



EQUITABLE 2020-2021 LEARNING PLANS

**(In Person, Hybrid, Distance)
including Safe Return to School Plans**

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ORAL OR WRITTEN TRANSLATION AVAILABLE UPON REQUEST (763-325-9150)

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SECTION 1: OVERVIEW

Progeny Academy is a public charter school. Our school is governed by the Board of Directors, but must adhere to requirements set by the Minnesota Department of Education (MDE). MDE, in collaboration with the Minnesota Department of Health (MDH), has released specific guidance for schools as we deal with conditions created by the COVID-19 pandemic. This guidance impacts our ability to fully implement our school model and philosophies in the 2020-2021 school year and may not, at times, reflect the values of our school. Guidance is continually evolving along with the current public health scenario and understanding of the virus, but we are prepared for various situations that may arise. MDE is has directed schools to prepare for three learning models:

- In-person learning
- Hybrid learning (a mix of in-person and distance learning)
- Distance learning

Due to the unpredictable nature of the virus, we may need to implement more than one model during the school year, and may need to transition quickly between models. Different groups of students in the school may need to participate in different models at different times. While the degree of in-person learning that takes place will be based on the current status of the virus in our school and community, families may choose to participate in distance learning at any time. Regardless of which model is implemented, we will prioritize relationships, continue to support our Progeny Academy families, work to ensure the health and safety of our students and staff, and strive to uphold our mission and vision.

Guiding Principles

In order to ensure the continued well-being of our students and staff the following guiding principles have been put in place:

1. Employee and Student Safety Measures
2. Health Guidelines
 1. Healthy Classrooms
 2. Healthy Building
 3. Healthy Policies
 4. Healthy Schedules
3. Active Support/Communication for Families
4. Continuity of Rigorous Instruction
5. Ensuring Equity and Access
6. Flexibility
7. Supporting the Social Emotional Well-Being of Students, Faculty, and Families.

Progeny Academy's Safe Return to School plan will be reviewed at a minimum every six months beginning in June of 2021.

Mission

It is the mission of Progeny Academy to support learners in achieving excellence through leadership with next generation innovative educational strategies in science and technology. Progeny Academy is dedicated to provide a safe, supportive learning community founded in high expectations, rigorous academics, and personal accountability that will enable our students to become productive, responsible, global citizens and well prepared scholars for secondary education and beyond.

Vision

Through their experience at Progeny Academy, students will be held to high standards both academically and socially in order to be successful students in their post-secondary career and beyond. In order for this to take place Progeny Academy staff are committed to working interdependently to provide academic programming that will increase the mental agility of all students. Through a collaborative environment, staff will engage in a strategic learning process by which individual student needs are met academically, socially and emotionally.

Equity

At Progeny Academy we are deeply committed to ensuring a just, fair, and inclusive experience for all of our students, staff and families. We know from our experiences with distance learning in the spring that equitably supporting all students and families at this time requires flexibility, innovation and collaboration. Our staff, students and families have differing strengths and limitations they bring to our work together. Our staff will collaborate together and with each family to foster the strong relationships necessary to identify barriers to equity, to exercise flexibility in planning for student engagement, and to ensure a safe experience for students, families and staff.

Communication

Nicole Nelson, the school's Executive Director at Progeny Academy, will serve as the COVID-19 program coordinator. She can be reached at nicolen@progenyacademy.org or (763) 325-9150.

Families can expect to receive weekly updates from the teachers and/ or school administration that include, among learning updates and announcements, changes to this plan and implications of any new guidance or events. Important updates will also be added to the COVID-19 page of our website: <https://progenyacademy.org/covid-19-updates/>.

Urgent communications to families, including communication should we need to very quickly transition between learning models, will be delivered via text message and e-mail through JMC (our student information system). It is very important that up-to-date contact information is on file at the school. Please send any changes to phone numbers or e-mail addresses to your child's assigned advisory teacher.

Each student will have a primary contact at the school. For students participating in in-person learning, this primary contact will be their classroom advisory teacher or their IEP case manager

(if applicable). For students participating in distance learning, this primary contact will be their classroom advisory teacher or their IEP case manager (if applicable). Advisor assignments will be made prior to the start of the school year. Students or families needing assistance with learning while off-site should reach out to their primary contact first. For questions or concerns requiring more immediate assistance, students or families should call (763) 325-9150.

