

# Full In-Person Learning Plan



Achieve Language Academy  
[www.achievemn.org](http://www.achievemn.org)

2169 Stillwater Avenue  
St. Paul, MN 55119  
651-738-4875

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## **In Person Learning Plan Model - updated 3/12/2021**

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 full in person 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. 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 Full In Person Learning Model?**

- The Full In Person Learning Model: In this planning scenario, our school will be following the recommendations set out in the [MN Safe Learning Plan](#).
- Schools should create as much space between students as is feasible during the day. The recommendation of the MN Safe Learning Plan is 3 feet of space between all students, however schools will not be held to enforcing social distancing during primary instructional time in the classroom.
- Includes contactless pick up of meals and school materials for students opting for distance learning.

## **Communication:**

- Communication with families will be incredibly important during the in person learning period. Families can email [info@achievemn.org](mailto:info@achievemn.org) if their contact info (email, phone, or address) has changed.
- All conferences will be scheduled virtually during the in person learning model.
- Achieve will utilize email, text messages, and Remind messages to communicate with families. Updates throughout the in person 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 with advance notification.
- During the in person learning model, students will be learning in the school building every day school is in session..
- Learning will be focused on skills aligned with the Minnesota Academic Standards.
- The primary tools for communication between teachers and families will be Google voice, email and Remind.
- Instruction may take many forms throughout the in person learning models and may vary based on the age of the student.
- To monitor students' understanding and provide interventions when necessary, teachers will utilize multiple forms of authentic assessment.

## Lesson Guidelines

Weekly Schedules	A daily schedule will be provided to families for in person school days.
Instructional Time: (Average Time Spent per Day)	<ul style="list-style-type: none"> <li>● Buses begin arriving at 7:20 a.m.</li> <li>● Parents begin dropping off students at 7:25 a.m.</li> <li>● A Grab and Go Breakfast is served between 7:25-8:00 a.m.</li> <li>● School begins and attendance taken at 8:05 a.m.</li> <li>● Dismissal is at 2:35 p.m.</li> <li>● Teachers are in the building from 7:15-3:15 p.m.</li> <li>● PREK - There is a morning and afternoon session of PreK offered each day. Pre-K students need to be dropped off and picked up in the car line. <ul style="list-style-type: none"> <li>○ Morning Session: 8:05 - 10:35 AM</li> <li>○ Afternoon Session: 12:00 - 2:35 PM</li> </ul> </li> </ul>
Expectation for In Person Learning Days	<ul style="list-style-type: none"> <li>● Students are required to participate in classroom learning activities.</li> <li>● Completion of work during the school day is also required.</li> <li>● Attendance will be taken on a daily basis.</li> </ul>

## In Person Learning Attendance

In Person Learning Plan	Distance Learning Students
<ul style="list-style-type: none"> <li>● Parents/Guardians should contact the school office to report all absences.</li> <li>● To be in attendance, students should be in school by 8:05 a.m. Attendance will be taken by their homeroom teachers.</li> <li>● 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.</li> <li>● It is the student's responsibility during school days to participate in the daily activities and lessons every day that school is in session.</li> <li>● Students must be aware of and follow the correct classroom procedures when absent from an assigned class.</li> <li>● It is the student's responsibility to request any missed assignments due to absence.</li> </ul>	<ul style="list-style-type: none"> <li>● Parents/Guardians should contact the school office to report all absences.</li> <li>● Students are also expected to participate in class meetings and complete daily work.</li> <li>● 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.</li> <li>● It is the student's responsibility during distance learning days to participate in the daily activities and lessons every day that school is in session.</li> <li>● Students must be aware of and follow the correct classroom procedures when absent from an assigned class.</li> <li>● It is the student's responsibility to request any missed assignments due to absence.</li> </ul>

<ul style="list-style-type: none"> <li>• Teachers should notify administration of students who are not actively participating in class.</li> <li>• Uniforms will not be required for the remainder of the 2020-21 school year. However, the dress code as stated in the Student Handbook will be in effect.</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers should notify administration of students who are not actively participating in class.</li> </ul>
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## Health Protocols for In Person Learning

Masks	<ul style="list-style-type: none"> <li>• A well fit mask must be worn by all students, faculty, staff and others on the bus and upon entering the building.</li> <li>• Masks must cover both the mouth and nose.</li> <li>• Face shields may also be worn by staff in the classrooms.</li> <li>• Students need to come to school each day with a clean mask.</li> </ul> <p>Younger students are encouraged to label their masks.</p> <ul style="list-style-type: none"> <li>• Masks must not have inappropriate logos or language, including political messages.</li> <li>• Students will be allowed to remove their mask during meals.</li> <li>• Lanyards will be distributed to hold student maska when not in use at school. These lanyards need to come back and forth to school each day.</li> <li>• If a student is unable to wear a mask due to medical reasons, appropriate documentation will be necessary.</li> </ul>
Home Health Screening	<ul style="list-style-type: none"> <li>• All students and staff who are sick or are experiencing sick symptoms are expected to remain at home.</li> <li>• It is imperative that parents should screen their child daily for the</li> </ul>

