Phase III
Distance/eLearning PLan

SciTech Academy Charter School

Distance/E-Learning at SciTech Academy

Introduction:

Scitech Academy's third phase, follows Minnesota's scenario III which means all students will be distance learning at home. SciTech Academy will provide distance learning in several ways: online classes and video lessons will be accessed by students on their electronic devices at home. There are multiple digital curricula in place that can be accessed for e-learning. Assignments will be available in an online platform, and any assignments that cannot be completed online will be delivered to families and/or picked-up by families every Friday. Students will be required to attend all online class sessions and to complete online and packet work assigned by teachers.

Distance Learning Plan Overview

SciTech Academy will provide distance learning for a full school day for each grade level in several ways: weekly instructional packets will be delivered to students in their homes, teachers will hold live stream teaching sessions online according to their class schedule, and there are several supplemental digital curricula in place.

- Online classes and/or video sessions will be available for each class.
- Class work will be posted online.
- Weekly instructional packets will be delivered to, and picked up from students on Fridays.
- Teachers are available through their emails, Google Chat, or IXL Chat during student hours (8:30am - 3:00pm).
- Students are expected to attend school from 8:30 am-3:00 pm each day.
- Teachers are expected to be available from 8am-4pm Monday - Friday on scheduled school days
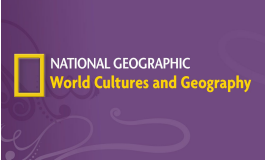
SciTech Academy Distance Learning Plan

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

Google Classroom- helps students and teachers organize assignments, boost collaboration, and foster better communication.

Seesaw- is a platform for student engagement to do their best creative tools to take pictures, draw, record videos, and more to capture learning in a portfolio

Seesaw https://web.seesaw.me/	STEMscopes PREK-12 THE LEADER in PreK-12 STEM EDUCATION https://www.stemscopes.com/	National Geographic U.S. History American Stories
Google Classroom https://classroom.google.com/u/0/h	Wonders https://my.mheducation.com/login	NATIONAL GEOGRAPHIC World Cultures and Geography
MobyMax https://www.mobymax.com/signin	myPerspectives https://www.savvas.com/index.cfm?locator=PS2rBh	
IXL https://www.ixl.com/signin/scitech	Northern Lights nl.mnhs.org	

SciTech Academy Distance Learning Plan

Distance Learning Plan for Families

1. Students are expected to be "in school" at home from 8:30 am – 3:00 pm Monday to Friday.

2. Students will receive a daily schedule from their teacher.

    2.1. Students will be expected to join their teacher's online session for each subject.

    2.2. During the online session, students will be instructed what to do when the session is over.

    2.3. Students will work on their classwork during this time and will follow teacher instruction for completed work: immediate upload, folder to work on again later, or folder to send back to school on Friday.

    2.4. Teachers and/or EAs will be available to help students via an online platform during class time.

3. Students will have all of the materials they need
    3.1. Some student work will be through online curriculum.
    3.2. Some student work will be uploaded to SeeSaw or Google Classroom and can be completed online.
    3.3. Any work that cannot be completed online will be sent home on the Friday before these lessons begin.
    3.4. Parents are expected to have materials listed on the school supply list available for their children.
4. Students and parents can access teachers through IXL, Moby Max, or the teacher's email.
5. New student work will be delivered to families every Friday by the transportation company, and complete work will be sent back to school on Friday with the transportation company.
6. Parents/Students are expected to return class work in the bag in which it was delivered.
7. Students are expected to do all of their work each day.
    7.1. Teachers will take attendance before each online session; students are expected to attend every session to ensure they receive vital instruction.
    7.2. A student must have contact with their teacher each day or they will be marked absent according to state attendance requirements.
8. Links to all web pages will be posted on the school website for easy access.
9. Teachers will supply students with all usernames and passwords.

