

Hybrid Learning Plan



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Hybrid Learning Plan

Achieve Language Academy recognizes the importance of providing a consistent education for our students whenever possible. This document is intended to provide information for staff, students, and families on how education will continue during hybrid learning due to the COVID-19 virus. Please contact Dr. Curtis Windham (cwindham@achievemn.org) with any questions you may have.

COVID-19 is a respiratory illness caused by a novel (new) virus, and we are learning more about it every day. There is currently no vaccine to protect against COVID-19. At this point, the best way to prevent infection is to avoid being exposed to the virus that causes it. Stopping transmission (spread) of the virus through everyday practices is the best way to keep people healthy. Schools have been mandated to develop plans for the possible exposure or outbreak of COVID-19 in the school community.

(<https://www.cdc.gov/coronavirus/2019-ncov/index.html>)

** All families have the option to choose a full time distance learning program upon request for the 2020-21 school year.

What is the Hybrid Model?

- The Hybrid Model - sometimes called a Blended Model - includes social distancing of at least six feet between all people within the school building.
- The Hybrid model includes both asynchronous and synchronous learning. Three days a week will be spent learning at home and two days a week will be spent learning at school.
- Students will receive in person instruction during their days in the school building. Students at home will receive asynchronous instruction from their classroom teachers. Small group supports and specialists will meet with students on their distance learning days through scheduled Google Meets.
- This model limits the overall number of people within the school building and on buses to a maximum of 50%.
- During the Hybrid Model, care will be taken to ensure that siblings attend school on the same in-person learning days.
- Includes contactless pick up of meals and school materials for days that students and staff are not in the school building.
- Includes school-age child care for students of critical workers.

Communication:

- Communication with families will be incredibly important during the hybrid learning period. Families can email info@achievemn.org if their contact info (email, phone, or address) has change
- All conferences will be scheduled virtually during the hybrid model.
- Achieve will utilize email, text messages, and Remind messages to communicate with families. Updates throughout the hybrid learning model will also be posted on the Achieve website: <https://www.achievemn.org/coronavirus-update>.
- Interpreters are available for families at any time upon request.




















Instructional Models & Delivery of Instruction:

- Students may need to move between instructional models based on the level of COVID within the county, city or school community.
- During the Hybrid Model - each class will be divided into two groups - Green A and Blue B groups. Students will be learning in the school building two days a week and will be distance learning three days a week. Students will be assigned a group by October 9.
- Sample schedule:



November



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2  In-Person Learning	3  In-Person Learning	4  Distance Learning	5  Distance Learning	6  Distance Learning	7
8	9  In-Person Learning	10  In-Person Learning	11  Distance Learning	12  Distance Learning	13  Distance Learning	14
15	16  In-Person Learning	17  In-Person Learning	18  Distance Learning	19  Distance Learning	20  Distance Learning	21
22	23  In-Person Learning	24  Distance Learning	25  Distance Learning	26 No School	27 No School	28
29	30  In-Person Learning					

- Learning will be focused on skills aligned with the Minnesota Academic Standards.
- Achieve will move to a phased hybrid model of delivery when state metrics are met and the school is prepared to safely open for staff and students. There are different stages of opening within the hybrid model.
- Students will have both asynchronous and synchronous instruction during the hybrid model scenario.
- The primary tools for communication between teachers and families will be Google Classroom (2nd-8th grade), Seesaw (PreK-1st), student email addresses (3rd-8th

grade), parent email addresses, and Remind. Both Google Classroom and Seesaw make it easy for students to (a) communicate with their teachers and classmates; (b) receive work and resources; and (c) send assignments back to teachers.

- Teachers may also use other communication platforms, such as Flipgrid or Google Meet, to engage students in academic work.
- Instruction may take many forms throughout the hybrid learning process and may vary based on the age of the student. Possible formats include:
 - Teacher created pre-recorded instructional videos for students to watch that focus on teaching a concept.
 - Teachers may find quality already-created videos that directly address the standard(s) for students to watch.
 - Teachers sharing and utilizing textbooks, novels, articles, primary source documents, texts, or other supporting readings to guide students in thinking about a particular topic or skill.
 - Students engaging with educational, standards-aligned resources, such as Study Island, Prodigy Math, Reading Eggs or Math Seeds.
 - Printed assignments for students to complete at home and return to school on the next in school learning day.
 - Home and school learning projects
- To monitor students' understanding and provide interventions when necessary, teachers will utilize multiple forms of authentic assessment, such as:
 - Students submitting independent practice work for feedback.
 - Reviewing discussion board posts or conducting in class and live-stream discussions to ensure student understanding.
 - Online and in class quizzes.
 - State mandated standardized testing will only happen when students are in the classroom.