Family Feedback

We value partnerships with parents and families immensely, and encourage families to reach out to teachers or administrators whenever you have questions, feedback, or need support. Families are also encouraged to participate in virtual community meetings.

Structured opportunities for families to provide feedback to the school include regular surveys along with virtual meetings that will be scheduled throughout the school year .

Families will have the opportunity to reflect and provide feedback on plans and their implementation via electronic surveys and open forums at multiple points throughout the year.

Model Determination

For the 2020-2021 school year, schools will determine the most appropriate model in which to open following a process set by MDE and MDH:

STEP 1

Minnesota Department of Health (MDH) will use data from counties to determine a base learning model for public schools.

STEP 2

Minnesota Department of Education (MDE) will share county data and the consultative process for public schools to engage with education and public health experts to review their county health data and safe learning plans.

STEP 3

Public schools, with their incident command team, will evaluate their ability to implement required and recommended health best practices.

STEP 4

Public schools, in consultation with public health, will determine a learning model to begin the school year and communicate that decision with their school community.*

STEP 5

Public schools and MDH will monitor the community and school-level impact of COVID-19 on a regular basis. Adjustments will be made to the learning model if needed.

Recommended policy options based on 14-day case rate range

Policy Option	Range (14-day case rate per 10,000 people)
In-person learning for all students	0 to less than 10
Elementary in-person, Middle/high school hybrid	10 to less than 20
Both hybrid	20 to less than 30
Elementary hybrid, Middle/high school distance	30 to less than 50
Both distance	50 or more

The Progeny Academy Board of Directors will determine the opening model. The model and this plan will be continually reviewed and updated based on public health data and implementation data from the school. While the school may pivot to a more restrictive model without Board action based on the needs of our school community or guidance from MDH, MDE, or Governor Walz, the school will not pivot to a less restrictive model without Board action. The Board will conduct a planned review on the following dates, though may call for an emergency review at any time:

- September 12, 2020*
- October 12, 2020*
- November 14, 2020*
- December 12, 2020*
- January 9, 2021*
- February 20, 2021*
- March 13, 2021*
- April 10, 2021*
- May 22, 2021*
- June 5, 2021*

*regularly scheduled Board meeting

There may be times when the needs of our community require the full school to transition to distance learning when distance learning has not been mandated. In these situations, the school may provide limited opportunities for in-person conferences, community activities, and student support.

Regardless of the model implemented by the school, families may choose to participate in distance learning at any time. Families will be sent a form prior to transitioning models on which they will identify their plans for the start of the school year. Families who do not complete the form will be contacted by school administration and have the form completed on their behalf. Families may transition between models after the start of the year, but must provide at least 5 school days' notice prior to participating in in-person learning if they were

previously choosing to exclusively participate in distance learning. Notice can be provided by calling (763) 325-9150 or e-mailing nicolen@progenyacademy.org.

SECTION 2: SAFETY OF STUDENTS, STAFF AND VISITORS

Employee and Student Safety

Visitor Restrictions

Progeny Academy will not allow normal visitation to our campuses until reopen date. Only Progeny Academy staff are allowed on campus during preparation for reopen. Please watch for communication from the district regarding changes in visitor restrictions. When possible, IEP/504/parent meetings will be conducted over Google Meet or conference call.

Screening and Protocols

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our staff and students, we will be requiring anyone who enters our school buildings (staff, students, visitors and/or parents) to complete daily self-screening prior to coming to school which combines a temperature reading and answering a set of questions related to COVID-19 symptoms including: [Facility Health Screening Checklist](#)

- New Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Fatigue
- Muscle pain or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential by Administration and the School Nurse.

Physical Distancing/Minimizing Exposure

Physical distancing and minimizing exposure are critical tools in decreasing the spread of COVID-19 and are ways that we can show care and concern for our school community. Students will learn about how these practices can help keep our community safe to build a shared

investment in successful implementation. Progeny Academy will implement the following practices:

- Physical distancing floor markings will be provided in the office and common gathering spaces.
- Face masks will be worn by all students, staff and visitors who are physically/behaviorally able throughout the school day, indoors and outdoors, and on school transportation. Face masks will be temporarily removed when eating and drinking.
- Students and staff are encouraged to bring masks from home. Masks for students, staff or visitors who need them will be provided by the school.
- Multiple entry/exit points will be used to minimize overcrowding at the main entrance.
- Regular disinfecting schedules of high-touch surfaces will be established.
- Hand washing and/or sanitation breaks will be included in the daily schedule for each class.
- Drinking fountains will be converted to water bottle filling stations.
- Classes will be kept separate from each other throughout the school day to minimize possible contamination between classes.
- Students working in small groups will be consistently grouped together to minimize possible contamination between groups.
- Clear dividers will be used on student tables to provide safe separation yet, allowing students opportunities for students to safely work together.
- When students are unable to be outside due to weather or safety concerns, physical distancing will be practiced in the classrooms and hallways.

