

# ***PHASE II***

## ***Hybrid***

### ***Learning Plan***



## **SciTech Academy Charter School**

**Contact information for SciTech Academy:**

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### **Introduction:**

Scitech Academy's second phase, follows Minnesota's scenario II which means students will have both in-class and distance learning instruction. Parents will have the option to sign up for **Distance Learning** if they do not feel comfortable sending their child back to the school building. In this case, SciTech Academy will provide distance learning in several ways: all classroom lessons will be available online so students can participate on their electronic device during in-class instruction. 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 available for parents to pick up and return every Friday.

### **Hybrid Learning Plan Overview**

1. SciTech Academy will provide hybrid learning as follows:
  - 1.1. Mondays and Tuesdays will be A- Day
    - 1.1.1. Students in A- Day will come to school on the two days listed above. For A-DAY Wednesday, and Thursday, and Fridays will be distance learning
  - 1.2. Wednesday and Thursday will be B-Day
    - 1.2.1. Students in B-Day will come to school on the two days listed above, and Mondays, Tuesdays, and Friday's will be distance learning
  - 1.3. Firiday Distance Learning Day
    - 1.3.1. Teachers are available 8:30 A.M- 12:00 P.M for students
    - 1.3.2. Teachers are available 12:30 P.M - 4:00PM for prep/PD
    - 1.3.3. Students are expected to be in school 8:30AM - 3:00PM working on online assignments
2. Special Education
  - 2.1. Some students may be assigned to come into school on their distance learning days
    - 2.1.1. The days they are not with their teachers they will meet with their SPED teacher
      - 2.1.1.1. Ex. Monday and Tuesday classroom teacher, Wednesday and Thursday SPED teacher, and vice versa.
3. Intervention
  - 3.1. Some students may be assigned to come into school on their distance learning days
    - 3.1.1. The days they are not with their teachers they will meet with their Intervention teacher
      - 3.1.1.1. Ex. Monday and Tuesday classroom teacher, Wednesday and Thursday intervention/ teacher, and vice versa.
4. Face to face instruction will be delivered for two days, and students who are distance learning will participate through online learning with their class.
  - 4.1. Students who are distance learning will have their assignment materials,
    - 4.1.1. A-Day students will pick their packets up from their teacher on Tuesday
    - 4.1.2. B-Day students will pick up their packets from their teacher on Thursday
    - 4.1.3. Both packets will be available online in Google Classroom & Seesaw
    - 4.1.4. Students who are only distance learning
      - 4.1.4.1. Parents will pick-up/return packets on Fridays and learning materials will also be available online
5. Teachers are available through their emails, Google Chat, or IXL Chat
6. Students are expected to do assignments from 8:30 am-3:00 pm, Monday-Friday.






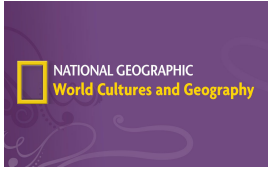



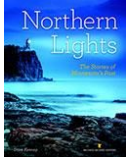
### Digital Curriculums

**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

 <a href="https://web.seesaw.me/">https://web.seesaw.me/</a>	 <a href="https://www.stemscopes.com/">https://www.stemscopes.com/</a>	
 <a href="https://classroom.google.com/u/0/h">https://classroom.google.com/u/0/h</a>	 <a href="https://my.mheducation.com/login">https://my.mheducation.com/login</a>	
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 <a href="https://www.ixl.com/signin/scitech">https://www.ixl.com/signin/scitech</a>	 <a href="http://nl.mnhs.org">nl.mnhs.org</a>	

## *1. Student arrival*

### **Arrival Procedure:**

1. Upon arrival, students will be dismissed off the school bus by rows front to back.
2. Upon entering the building student temperatures will be taken.
  - 2.1. If a high temperature is detected, the student will be placed in a designated area until a parent/guardian picks-up the student.
  - 2.2. The school's Coronavirus Coordinator will trace individuals who have had contact with any student who has been identified with symptoms of illness that require them to return home (Review Health 7.1)
3. Prior to getting breakfast, students will be provided with hand sanitizer by staff.
4. Students will be lined up to get breakfast, from the Breakfast Bar.
5. Students will grab their breakfast and eat in their classrooms.
6. Assigned staff will ensure a safe environment for all students as they move through the building.