Special Education/504
    1. All families of special education students will have an opportunity to meet with the special education teacher and IEP team either online or in person to update their child's IEP for the new school year.
    2. Students will be scheduled online sessions to meet with their special education teacher to work on the goals in their IEP.
    3. Students will be scheduled online sessions and work as provided by their support service providers.
    4. Teachers will be notified of schedules so they can help remind students of their appointments
    5. Students will not be able to receive physical 1:1 services, but will have access to their special education teacher and/or assigned paraprofessional when they need help academically, socially, or behaviorally.

6. Students with 504 plans will work with their service providers and receive accommodations as appropriate during distance learning.

Academic Intervention

1. Students who qualify for academic intervention will have online sessions with their intervention teacher as scheduled at the beginning of the school year
2. Students will have online work to complete as assigned by their intervention teacher
3. Progress monitoring assessments will be taken online or verbally as determined by the intervention teacher
4. Teachers will be notified of schedules so they can help remind students of their appointments

English Language Services

1. Students who qualify for out of class English language services will have online sessions with their EL teacher as scheduled at the beginning of the school year
2. Students will have online work to complete as assigned by their EL teacher
5. Screening will be done online or verbally as determined by the EL teacher
6. Teachers will be notified of schedules so they can help remind students of their appointments

Support Staff

1. Support staff will be required to report to work Monday- Friday
   1.1. Monday- Tuesday they will work with their assigned teacher/ students
   1.2. Wednesday- Thursday they will work with their assigned teacher/ students
   1.3. Friday- All support staff will work from the building remotely with teachers.

Staff Safety Procedures

1. Staff will work in their classrooms, offices, or designated work areas in the school building M-F
2. Staff will maintain a distance of at least 6 feet between each other both while students are in the building and when they are not
3. Staff will limit their movement in the building as much as possible
4. There will be limited use of the staff lounge.
5. Staff using shared machines and tools must disinfect them before and after use.
6. All meetings will be held in a room large enough to maintain at least 6 feet between attendees, or will be held online.

1. **Screenings**
   1.1. A screening tool is required for all staff and is available for students and families
   1.2. All staff members must do mandatory screening each day before working in the building.
      1.2.1. Staff are required to document their temperature daily.

        1.2.2.   The Health Manager will share documents with staff and review daily.

    1.3.   All visitors will be screened upon entering the building (Review Visitor 1.1-1.7)

        1.3.1.   There will be a temperature check log and a symptoms check log

    1.4.   All students will be screened upon entering the building. They will also have follow-up screenings in their classrooms.

        1.4.1.   Each classroom teacher must check student temperature twice daily.

            1.4.1.1.   After lunch

            1.4.1.2.   Before dismissal

Screening Questions

2.   Any persons entering the building must ask themselves the following questions:

    2.1.   Have you experienced any of these following symptoms in the past 72hours?

        2.1.1.   Fever greater than a 100

        2.1.2.   Cough/shortness of breath

        2.1.3.   New lost of taste or smell

        2.1.4.   Nausea/vomiting/diarrhea

    2.2.   In the last 14 days have you:

        2.2.1.   Been in close contact with anyone who has been diagnosed with COVID19

        2.2.2.   Been placed on quarantine for possible contact of COVID19

        2.2.3.   Traveled abroad to an area of the country where it is recommended that you self-quarantine

3.   Positive Case Confirmation:

    3.1.   Upon notification of a positive test result, the Coronavirus Coordinator must be informed

        3.1.1.   Staff/Students can return following MDH/CDC guidelines

4.   **Visitor Safety**

    4.1.   Only one visitor/family will be allowed in the foyer at a time

    4.2.   All visitors over the age of 5 must wear a mask

    4.3.   All visitors will follow the screening procedure mentioned above

    4.4.   No visitor will enter the student area (beyond the foyer) unless they have a pre-scheduled appointment with a staff member