Lesson Guidelines

Weekly Schedules	<ul style="list-style-type: none"> Distance Learning Days: Each teacher will post a weekly schedule with assignments and expectations. This will be shared with specialists, special education, and other support teachers by Monday for the following week. This allows other teachers to prepare for student support needs. The weekly distance learning schedule will also provide live instruction and meet times. Online assignments will be posted by 7:15 a.m. on distance learning days. In School Days: A daily schedule will be provided to families for in person school days.
Special Education	<ul style="list-style-type: none"> The Special Education and other support staff will approve or provide specific accommodations or modifications back to classroom teachers by that Friday to allow teachers to make appropriate adjustments. As during the regular school year, general education teachers are responsible for adapting instruction to meet IEP, 504, and EL modifications but may utilize other support staff as resources in doing so.
Instructional Time: (Average Time Spent per Day)	<ul style="list-style-type: none"> Distance Learning Days: <ul style="list-style-type: none"> Pre-K <ul style="list-style-type: none"> Instructional Activities/Assignments 1.5-2.5 hours per day Grades K-5 <ul style="list-style-type: none"> Instructional Activities/Assignments 3-4.5 hours per day Grades 6-8 <ul style="list-style-type: none"> Instructional Activities and Assignments 5-7 hours per day In School Days: <ul style="list-style-type: none"> Breakfast will start at 7:25 a.m. Attendance will be taken at 8:00 a.m. Lunch will be served at 11:30 a.m. Dismissal is at 12:00 p.m.
Expectation for both In Person and Distance Learning Days	<ul style="list-style-type: none"> Students are required to participate in classroom learning activities. Completion of work during the school day is also required. Attendance will be taken on a daily basis.

Hybrid Attendance

In Person Learning Days (2 days a week)	Distance Learning Days (3 days a week)
<ul style="list-style-type: none"> ● Parents/Guardians should contact the school office to report all absences. ● To be in attendance, students should be in school by 8:00 a.m. Attendance will be taken by their homeroom teachers. ● Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. ● It is the student's responsibility during distance learning and in class days to participate in the daily activities and lessons every day that school is in session. ● Students must be aware of and follow the correct classroom procedures when absent from an assigned class. ● It is the student's responsibility to request any missed assignments due to absence. ● Teachers should notify administration of students who are not actively participating in class. ● Uniforms are required when attending in person school. 	<ul style="list-style-type: none"> ● Parents/Guardians should contact the school office to report all absences. ● To be in attendance, students are expected to answer the daily check-in question between 12 a.m. - 11:59 pm to be counted present for the day. Students are also expected to participate in class and complete daily work. ● Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. ● It is the student's responsibility during distance learning and in class days to participate in the daily activities and lessons every day that school is in session. ● Students must be aware of and follow the correct classroom procedures when absent from an assigned class. ● It is the student's responsibility to request any missed assignments due to absence. ● Teachers should notify administration of students who are not actively participating in class.

Health Protocols for Hybrid Learning

Masks	<ul style="list-style-type: none"> • A well fit mask must be worn by all students, faculty, staff and others on the bus and upon entering the building. • Face shields may also be worn by staff in the classrooms. • Students need to come to school each day with a clean mask labeled with their name on it. • Masks must not have inappropriate logos or language, including political messages. • Students will be allowed to remove their mask during recess and when exercising in gym class. Lanyards will be used to hold student masks when not in use at school. • If a student is unable to wear a mask due to medical reasons, appropriate documentation will be necessary.
Home Health Screening	<ul style="list-style-type: none"> • All students and staff who are sick or are experiencing sick symptoms are expected to remain at home. • It is imperative that parents should screen their child daily for the following: <ul style="list-style-type: none"> ○ Has your child had a fever 100.4 degrees or higher in the last 24 hours? ○ Does your child have any cold or flu symptoms? ○ Does your child have any gastrointestinal problems (vomiting, diarrhea)? ○ Does your child have a new or worsening cough? ○ Does your child have a loss of smell/taste? ○ Is your child having difficulty breathing? ○ Does your child have a sore throat? ○ Has your child been In contact with anyone suspected of being COVID-positive? • Students that answer YES to any of these questions will be asked to visit their primary health provider before entering school. • Anyone with a confirmed positive COVID test is required to contact Achieve Language Academy immediately. • Please refer to the COVID Decision Tree Flow Chart below for more information.
If a Student or Staff Member Becomes Sick While at school	<ul style="list-style-type: none"> • If a student becomes sick during the school day, the health services aide will remove the student from the classroom, conduct a health assessment and will be isolated until deemed safe to return to the classroom or when a parent/guardian can pick up the student. • Both school and families should refer to the COVID Decision Tree Flow Chart if a student is not feeling well.

