



GREAT OAKS
A C A D E M Y

Safe Return to In-Person Learning Plan

Operational Practices: Training and Communication



Our School Director will be the appointed staff member for all COVID-19 related concerns, questions or practices. The Director will communicate daily with our Director and Staff, to make sure appropriate measures, precautions, plans and trainings are in place. We will also communicate with our nurse staff.

Training:

Staff/Substitutes	Students	Parents	Volunteers
<p>The Director will train all staff members on the specific protocols, actions, plans and details of the plan to return to school. Each staff member will verify he/she received training.</p>	<p>Classroom teachers will train students in safety procedures and precautions such as handwashing, sanitizing, use of face coverings, social distancing, and new routines for the school safety plan.</p>	<p>The Director will share the plans for returning to school with the parents. This will include daily routines and practices and processes that parents will be expected to participate in for the best interest of students and staff. Parents should read and understands the plan.</p>	<p>Volunteers will be approved by the Director. The Director will train volunteers on the specific safety protocols such as handwashing, sanitizing, use of face coverings, and social distancing. Volunteers will verify he/she received training.</p>

Learning Scenarios: Overview



As a public charter school, Great Oaks Academy will follow the parameters determined by the Minnesota Department of Health (MDH) and the Minnesota Department of Education (MDE) to implement a safe return to in-person learning plan for our school that prioritizes the health and well-being of students and staff, while also endeavoring to provide the highest quality classical education. Great Oaks academy reserves the right to modify the learning scenario.

The three Learning Scenarios set forward by MDE are dependent upon the local county case rate for COVID-19:

- **Scenario 1**—In-person learning for all students. Staff and students will follow all requirements outlined by MDH for this model.
- **Scenario 2**—Hybrid learning. This model implements strict physical distancing and limits the classroom capacity, following all requirements outlined by MDH for this model.
- **Scenario 3**—Distance Learning Only. Students and teachers will connect in daily teaching and learning activities via technology.

Learning Scenarios: Overview



- Great Oaks Academy will monitor the impact of COVID-19 on the surrounding community and maintain ongoing communication with local public health authorities to determine if our model needs adjustment.
- Decision-making regarding school format will remain fluid and dependent upon MDH recommendation in Dakota County.
- Great Oaks Academy will provide an “equitable distance learning model” to all such families that prefer a distance learning format.
- In Scenarios 1 and 2, staff and students will not be required to social distance. Great Oaks Academy will provide face masks to those who choose to wear them and have disposable face masks on hand.

Learning Scenarios: Overview



- **Great Oaks Academy leadership has chosen to begin the year in Scenario 1, with In-Person learning for full days.** The Academy will monitor the number of COVID-19 cases and reserves the right to modify or change the scenario per guidance from our Regional Support Team.

Learning Scenario: In-Person



- **In-Person learning for all students**

This model allows for the highest quality of classical education.

- In this model, Great Oaks Academy will proceed with traditional classical learning models as much as possible, with no distancing modifications unless there are changes required according MDE and MDH guidelines for physical distance, sanitation, and occupancy.
- School days will be full days for all grades
- Classrooms and public areas will be used normally.
- Breakfast/Lunch and recess procedures will be normal without physical distancing restrictions

Learning Scenario: Hybrid



- **Hybrid Learning Defined**
 - Hybrid learning is a strategic combination of in-person learning and distance learning.
 - This model allows for limited vital face-to-face instruction, but uses technology to supplement and extend in-person instruction.
 - Class instruction time will prioritize authentic learning and collaboration opportunities.
 - Distance components may involve educational multimedia, learning practice, discussion, and check-ins with teachers.
- **Synchronous Learning**
 - Synchronous learning occurs in real-time. Teachers engage students in a specified virtual environment (e.g. Zoom, Kahoot, etc.), to accomplish a specific learning goal (e.g. direct instruction, discussion, review, etc.), at a specific time. Teachers may accomplish online synchronous learning in a variety of ways, including video conferencing, live chatting, or live streaming classes. This type of digital learning allows for greater teacher-student engagement, and educational depth, but it is less flexible than asynchronous learning.
- **Asynchronous Learning**
 - Asynchronous learning allows for flexibility, since it does not occur in real-time. Teachers may provide pre-recorded content and learning materials for students to view, assignments to complete, or tests for evaluation, and students may access and complete tasks within a given timeframe. Asynchronous learning methods may include streaming instructional video, posting a video or written response to a question or text, or completing a self-guided module or task. Asynchronous learning does not allow for as much rapport, but gives students the ability to work through lessons at their own pace.