	<p>following:</p> <ul style="list-style-type: none"> <li>○ Has your child had a fever 100.4 degrees or higher in the last 24 hours?</li> <li>○ Does your child have any cold or flu symptoms?</li> <li>○ Does your child have any gastrointestinal problems (vomiting, diarrhea)?</li> <li>○ Does your child have a new or worsening cough?</li> <li>○ Does your child have a loss of smell/taste?</li> <li>○ Is your child having difficulty breathing?</li> <li>○ Does your child have a sore throat?</li> <li>○ Has your child been In contact with anyone suspected of being COVID-positive?</li> </ul> <ul style="list-style-type: none"> <li>● Students that answer YES to any of these questions will be asked to visit their primary health provider before entering school.</li> <li>● Anyone with a confirmed positive COVID test is required to contact Achieve Language Academy immediately.</li> <li>● Please refer to the Decision Tree Flow Chart below for more information.</li> </ul>
If a Student or Staff Member Becomes Sick While at School	<ul style="list-style-type: none"> <li>● 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.</li> <li>● In the case of a COVID exposure we will consult the Minnesota Department of Health to determine the best course of action.</li> <li>● If a student has to quarantine at home, they will switch to distance learning until the quarantine period has expired.</li> <li>● Both school and families should refer to the COVID Decision Tree Flow Chart if a student is not feeling well.</li> </ul>
Hygiene	<ul style="list-style-type: none"> <li>● Hand sanitizer will be available in classrooms and common areas</li> </ul>



	<p>throughout the building for easy access and use.</p> <ul style="list-style-type: none"> <li>• Students may also bring their own fragrance-free hand sanitizer to use throughout the day.</li> <li>• Hand-washing breaks will occur throughout the day. Teachers will model and teach hand-washing procedures.</li> </ul>
Safety in the Classrooms	<ul style="list-style-type: none"> <li>• Students may be seated up to four to a table within the classroom and will be expected to remain at the same table throughout the day. As much space as is possible will be provided, but social distancing will not be strictly enforced.</li> <li>• Clear dividers will be provided to provide protection of each child's space where distancing is not possible.</li> <li>• Students will use individual school supplies - there will be no community supplies this year.</li> <li>• Students will have a closing storage bin and plastic pencil boxes to hold individual supplies, books and manipulatives.</li> <li>• The classroom will be sanitized regularly.</li> </ul>
Morning Arrival Procedures	<ul style="list-style-type: none"> <li>• Parents must screen their students each morning for Covid symptoms. If symptoms are present, students must stay home.</li> <li>• Only two buses at a time will be allowed to enter the building.</li> <li>• Students will have their temperature taken with a temporal scanner upon entering the school. If a student has a temperature of 99.1 degrees or higher, they will be sent to the nurse's office and their temperature will be rechecked. If the student has a fever, they will be isolated and a parent will be called to pick up their child. If there is no fever, they may return to class.</li> <li>• Students will grab a bagged breakfast and then report immediately to their locker to put away belongings and go to their homeroom.</li> </ul>
Water	<ul style="list-style-type: none"> <li>• Water fountains will not be available.</li> </ul>

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• If a student forgets their water bottle, a paper cup will be provided.</li> </ul>
Meals	<ul style="list-style-type: none"> <li>• During the full in-person model, breakfast and lunch will be available to students on-site at no cost.</li> <li>• Most students will receive and eat their meals in their classrooms, <ul style="list-style-type: none"> <li>- Kindergarten and first graders will eat in the cafeteria</li> <li>- EA's and Paraprofessionals will supervise lunches in the classrooms and recess</li> </ul> </li> <li>• Students will wash their hands before and after lunch service.</li> <li>• Food may not be shared or taken home.</li> </ul>
Drop Off/Pick Up	<ul style="list-style-type: none"> <li>• It is very important this year for students NOT to be dropped off before 7:25 AM - this is important to maintain social distancing. There is no supervision before that time. If before care is needed, please contact the office.</li> <li>• 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.</li> <li>• 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.</li> <li>• Parents and guardians will not be able to walk their child to their classrooms or pick them up at the classrooms.</li> <li>• 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.</li> </ul>