Hygiene	<ul style="list-style-type: none"> • Hand sanitizer will be available in classrooms and common areas throughout the building for easy access and use. • Students may also bring their own fragrance-free hand sanitizer to use throughout the day. • Hand-washing breaks will occur throughout the day. Teachers will model and teach hand-washing procedures.
Safety in the Classrooms	<ul style="list-style-type: none"> • Students will be seated six feet apart within the classrooms to allow for social distancing within the classroom. • Plexiglass dividers will be placed for spaces where six feet of distance is not possible. • Students will use individual school supplies - there will be no community supplies this year. • Students will have a closing storage bin and plastic pencil boxes to hold individual supplies, books and manipulatives. • The classroom will be sanitized regularly.
Morning Arrival Procedures	<ul style="list-style-type: none"> • Parents must screen their students each morning for Covid symptoms. If symptoms are present, students must stay home. • Students will be dismissed bus by bus as they enter the school buildings. Students will report immediately to their locker to put away belongings and then go to their homeroom. • Students will have their temperature taken with a temporal scanner upon entering the school. If a student has a temperature of 100.4 degrees or higher. They will be sent to the nurse's office and their temperature will be rechecked. If the student still has a fever, they will be isolated and a parent will be called to go home. If there is no fever, they may return to class.
Water	<ul style="list-style-type: none"> • Water fountains will be closed. • Students and staff should bring a clean water bottle to school each day. They will need to be sent home daily to be washed. There will be water bottle filling stations within the school for student use. • If a student forgets their water bottle, a paper cup will be provided.
Meals	<ul style="list-style-type: none"> • During the Hybrid Model, breakfast and lunch will be available to students on-site. • Students will receive and eat their meals in their classrooms. • Students will wash their hands before and after lunch service. • Students may bring a disposable bagged lunch from home. • Food may not be shared or taken home.
Drop Off/Pick Up	<ul style="list-style-type: none"> • Only students will be allowed into the school building and are to head directly to their lockers to drop off their belongings and must then proceed directly to their classrooms.

	<ul style="list-style-type: none"> • During drop off and pick up, please stay in your car and drop off/pick up your child in the carpool lane. Please do not enter the building to pick up your child unless it is an emergency. • Parents and guardians will not be able to walk their child to their classrooms or pick them up at the classrooms. • If possible, please call the school for questions and concerns instead of coming into the building. If you need something dropped off, please send it with your child or send it to the school in the mail. Emails can also be sent to teachers and to the office as a way of communication. • Please call the school by 11 a.m. if you are picking up our child instead of them going on the bus. • If a student must leave early, the parents should notify the school ahead of time. Upon arrival at school, the parent should contact the office and the student will be monitored as they leave the building.
Cohorts	<ul style="list-style-type: none"> • Students will have limited interaction outside of the classroom. • Grades PreK-4 will have a self-contained classroom. • In Grades 5-8, the teachers will switch classrooms for different content areas, but students will not move. • Specialists will deliver instruction virtually.
Birthdays and Celebrations	<ul style="list-style-type: none"> • Birthdays will be recognized within the classroom. However, because of COVID concerns, no extra treats/food will be allowed or shared in the classrooms.
Lockers	<ul style="list-style-type: none"> • Each student will be provided their own locker. If enough lockers are not available, only siblings will share. • Students will be allowed use of their locker only with teacher permission during the day - this is to prevent congregating in the hallways and to allow for social distancing. • Lockers will be staggered between students coming to school on A and B days.
Visitors and Volunteers	<ul style="list-style-type: none"> • Visitors and volunteers will not be allowed in classrooms.
Field Trips	<ul style="list-style-type: none"> • There will be no field trips during hybrid learning.
Signage and Protocol	<ul style="list-style-type: none"> • Signage and protocols will be posted as reminders for social distancing, traffic flow, mask reminders, hand hygiene and coughing.