Learning Scenario: Hybrid



- **Hybrid Learning**

- This scenario will be implemented only if required by state mandate..
- In this scenario, MDE requires schools to limit the total number of people in the school facility and busing to 50% maximum capacity. Adequate physical distancing must be observed at all times.
- This model utilizes a combination of in-person and distance learning. Great Oaks Academy will facilitate half day in-person learning that follows MDE and MDH requirements from 8:30 a.m. to 12:30 p.m. every day, for all enrolled students. The remainder of the school day will be via distance learning. The distance component of this model will feature easy to implement take-home activities, with clear instructions, as well as possible virtual meetings with teachers to round out each school day.
- Bus arrival times in the morning will be from 8:30-9:45 a.m. Dismissal will be at 12:25 p.m. with transportation available.
- Students receiving school lunches will be provided these to take home in sealed “to-go” packaging.
- Partitions, cohort grouping, and other strategies may be implemented as needed to ensure physical distancing protocols.
- This scenario has a secondary stage that implements an AM and PM student cohort to retain the M-F half day format. The Academy will reserve this option as a resort to delay a move to full distance learning in the case of increased cases.

Learning Scenario: Distance Only



- **Distance learning for all students**
 - This scenario will be implemented only if required by state mandate.
 - In this scenario, all in-person education will cease and the Academy will deliver instruction via distance methods.
 - The Academy will continue to provide lunches for qualified students.
- **Distance learning defined**
 - In this model, classroom instruction occurs entirely online. Teachers may use synchronous or asynchronous methods as defined above.
 - The Academy will provide clear communication and implement an effective, simple system for content delivery, scheduling, and submission of completed assignments. The intention would be to continue to provide as much hands-on learning as possible and maintain healthy screen time expectations for students.
 - The Academy will use a Learning Management System (LMS) or pick-up/drop-off options to provide students appropriate educational materials.
 - This model requires equitable access for all students, according to MDE guidelines. The Academy will work with families to ensure this access.
 - The Academy will have a limited number of devices available to support access for qualified students.

Operations: Protective Measures



- **Cleaning and Disinfecting**

- Surfaces that are commonly touched, will be normally cleaned and maintained
- The school facility will be regularly cleaned and sanitized by custodial staff in the evenings

- **Face Coverings**

- Staff and students will not be required to wear a face covering within the building, and during drop off and pick up unless mandated by MDH.
- Disposable face masks and face shields will be provided by the Academy if students, staff or parents choose to wear them.

- **Daily Health Screening**

- Staff members or students experiencing symptoms related to COVID-19 or who are presumed positive for COVID-19 will need to contact the Academy Office for next steps.
- The Office and our school nurse will work with MDH to determine next steps based on the Centers for Disease Control and Prevention (CDC) and MDH guidance in symptomatic or positive cases of COVID-19.

Operational Practices: Protective Measures



Health Screening:

Students	Staff	Parents/Guests	Volunteers
Parents should screen their child/children before school each morning.	Staff will screen themselves each morning before school.	Parents/guests are responsible for screening themselves	Volunteers will need to screen themselves

Operational Practices: Protective Measures



Screening Checklist for parents/guardians before school:

	Parent are asked to take their child's temperature before sending students to school
	The staff will monitor students and themselves for any symptoms related to Covid or it's variants. If such symptoms occur staff will implement the safety protocol for removing students and/or staff from the school community and quarantine.



Operations: Symptoms and Protective Measures

Symptoms	Yes	No
A new cough	If they answer Yes to this symptom- they should get a message to contact the school nurse prior to sending student to school	
Shortness of breath	If they answer Yes to this symptom- they should get a message to contact the school nurse prior to sending student to school	
Fever (100.4 degrees F or higher), or feeling feverish	If they answer Yes to 2 of the symptoms below- they should get a message to contact the school nurse prior to sending student to school	
Chills	If they answer Yes to 2 of the symptoms below- they should get a message to contact the school nurse prior to sending student to school	
A new sore throat	If they answer Yes to 2 of the symptoms below- they should get a message to contact the school nurse prior to sending student to school	
New muscle aches	If they answer Yes to 2 of the symptoms below- they should get a message to contact the school nurse prior to sending student to school	
New headache	If they answer Yes to 2 of the symptoms below- they should get a message to contact the school nurse prior to sending student to school	
New loss of smell or taste	If they answer Yes to 2 of the symptoms below- they should get a message to contact the school nurse prior to sending student to school	
Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea	If they answer Yes to 2 of the symptoms below- they should get a message to contact the school nurse prior to sending student to school	

Operations: Protective Measures



- **Hand Hygiene**

- Staff and students will be required to wash their hands as normal protocol for cleanliness dictate
- Hand washing will occur at bathrooms throughout the building.
- Hand sanitizer will be provided in all rooms and should be used for use when hand-washing is not available.
- The Office will reserve a quarantine area for students exhibiting symptoms of COVID-19.