## *2. Health, Food, and Safety*

### Health

1. Sanitation stations
  - 1.1. Each classroom
  - 1.2. Front entry
  - 1.3. Both stairwells
  - 1.4. Cafeteria entrance
2. Disinfecting wipes
  - 2.1. Each classroom
  - 2.2. Receptionist's area
  - 2.3. Each office
  - 2.4. Cafeteria
  - 2.5. Staff lounge
  - 2.6. Conference Room
  - 2.7. Media Center/ Library
3. After each of these transitions below students will be encouraged to take a handwashing break
  - 3.1.1. Arrival
  - 3.1.2. Dismissal
  - 3.1.3. Before and after lunch
  - 3.1.4. After coughing, sneezing (mandatory)
  - 3.1.5. After recess
4. Staff will implement a routine of surface cleaning in major touchpoint areas.
  - 4.1. Staff will report at staggered times depending upon hours of operation to ensure consistent disinfection practices while primary building employees are present.
  - 4.2. Custodial shifts will apply the full standard cleaning of all areas to be ready for the next day.
  - 4.3. Additional disinfecting will be performed prior to the arrival of students and staff.
  - 4.4. If there is a positive COVID-19 case in the building, the school will deep clean according to Minnesota Department of Health requirements.
  - 4.5. All students and staff will wear masks inside the building at all times.
  - 4.6. There will be disposable masks in the building in case students or staff come into the building without a mask.
5. Screenings

- 5.1. A screening tool is required for all staff and is available for students and families
- 5.2. All staff members must do mandatory screening each day before working in the building.
  - 5.2.1. Staff are required to document their temperature daily.
  - 5.2.2. The Health Manager will share documents with staff and review daily.
- 5.3. All visitors will be screened upon entering the building (Review Visitor 1.1-1.7)
  - 5.3.1. There will be a temperature check log and a symptoms check log
- 5.4. All students will be screened upon entering the building. They will also have follow-up screenings in their classrooms.
  - 5.4.1. Each classroom teacher must check student temperature twice daily.
    - 5.4.1.1. After lunch
    - 5.4.1.2. Before dismissal

### **Screening Questions**

- 6. Any persons entering the building must ask themselves the following questions:
  - 6.1. Have you experienced any of these following symptoms in the past 72hours?
    - 6.1.1. Fever greater than a 100
    - 6.1.2. Cough/shortness of breath
    - 6.1.3. New lost of taste or smell
    - 6.1.4. Nausea/vomiting/diarrhea
  - 6.2. In the last 14 days have you:
    - 6.2.1. Been in close contact with anyone who has been diagnosed with COVID19
    - 6.2.2. Been placed on quarantine for possible contact of COVID19
    - 6.2.3. Traveled abroad to an area of the country where it is recommended that you self-quarantine
- 7. Positive Case Confirmation:
  - 7.1. Upon notification of a positive test result, the Coronavirus Coordinator must be informed
    - 7.1.1. Staff/Students can return following MDH/CDC guidelines
- 8. **Visitor Safety**
  - 8.1. Only one visitor/family will be allowed in the foyer at a time
  - 8.2. All visitors over the age of 5 must wear a mask
  - 8.3. All visitors will follow the screening procedure mentioned above
  - 8.4. No visitor will enter the student area (beyond the foyer) unless they have a pre-scheduled appointment with a staff member
  - 8.5. Staff member will be called by front desk
    - 8.5.1. Staff member or appointee will come to escort visitor to designated meeting area



- 8.5.2. Visitors will not move through the building unescorted
- 8.5.3. Appointments will be scheduled before or after school whenever possible
- 8.5.4. All visitors escorted into the student area will wear a visitor's pass
- 8.6. 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