Teacher Responsibilities

- Administration will determine when teaching staff will be allowed to work remotely.
- The work location for paraprofessionals will be determined by administration based upon the role they have been assigned.
- If a teacher is under quarantine, but not ill - they may be able to teach from home through a video based system - like Google Meet. The teacher would provide daily instructions and assignments that can be completed in either Seesaw or Google Classroom. **Teachers will not have to take sick time if they are quarantining but still teaching from home.
- Substitute teachers will be given access to Google Classrooms if a teacher is absent. Sub plans will be provided for in class learning. The sub file should include emergency procedures, student learning plans and directions to facilitate Google Classrooms/Google Meets.
- Families may contact teachers by email, phone, or text message. If a teacher is unavailable, they will respond as soon as possible.
- Teachers will use their Achieve Language Academy provided email and phone number for communication with families.
- Attendance will be reported to the office and maintained in Skyward.
- Teachers are responsible for providing 504, IEP and EL accommodations and modifications.
- Maintenance crew will sanitize and clean common areas. Teachers will be responsible for cleaning and sanitizing classrooms. All student surfaces must be wiped down between student groups.
- Non-classroom teachers will be available to provide instruction and support during distance learning days.

Family Responsibilities

Before Hybrid Model Begins	On Distance Learning Days	During In-School Days
<p>Attend virtual school-wide town hall meeting to learn about the learning plan for the 2020-2021 school year.</p> <p>Participate in a pre-school conference with your child's teacher - either virtually or over the phone.</p> <p>Learn about the platform your child will be using - Seesaw (PreK-1) and Google Classroom (Grades 2-8).</p> <p>Virtual technology training will be offered to parents.</p> <p>Gather school supplies as listed on the "Distance Learning" and "Hybrid" school supply list for your child to use while learning at home. Please let Achieve know if your child needs help obtaining these supplies.</p> <p>Pick up at home learning materials and any needed equipment from school before the first day of Distance Learning.</p> <p>Contact the school with any questions.</p>	<p>Make sure your child is attending school each day. If your child is going to be absent, contact the homeroom teacher.</p> <p>Supervise your child to ensure they are participating in live instruction and completing daily required work.</p> <p>Seek help from classroom teachers when either you or your child has questions. Teachers are available by phone, email, text, Google Classroom or Seesaw.</p> <p>Teachers are available during scheduled school days from 1:30-3:15 p.m.</p> <p>Please note that when teachers are providing live instruction, they may not be immediately available. They will return communications as soon as possible.</p> <p>After hours communications will be responded to on the next school day.</p>	<p>Conduct a home health screening for any COVID symptoms. If your child is sick, they must stay home.</p> <p>Gather needed school supplies for in person school.</p> <p>Send your child to school each day with the following:</p> <ul style="list-style-type: none"> - Water bottle - Backpack - Mask - Any other needed school materials <p>Teach your child how to independently:</p> <ul style="list-style-type: none"> - Tie their own shoelaces - Open a carton of milk - Button their own clothing - Zip their own coat zippers <p>Follow drop off and pick up procedures as listed in the Health Protocols.</p>

Student Responsibilities

In Class Days -	Distance Learning Days
<ul style="list-style-type: none"> ● Come prepared to school each day <ul style="list-style-type: none"> ○ Bring a clean mask ○ Wear your uniform ○ Bring your backpack, water bottle and school materials. ● Daily attendance is required. If absent, it is your job to ask for your missed work. ● Students are responsible for asking questions when they need help from the teacher. ● Assignments will be graded and counted towards report cards. Students must complete daily work and assessments to receive a grade. ● Students are responsible for completing work and participating in class. ● Students will maintain social distancing from others at all times. ● Students will not share food, clothing or materials with one another. ● Personal lunches and individual snacks are eaten only during designated lunch/snack times per class. 	<ul style="list-style-type: none"> ● Be prepared for distance learning days. <ul style="list-style-type: none"> ○ Gather needed supplies. ○ Find a quiet space to work. ● Daily attendance is required. Students must check-in to their homeroom by answering the daily check-in question between 12:00 a.m. - 11:59 p.m. to be counted present for the school day. ● Students are responsible for asking questions when they need help from the teacher as well as getting help from any Google Meets they have missed. ● Assignments will be graded and counted towards report cards. Students must complete daily work and assessments to receive a grade. ● Students are responsible for completing work and participating in virtual meets. ● Students are responsible for reading feedback given by the teacher and responding in a timely manner.

