables, doorknobs, light switches, faucets, keyboards, telephones, etc. The Daily Sanitation and Cleaning Checklist (see below) will be used by cleaning staff in the building. Manufacturer's instructions for all cleaning products will be followed and appropriate products will be used for food contact surfaces.

Daily Sanitation and Cleaning Checklist:

To Slow the spread of COVID-19

- Clean point of Entrance
 - Door Knob
 - Glass
- Clean stair railings (Front and Back)
- Front desk
 - Including phone
 - Table
 - Chair arms
 - Computer
- Copy Machines (Upstairs and Downstairs)
- All the door Knobs
 - Classrooms, bathroom, staff lounge
- Bathroom (Boys, Girls, & Staff)
 - Sink Handles
 - Bathroom doors
 - Door stalls
 - Refill essentials (toilet paper, paper towel, soap)
- Elevator
 - Exterior and Interior sanitize
 - Button of operations





Staff Expectations

1. Staff are expected to wash hands often with soap and water and for at least 20 seconds; to avoid touching their eyes, nose, or mouth with unwashed hands; and to stay home when sick.

2. Staff will be expected to work from home whenever possible. When in the building they are asked to practice “social distancing” by keeping at least 6 feet between themselves when in the building with other people. Anyone who is sick will be expected to stay home, and anyone who has had exposure to another person with a confirmed or suspected case of COVID-19 will be asked to stay home for the period recommended by experts such as the CDC and MDH.



Resources and Guidelines

[COVID-19 Updates Minnesota Department of Education](#)

[Student Instruction](#)

[Food & Nutrition Service Update](#)

[Supporting Students](#)

[COVID-19 Exclusion Guidance: Decision Tree for Symptomatic Individuals in Schools & Childcare Programs \(PDF\)](#)

[Coronavirus Disease 2019 \(COVID-19\) Print Resources](#)

[Stay Home If You're Sick \(PDF\)](#)

[Infectious Diseases in Childcare Settings and Schools Manual](#)

[Wash your hands!](#)