    4.5.   Staff member will be called by front desk

        4.5.1.   Staff member or appointee will come to escort visitor to designated meeting area

        4.5.2.   Visitors will not move through the building unescorted

    4.5.3.   Appointments will be scheduled before or after school whenever possible

    4.5.4.   All visitors escorted into the student area will wear a visitor's pass

  4.6.   Parents who come to school to pick up children during the school day will call the front office, and a staff member will escort the student to their parent

Food Safety Procedure

1. Curbside Pickup
   1.1. Parents will drive up to the Curbside of the cafeteria when they arrive, they will open the trunk, and we will place the food there while still keeping a six feet distance
       1.1.1. Count the number of students for each family.
       1.1.2. Wash our hands and change gloves between each drop-off.
2. Home Delivery
   2.1. Families will have food delivered to them due to a lack of transportation. State consent forms for food delivery are complete for those families.
   2.2. When we are delivering the food to the families, we will pack the food, put it in a delivery box for each family.
       2.2.1. When delivering to the house, we put the food at doorsteps and have parents pick it up as soon as the delivery person is six feet away.
   2.3. 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.
       2.3.1. We store the leftovers in the fridge, for parents who changed their mind on a particular day.
3. Days and Time of distribution:
   3.1. Food pick-up
       3.1.1. Families who want to pick up food will pick up food at the school on Fridays.
   3.2. They can arrive at any time between 8 am-4 pm. The distributed meals will be covered for both breakfasts and lunches. .
   3.3. When the food arrives at the building, the delivery company places it in the kitchen counter.
4. The Food Manager checks if the food is in good condition, count the number of meals we receive, and collects the production papers.
   4.1. Staff proceed to wash hands, put gloves on and protected gowns, and begin the preparation process.
   4.2. Preparation process:
       4.2.1. Pack each meal per student in three different paper bags
           4.2.1.1. One for Breakfast
           4.2.1.2. Another for lunch
           4.2.1.3. Lastly milk, juice, apples go in a different bag
           4.2.1.4. Finally, we pack the food in a large bag, including everything in one place

Safety

1. Cleaning and sanitizing

    1.1.   All regular cleaning procedures will be followed at SciTech Academy. In addition, high-touch surfaces will be cleaned with disinfectant daily.

    1.2.   High-touch surfaces include tables, doorknobs, light switches, faucets, keyboards, telephones, Water fountain.

    1.3.   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 according to MDH guidelines

1. Clean point of Entrance
    1.1. Door Knob
    1.2. Glass
2. Clean stair railings (Front and Back)
3. Front desk
    3.1. Including phone
    3.2. Table
    3.3. Chair arms
    3.4. Computer
    3.5. Pens (after each use)
4. Copy Machines (Upstairs and Downstairs)
5. All the door Knobs in the building
    5.1. Classrooms, bathroom, staff lounge
6. Bathroom (Boys, Girls, & Staff)
    6.1. Sink Handles
    6.2. Bathroom doors
    6.3. Door stalls
    6.4. Refill essentials (toilet paper, paper towel, soap)
7. Elevator
    7.1. Exterior and Interior sanitize
8. Building
    8.1. Water Fountain

8.2.   Hallways
    8.2.1.   Including walls and floor
8.3.   Classrooms
    8.3.1.   Smart board
    8.3.2.   Tables/ Desks & Chairs
    8.3.3.   Telephones
    8.3.4.   High touch areas in the classroom
    8.3.5.   Any items that has been used by more than one student
        8.3.5.1.   Learning Manipulatives

SciTech Academy 2020-2021- Reopening School Plan

Implementation Team:

Abdisallam Abdulle - Principal

Ayan Ibrahim - Operations Manager

Laura Ferguson - Instructional Leader

Bishar Yusuf - Dean of Students

Nasrin Haji - Health Manager

Ayan Abi - Food Service Manager

SciTech Academy Distance Learning Plan

<u>Resources and Guidelines</u>

[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!](#)