Hybrid Model Phases:

- Phase 1: Distance learning with supports
- Phase 2: PreK and K would return to school twice a week, distance learning 3 days a week, grades 1-8 would continue distance learning
- Phase 3: Graduated return schedule for other grades

Phases will be decided in collaboration between the MN Department of Health, Board Chair, Administrative Team and the Executive Director.

Special Education

- Special Education paraprofessionals will be assigned to students/subject areas. The paraprofessionals will reach out to students to provide support based on IEP accommodations.
- When in the hybrid model, students will receive services based on their IEP goals and services. Students opting for distance learning during this model may be required to come to school for evaluation and/or meeting individual goals. .
- Each case manager will check in with each student on his/her caseload that has academic goals at least once per week.

Technology

- Students will have access to online platforms during distance learning.
- Families who do not have internet access or adequate devices to be able to complete the instruction, should contact Achieve.
- Families can request a Chromebook for use for their children
 - One Chromebook for 1-2 students
 - Two Chromebooks for 3-4 students
 - Three Chromebooks for 5 or more students
- Internet hotspots will be available on an as-needed basis.

- Families who have difficulties accessing technology or online resources should contact Renee Schley at rschley@achievemn.org.
- Students will have access to computers during in person and hybrid learning.

Childcare

- Childcare will be available on school days for families who meet the essential worker criteria provided by the Governor's Executive Order 20-20 from 7:30 am to 2:35 pm.
- Childcare is available for these families free of charge.
- Transportation is provided for childcare.
- Childcare will not be available on previously scheduled school breaks and no school days.
- Children who are showing signs of illness (fever, etc.) will not be allowed to stay at school for childcare.

Meals -

- Students under age 18 are eligible for free meals from Achieve.
- Meals will be distributed on Mondays and Thursdays from 8:00-10:00 am and 4:00-6:00 pm. 3 days of meals (both lunch and breakfast items) will be provided at each distribution time.
- Other resources for food in our surrounding community are available here:
- Families who are unable to pick up meals are encouraged to call (651-583-6109) or email (food@achievemn.org) to arrange for delivery.
- Families will pick up meals by pulling up in front of the building and waiting for a staff member to come to them. Please do not leave your car or come into the building at this time.

Emergency Procedures:

- In case of a fire, tornado warning, or lockdown; the school's existing policies will take precedence so we can move students and staff quickly from harm
- If fire or tornado drills are held, appropriate safety protocols will be followed as per state guidelines.

Bullying:

- Achieve has adopted strict policies prohibiting bullying. Please see the Bullying Prohibition Policy 514 for a full explanation. Consequences for violating this policy are severe, and can include expulsion.
- If you are concerned whether or not your child is experiencing bullying, bullying incidents typically involve a combination of these three factors: an imbalance of power, intent to cause harm, and repetition. Reporting incidents of bullying is critical for the welfare of all students.
- These expectations apply to actions of students during school hours, before and after school, and while using the school network or any Achieve owned computer or IT Devices. It should be noted that Achieve's anti-bullying policy extends to students before or after school, on or off school grounds, and at any time.
- As Achieve's Google Classroom system is tied to student-issued emails, all interaction between students is recorded and subject to review by administration.

After School Activities:

- During the Hybrid Model, there may be outdoor activities scheduled that allow for social distancing.

Whom to Contact:

For questions about:	Contact:
Class assignment or resources	Classroom teacher
Student usernames and passwords	Classroom teacher
Access to internet or technology devices	rschley@achievemn.org
Special Education/504 Plans	koelze@achievemn.org
English Learners (ELL)	cwindham@achievemn.org
Students experiencing homelessness or housing instability	koelze@achievemn.org
Meals	food@achievemn.org
Onsite childcare for children of healthcare or emergency workers	testrada@achievemn.org
Students diagnosed with or exposed to COVID-19	cwindham@achievemn.org
Mental health resources	koelze@achievemn.org
COVID COORDINATOR	

Resources:

[COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs](#)

[Safe Learning Plan for 2020-21 A localized, data-driven plan](#)

[Data for K-12 Schools: 14-day COVID-19 Case Rate by County \(PDF\)](#)

[Playground Guidance for Schools and Child Care Programs \(PDF\)](#)

Glossary:

Asynchronous: Teachers provide instructional materials, lectures, tests, and assignments that can be accessed at any time.

Synchronous: Instruction requires students and instructors to be online at the same time. Lectures, discussions, and presentations occur at a specific time.