### **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

### **Food**

- 1. Breakfast Procedure
  - 1.1. Breakfast will be prepared in bags for each student.
  - 1.2. Breakfast will be grab and go to their classroom.
    - 1.2.1. Bags will be available at the breakfast bar.
    - 1.2.2. Breakfast bars will be located in the North hallway, and West hallway
    - 1.2.3. The students will line up in the hallway keeping at least 6 feet distance from each other to grab their breakfast.
    - 1.2.4. Staff members will assist students in their classrooms and will sanitize the area when the students finish eating their breakfast.
  - 1.3. Cafeteria and support staff will help teachers disinfect tables and collect trash.
- 2. Lunch Procedure
  - 2.1. There will be multiple lunch groups to minimize crowding in the cafeteria.
  - 2.2. Students will line up in the hallway maintaining at least 6 feet distance.
  - 2.3. They will enter the cafeteria and sit at a labeled table with their class
  - 2.4. Lunch will be served to students as they sit down.
  - 2.5. The staff will remind the students of the procedure and what the expectations are daily.
    - 2.5.1. Students will maintain at least 6 feet of distance while eating, making sure they don't share food with each other.



- 2.5.2. Staff will be walking around the cafeteria to monitor the students.
- 2.5.3. The students will remain in their seats until their teacher arrives to get them.
- 2.5.4. No more than one classroom will be in the hallway at a time.
- 2.6. After students are dismissed, staff will clean and sanitize the areas.
  - 2.6.1. There will be 15 minutes in between lunches for staff to clean and sanitize tables.

### **Cafeteria Modifications**

1. We will provide guidelines when necessary to ensure the safety of the students and everyone in the school. We will have posters on the walls to let the students know the daily expectations.
2. We will explore in class-meal options when needed.
3. Students will be numbered by using clicker upon entering the cafeteria.
4. Students will be spaced at least 6 feet apart.
5. The students will be reminded of the expectations daily.
6. There will be a one-way entrance and exit for the cafeteria to control the flow.

### **Lunch Supervision**

1. The staff will monitor the students closely to make sure everyone is following the protocol.
2. Students will take masks off only to eat, and put them back on when finished.
3. Staff will maintain distance to keep the environment safe
4. Staff will sanitize tables and high touch areas between lunches and during lunch if necessary.
5. Posters and physical guidelines will be posted in the cafeteria.

### **Food Safety Procedure for Friday's Only**

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 if they lack transportation. State consent forms for food delivery are completed 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. .



### Safety

1. Cleaning and sanitizing

1.1. All regular cleaning procedures will be followed. 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 fountains.

1.3. The Daily Sanitation and Cleaning Checklist (see below) will be used by cleaning staff in the building.

### **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. Bathroom stalls and doors
- 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

### ***3. Transition***

#### **1. Hallways**

##### **1.1. Water fountain**

- 1.1.1. Students will not drink from school water fountains.
- 1.1.2. Students are required to bring a clean water bottle from home daily.

##### **1.2. Hall traffic:**

- 1.2.1. Hallway traffic will be kept to a minimum.
- 1.2.2. Students are encouraged and expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
- 1.2.3. Students and staff must wear face coverings in the hall
- 1.2.4. Students and staff will avoid gathering in groups.

#### **2. Restrooms**

- 2.1. Staff will increase the amount of restroom disinfecting per day. Students will be allowed in the restroom 50% capacity.
- 2.2. There will be a staff member monitoring the capacity levels of the restrooms at all times.

- 2.3. We will be encouraging scheduling of whole classroom breaks to the restrooms to limit the amount of mingling and intermixing students of different classes.
- 2.4. The restrooms will consist of visuals pertaining to and encouraging social distancing guidelines and hand washing after use.



## 4. Classroom

### Classroom Safety Procedures

1. Students will be seated at least 6 feet away from each other
  - 1.1. Desks/Tables will all face the same direction to reduce Covid-19 transmission
  - 1.2. Students will sit in the same assigned seats each day
2. Teachers, support staff, and students will wear masks in the classroom.
3. Students will have their own pouch of supplies, they will not share materials with other students.
  - 3.1. Classroom materials will be sanitized after every use
4. Teachers will use visual aids, such as posters, directional signs, and anchor charts, to illustrate expectations in the classroom
  - 4.1. Social distancing and mask-wearing
  - 4.2. How traffic will flow within the classroom
  - 4.3. Using and managing supplies
  - 4.4. Procedures for eating breakfast in class
  - 4.5. Other guidelines or procedures teachers deem necessary
5. Specialist teachers (language, ELL, intervention) may work in the general education classroom.
  - 5.1. When pull-out instruction is necessary, students will be pulled only with students who are in the same class.
  - 5.2. Students will bring their own materials to specialist rooms.
  - 5.3. Specialist classrooms and materials will be disinfected between each group of children..
6. Teachers will disinfect surfaces and high traffic areas in the classroom throughout the day and at the end of the day

### **Instruction**

1. Teachers and students will follow all classroom safety procedures.
2. Classroom instruction will be delivered as in a regular school year with the following exceptions:
  - 2.1. New classroom safety procedures will be followed.
  - 2.2. Small group instruction will be provided for students on their in-class day.