Accommodations for students with special rights and masking requirements will be determined by the student's IEP team. If students with special rights are unable to follow prevention protocols, the staff supporting them must wear additional personal protective equipment in alignment with MDH guidelines. Students without an IEP who wish to participate in on-site learning but are unable to wear a face mask for other medical reasons must provide a note from their doctor, including appropriate alternative protective measures suitable for the student. If you need assistance with medical care, please notify the school. Teachers, administrators, students, and families will work together to determine appropriate supports for students who struggle to follow physical distancing and exposure minimization practices. Students will be provided reminders, opportunities for breaks, and other assistance the school can safely provide, but if health and safety requirements can't be met with on-site learning, distance learning will be implemented as a reasonable accommodation for students without IEPs.

Families with students who participate in in-person learning are strongly encouraged to practice physical distancing and masking procedures when in public settings outside of school. For the school to be able to provide any in-person learning, we must have minimal infection rates and be able to conduct robust contact tracing. In-person learning depends on the preventative measures taken by students and families both at school and in the community.

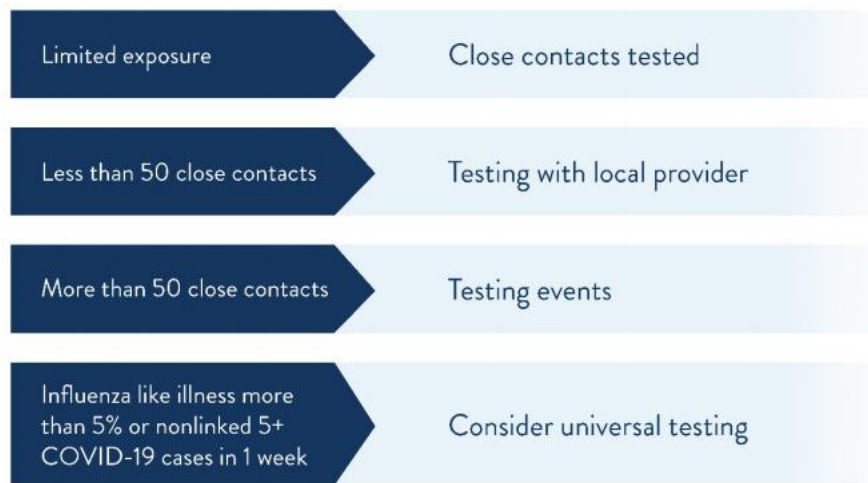
Monitoring for Illness

Everybody entering the school building must be screened for symptoms of COVID-19.

- Families and staff members will be provided a link to an online form where they will certify daily that they/their student does not have a fever, shortness of breath, a cough, or other COVID-19 symptoms.
- Students or staff for whom the online form has not been completed will be screened before entering the building or joining their class. School staff will conduct a temperature check and symptom screen and fill out the online form.
- Family members and other visitor access to the building will be limited to pre-arranged meetings. Anyone entering must complete the online form or be screened with a temperature check and symptom questionnaire prior to entry. A log of all visitors certifying they are symptom free will be maintained.

COVID-19 Testing

MDE and MDH have outlined a robust system of support for COVID-19 testing. School staff will be provided a take-home saliva test to use at their discretion in the event that local providers have limited availability. Regional Support Teams from MDE and MDH will facilitate testing recommendations based on the number of close contacts exposed to a confirmed case.



Excluding for Illness

Exclusions for illness will be based on the Center for Disease Control's decision tree: <https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>. Students and staff must stay home if they have tested positive for COVID-19, are showing COVID-19 symptoms, or if they have recently had close contact with a person with COVID-19. Close contact is considered anyone who was within 6 feet of the infected person while they were considered to be infectious for 15 minutes or more. In addition,

- Any students or staff who arrive ill will be sent home immediately.
- Students or staff who become ill during the school day will be physically separated from other members of the school community until they are picked up.