	<ul style="list-style-type: none"> <li>• Please call the school by 12 p.m. if you are picking up your child instead of them going on the bus.</li> <li>• 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 (651-738-4875) and the student will be monitored as they leave the building.</li> </ul>
Classroom Instruction	<ul style="list-style-type: none"> <li>• Students will have limited interaction outside of the classroom.</li> <li>• In Grades PreK-3, students will have a self-contained classroom.</li> <li>• In Grade 4 - the teachers will switch classrooms to deliver content.</li> <li>• In Grades 5-8, students will switch for core content areas.</li> <li>• Specialists will continue to deliver instruction to distance and in-person learners.</li> <li>• PE may have classes outside contingent on weather.</li> <li>• Small group services - RTI, ELL, Special Education will be pulled out in small group spaces as much as possible.</li> </ul>
Birthdays and Celebrations	<ul style="list-style-type: none"> <li>• Birthdays will be recognized within the classroom. However, because of COVID concerns, no extra treats/food will be allowed or shared in the classrooms.</li> </ul>
Lockers	<ul style="list-style-type: none"> <li>• Each student will be provided their own locker. If enough lockers are not available, only siblings will share.</li> <li>• Students will be able to access their lockers in the morning, but then should immediately report to their homeroom.</li> <li>• 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.</li> <li>• Combination locks will not be available this year.</li> </ul>
Visitors and Volunteers	<ul style="list-style-type: none"> <li>• Visitors and volunteers will not be allowed in classrooms.</li> </ul>

Signage	<ul style="list-style-type: none"> <li>• Signage and protocols will be posted as reminders for social distancing, traffic flow, mask reminders, hand hygiene and coughing.</li> </ul>
Ventilation	Our ventilation system has been updated to meet COVID safety standards.
Music and Performances	Will follow MN Department of Health guidance.
Cell Phones	May be kept in backpacks. The school will not be responsible for lost or stolen cell phones.

## 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 all classrooms and common areas. High touch areas will be sanitized and cleaned multiple times a day. Teachers will be responsible for additional cleaning and sanitizing classrooms as needed. All student surfaces must be wiped down with sanitizer between student groups.

## Family Responsibilities

### For Families Opting for In Person School:

- Gather school supplies as listed on the “In Person” school supply list for your child. Please let Achieve know if your child needs help obtaining these supplies.
- Conduct a home health screening for any COVID symptoms. If your child is sick, they must stay home.
- Send your child to school each day with a:
  - Water bottle
  - Backpack
  - Clean Mask
  - Lanyard
  - Any other needed school materials

- Teach your child how to independently:
  - Tie their own shoelaces
  - Open a carton of milk
  - Button their own clothing
  - Zip their own coat zippers
  
- Follow drop off and pick up procedures as listed in the Health Protocols.
  
- Families choosing in-person must be able to pick up their child in case of COVID exposure or illness.

## Student Responsibilities

In Class Learners:	Distance Learners:
<ul style="list-style-type: none"> <li>● Come prepared to school each day               <ul style="list-style-type: none"> <li>○ Bring a clean mask</li> <li>○ Bring your backpack, water bottle, lanyard and school materials.</li> </ul> </li>   <li>● Daily attendance is required. If absent, it is your job to ask for your missed work.</li>   <li>● Students are responsible for asking questions when they need help from the teacher.</li> </ul>	<ul style="list-style-type: none"> <li>● Be prepared for distance learning days.               <ul style="list-style-type: none"> <li>○ Gather needed supplies.</li> <li>○ Find a quiet space to work.</li> </ul> </li>   <li>● 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.</li>   <li>● Students are responsible for asking questions when they need help from</li> </ul>

<ul style="list-style-type: none"> <li>• Assignments will be graded and counted towards report cards. Students must complete daily work and assessments to receive a grade.</li> <li>• Students are responsible for completing work and participating in class.</li> <li>• Students will be encouraged to maintain social distancing of 3 feet as much as possible..</li> <li>• Students will not share food, clothing or materials with one another.</li> <li>• Personal lunches and individual snacks are eaten only during designated lunch/snack times per class .</li> </ul>	<p>the teacher as well as getting help from any Google Meets they have missed.</p> <ul style="list-style-type: none"> <li>• Assignments will be graded and counted towards report cards. Students must complete daily work and assessments to receive a grade.</li> <li>• Students are responsible for completing work and participating in virtual meetings.</li> <li>• Students are responsible for reading feedback given by the teacher and responding in a timely manner.</li> </ul>
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## Special Education

- When in the in person model, students will receive services based on their IEP goals and services.

## Technology

- During the in person model, student Chromebooks and Internet hotspots would need to be returned to the building on the first day of in-person learning.
- If a student transitions to distance learning (ex. for quarantine), a Chromebook will be sent home.

## Childcare

Essential Care - When a grade level returns to in person learning, essential care for that grade level will end.

Before and After Care are available on a graduated fee system. Before Care will begin at 6:45 AM. Care will be provided for students staying for after school activities. After school activities begin at 3:15 PM

If after school care is needed, families will be given information on the possibility of enrolling at Conway Recreation Center. Please contact Conway for more information (651-690-4855).

## 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 In Person 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)	tmcgovern@achievemn.org
Students experiencing homelessness or housing instability	koelze@achievemn.org
Meals	food@achievemn.org
Students diagnosed with or exposed to COVID-19	cwindham@achievemn.org
Mental Health Resources	koelze@achievemn.org
COVID coordinator	kvang@achievemn.org

## 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 \(PDF\)](#)

[Music Related Activities and Performances](#)

## **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.