Operations: Physical Environments



- **Modifications**
 - There will be physical distancing guidelines as dictated by MDH or MDE mandates.
 - Class movement in hallways will be normal without any physical distancing unless otherwise dictated by MDH or MDE mandates.
- **Sanitizing Stations**
 - Hand sanitizing stations will be placed in each classroom and at each entrance to the building.

Operations: Physical Environments



- **Signage**

- The Academy will provide signage at all entrances to inform those entering of the health expectations within the building.
- Signs in bathrooms and sanitation stations will be provided to inform students and staff of the importance of proper and frequent hand hygiene

Operations: Day to Day



- **Visitors**

- Visitors will be allowed into the building with normal checks at the doors.
- The Academy will require Visitors to follow normal safety protocols.
- Visitors will sign in to provide contact information.

- **All School Gatherings –**

Will be held normally as scheduled unless otherwise dictated by MDH or MDE mandates

- **Meetings**

- In-person meetings on campus will be held normally unless otherwise dictated by MDH or MDE mandates

- **Field Trips & Extracurricular Activities**

- Field trips and extracurricular activities will be scheduled and happen without restrictions unless otherwise dictated by MDH or MDE mandates

- **Food Service**

- School breakfast and lunch will be provided with normal safety protocol unless otherwise dictated by MDH or MDE mandates.
- School meals will be individually pre-packaged.

- **Recess**

- Students will participate in regular recess.
- Classes may have recess, alternating between indoor and outdoor spaces.
- Students will not be required to wear face coverings while outside for recess.

Transportation



- **Great Oaks Academy Busing**

- Capacity of buses will be normal unless otherwise dictated by MDH or MDE mandates
- Students and drivers will follow the rules and policies of the bus company.
- Buses will be sanitized and cleaned according to whatever guidelines established by the Marschall Bus Line and MDH.
- Bus times are subject to change and dependent upon the finalized schedule from the bus company.

Transportation



- **Self-Transportation**

- Parents are encouraged to provide transportation for their children if possible. Parents will follow the drop off and pick up procedures provided by the Academy.

Operations: Day to Day



- **Arrival and Dismissal**

- Morning drop-off and bus arrival times will be 8:30-9:00 a.m.
- Dismissal time will vary depending on which learning scenario is in place (12:30-12:45 p.m. for Hybrid, 3:00-3:30 for In-Person).
- Staff will be on hand to facilitate drop off and dismissal
- Students will be escorted from the building as they are released from their classroom.
- Students will not be allowed in the building prior to 8 a.m. or after 4 p.m.

School Day: Morning Drop Off/Breakfast



- **Drop-Off Protocol**

- The bus and parent vehicles will have designated drop off locations indicated by signage.
- Student will be directed by staff into the building
 - Backpacks will be placed in the gym in designated areas by grade level.
 - Students eating breakfast will be directed to designated tables to receive their individually packaged breakfast.
 - When finished with breakfast, students may join recess on the playground.

- **Inclement Weather**

- Students will follow the same procedure, except recess will be in the gym.

School Day: Morning Dismissal



- **From gym**
 - Students will line up according to grade level in the gym as they wait to be dismissed.
 - Classes will be dismissed at staggered intervals.

- **Hallways**
 - Staff will review procedures with the students about safety measures in the hallway and other parts of the school building.
 - Classrooms should take turns and stagger use of hallways to minimize traffic.
 - Students should walk in specific directions and on specific sides.

School Day: End of Day Dismissal and Pick Up



- **Bus begins loading at 3:00 pm**
 - Classes will stagger time to travel from classroom to the gym.
 - Backpacks will go in designated area by grade level.
 - Students will wait with their class until their ride or bus arrives.
- **Parent Pick up from 3:10-3:30 pm**
 - All parents should pick their child up outside in designated spots and not enter the building.
 - If there is inclement weather, the procedure remains the same.

School Day: Classroom



- **Masks are not required for Teachers or Students** unless otherwise dictated by MDH or MDE mandates

School Day: Recess



- **Volunteers**
 - Volunteers must follow our normal process for check in and sign in at the front desk before entering the building or going to the playground.
- **Recess Equipment**
 - Equipment can be used.
 - Hand washing protocols will be followed.
- **Coming in from outside**
 - Students will wash their hands after recess.
- **Inclement Weather**
 - Recess will be in the gym.

Extracurricular Activities



- **Activities will be planned and executed with normal safety protocols in place, unless otherwise dictated by MDH or MDE mandates**



DISTANCE LEARNING OPTION:

We will follow this option if the state mandates it due to any COVID or variant exposure in our school and/or community.