- Students or staff with COVID-19 symptoms (regardless of lab test results unless there is another medical diagnosis) must stay home at least ten days since symptoms first appeared AND until no fever for at least three days without medication AND improvement of other symptoms.
- Students or staff with COVID-19 symptoms with other medical diagnoses that explain the symptoms must stay home until symptoms have improved.
- Students with siblings, parents or household members with COVID-19 symptoms and no other diagnosis must stay home for at least 14 days.
- Students with siblings, parents or household members with confirmed COVID-19 must stay home for at least 14 days from the date of their last exposure to the confirmed individual.
- Students or staff awaiting lab test results must stay home unless given other instructions from a public health worker.

Communication of Positive Cases

Families and staff members must self-report to the school by e-mailing nicolen@progenyacademy.org or calling (763) 325-9150 X154 if a student or staff member has symptoms of COVID-19, a positive test for COVID-19, or has had close contact with someone with COVID-19 in the last fourteen days.

If a staff member or student has a lab-confirmed case of COVID-19, the following information must be provided to the school who will then coordinate with our assigned Regional Support Team and MDH.

- Name and phone number
- Date symptoms first developed
- If no symptoms, test date and reason for testing
- Date last in attendance at school

MDH uses this information to determine any exposure to close contacts that may have occurred. Close contact is considered anyone who was within 6 feet of the infected person while they were considered to be infectious for 15 minutes or more.

Staff, families and visitors who are considered close contacts of someone with a confirmed case will be notified by the school in coordination with local health officials. Staff, families and visitors who are not identified as close contacts will be provided general notification information about the situation and links to COVID-19 resources. Based on the information about close contacts and exposure within the school, the Regional Support Team will issue recommendations to the school. These recommendations might include no further action beyond notification, requiring close contacts to stay home for 14 days, requiring an entire classroom to stay home for 14 days, requiring the entire school to stay home for 14 days, or other measures dependent on the extent of the exposure.

Staff, families and visitors will not be notified of parent or household member confirmed cases of COVID-19 unless the infected person has been in close contact with students or staff outside of their household.

Health Protocol

- If an employee or student becomes ill at school or is exhibiting symptoms of COVID19, they will be asked to go home.
- Employees or students returning to school will be asked to submit a healthcare provider's note before returning.

If you have been diagnosed with COVID19, you may return to school when ALL 3 criteria are met:

1. At least 10 days have passed since symptoms first occurred (Decision Tree for People with COVID19) **and**
2. At least 1 day (24 hours) have passed since recovery (no fever without the use of fever-reducing medications); **and**
3. You have improved in respiratory symptoms (cough, shortness of breath, etc.)

CDC Return to Work Criteria

- If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work for 14 days per MDH guidelines. **MDH COVID-19 Exclusion guidance**
- If you have symptoms that could be COVID 19 and you have a negative COVID test, *stay home at least 10 days since symptoms first appeared* AND until no fever for at least 3 days without medication AND improvement of other symptoms. Siblings and household members also stay home for 14 days.

Nurse (Non COVID Situations)

For staff or students with other diagnoses (i.e. strep throat, norovirus, etc) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition:

- Stay home until symptoms have improved. Follow specific return guidance from the health care provider.
- For non COVID related symptoms, all staff and students must be 24 hours fever free, vomit free, and diarrhea free without medication before returning to school.

Guidance If Exposed

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our

first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - a. Your healthcare provider
 - b. Building specific Health Care Assistant
 - c. If you are an employee - please contact Lorie Garland

Social Distancing

Social distancing is an effective way to prevent potential infection. Progeny Academy employees, students, parents, and visitors should practice guidelines (set by the Minnesota Department of Health) such as staying approximately 3 - 6 feet away from others and eliminating contact with others.

Personal Protective Equipment (PPE)

*All students and staff are required to wear face masks when inside school buildings. **MN Face Masks Mandate***

PPE is needed to prevent certain exposures. PPE can include:

- **Masks/Shields:** Face masks are required and optional face shields are recommended as an important part of protection, in addition to personal hygiene, social distancing, and frequent cleaning efforts.
- **Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

Personal Workspace/Classroom

Progeny Academy staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Staff that need IT/Media support need to fill out the Device Tech support form and support will be offered by email, phone, or remote support. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

Shared Workspace

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Progeny Academy has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Progeny Academy custodian will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

- **Capacity**– Progeny Academy will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.
- **Copy Room** – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented. Disinfect copier upon use.