- 2.3. During small group and individual instruction, teachers will distance from students as much as possible.
- 2.4. All whole group instruction will be online for students at home and any students who have opted for distance learning.
3. Friday is a distance learning day for all students.
  - 3.1. Teachers will connect with students to make sure work for the week is completed
4. Students will be assigned specific teacher-driven assignments on IXL and Moby Max.
  - 4.1. These may be assigned as a station activity or class assignment.
  - 4.2. These will be assigned during the week and as Friday afternoon work.
  - 4.3. Online platforms (Google Classroom, SeeSaw) will be incorporated into lessons to be used by both students in class and students who are distance learning.
  - 4.4. All student instructional materials needed for distance learning that are not available on an online platform will be picked up by students on their in-class day, or by parents of students who have chosen distance learning only.
    - 4.4.1. A-Day students will pick up packets in school on Tuesdays.
    - 4.4.2. B-Day students will pick up packets in school on Thursdays.
    - 4.4.3. Parents of Distance Learning students will pick up packets on Fridays.
      - 4.4.3.1. Friday will be the homework pick-up day to ensure their child has the necessary materials for the following week.
      - 4.4.3.2. They will return the current week's work on the same Friday.
  - 4.5. Middle school classes will follow additional procedures.
    - 4.5.1. Middle school classes will follow additional procedures.
      - 4.5.1.1. Students will carry all supplies with them throughout the day.
        - 4.5.1.1.1. Access to lockers will be minimized.
        - 4.5.1.1.2. Students will have binders and pencil bags/boxes for materials.
      - 4.5.1.2. Students will follow a transition procedure to ensure only one class will be in the hallway at a time.
      - 4.5.1.3. Students will have assigned seats in each class.
      - 4.5.1.4. Teachers will disinfect classrooms between each class.

#### **PE/ Recess**

1. Phy Ed/Recess will take place outside whenever possible.
  - 1.1. When outside, students will wear masks and social distance as much as possible.
  - 1.2. Students will sanitize hands before using the playground equipment.
  - 1.3. Students will wash and sanitize hands after PE/Recess.

### **Attendance**

1. Teachers will take attendance daily
2. Distance Learning students must attend all classes each day
  - 2.1. A student (or parent for youngest students) must have contact with their teacher to be considered present
  - 2.2. Teachers will take attendance of all home learners before each online lesson begins to ensure students are participating during the school day and are receiving vital instruction.

## ***5. Dismissal Procedure***

1. Staff will be present throughout the building during dismissal.
2. Each bus arrival will be announced through the intercom.
3. Students will be escorted out of the school one bus at a time to minimize traffic and close contact.
4. Students who ride vans will wait in family groups, 6 feet apart in the cafeteria, and a designated person will escort them to their van when it arrives.
5. Students whose parents pick them up will be seated by family, 6 feet apart, in the small gym
  - 5.1. Parents will wait outside in their vehicles.
  - 5.2. Students will be escorted to their parents by a staff member.
6. Students will be provided with hand sanitizer upon exiting the building

### **Transportation:**

1. Students will be encouraged to stay socially distanced while at the bus stops. This must be a joint effort between families, the transportation company, and school.
2. Bus and van drivers will take temperatures of all students before student pick-up.
3. Students will be required to wear a face mask while riding on the bus.
  - 3.1. Bus drivers are expected to have disposable masks to hand out to students in the event that a student does not have his or her mask.
4. Loading procedure
  - 4.1. Students will load the bus from back to front,
  - 4.2. Students will leave the bus from front to back..
5. School administration, in conjunction with the driver, will establish seating charts with social distancing in mind to the best of their ability. Students will be socially distanced as much as the capacity of the bus allows.
6. Hand sanitizer stations will be expected on each bus, and students will be encouraged to use it upon entry and exit.



## **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

### **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!](#)