Facilities Cleaning

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

Deep Cleaning and Disinfection Protocol

GENERAL DISINFECTION MEASURE

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves,	Daily

	Coffee Machines	
Electronic Equipment	Copier machines, Shared equipment	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 2 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

Signage

Signage will be placed throughout the offices and school.

Preventive Material Inventory

1. Confirm school has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. Confirm a supply of gloves, masks and other protective gear
3. Touchless thermometers on-site for employee and student screening

Bus Drivers/Bus Protocols

Safaari Transportation will disinfect the buses at a minimum:

- Before starting all routes

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to staff and students, bus drivers should complete daily self-screening prior to beginning their route which includes a temperature reading and answering the MDH COVID-19 screening questions. Bus drivers will wear masks during their routes.

Restroom Usage During The Work Day

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door.

Cafeteria and Meal Information

- Meals will be served to students in the cafeteria utilizing social distancing protocol OR will partake in breakfast and lunch in their designated classrooms.
- In a Distance Learning or Hybrid model, students will receive meals either by delivery or pick up (specific protocols to be developed at school level)

Social-Emotional Well-Being of Students

Progeny Academy will provide support to students through its daily advisory, “Reflection’s Class” and through one-on-one support and check in sessions. The school will provide additional resources to families to provide overall support to student well-being.

Staff Training

- **Pre-return to school training-**
Emailed to ensure understanding and preparedness to align with this manual
- **Back to School Workshops**
Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Google Meet
- **Content Covered:**
 - Coronavirus Awareness
 - Cleaning and Disinfecting your work area
 - Managing Stress and Anxiety
- **Cleaning Crew Protocols**
Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

Communication Methods

To stay updated on the most up-to-date information:

1. Staff, students, and parents need to check their email often.
 2. Visit JMC Parent Portal
 3. Visit our district website www.progenyacademy.org
 4. Follow our social media platforms (Facebook @progenyacademy)
 5. Local Radio and Paper
6. Google Classroom

SECTION 3: LEARNING MODEL/ACADEMICS

Progeny Academy is an educational program that promotes inquiry and critical thinking in an environment that also focuses heavily on supporting students physically, socially and emotionally. Teachers do not follow a prescribed curriculum, but instead ensure students are meeting state standards as they engage in meaningful dialogue, learning experiences and project work. We are committed to providing this learning model for all students, whether they are at school, at home, or a hybrid of the two.

The teaching staff at Progeny have significant autonomy to plan learning experiences for their students. While preserving this autonomy and the student-centered inquiry based approach, there are certain things that students engaging in different learning models can expect.

Scenario 1: All students and staff return to school

- Safety protocols in place
- Create as much space between students and teachers as is feasible during the day
- Activities and extracurricular programming should continue to follow the COVID-19 Sports Guidance for Youth and Adults

Scenario 2: Flexible Learning

- 50% Capacity in buildings/50% Online Learning
- Flexible Learning groups will be conducted preferably synchronously (in real time) and/or asynchronously
- Students will be divided into two cohorts alphabetically by household (to keep all students in a family on the same schedule)

- Student Cohort A Monday, Tuesday in School, Wednesday, Thursday, Friday Online Learning
- Student Cohort B Monday, Tuesday Online Learning, Wednesday, Thursday in School, Friday Online

Fridays: Advisory check in, grade level meetings, remediation, deep cleaning of buildings

Scenario 2: Schedule

Monday

Cohort A - In School Building

Cohort B - Flexible Learning

Tuesday

Cohort A - In School Building

Cohort B - Flexible Learning

Wednesday

Cohort A - Flexible Learning

Cohort B - In School Building

Thursday

Cohort A - Flexible Learning
Cohort B - In School Building

Friday

Flex Day - ALL Students Online Learning (Advisory check in, grade level meetings, Reflections class-12:10-12:30pm, remediation, deep cleaning of buildings)

Scenario 3: Online Learning

-This scenario may be implemented if COVID-19 metrics worsen significantly enough to require the suspension of in-person learning.

-This will be done via Google Meet and Seesaw synchronously (in real time) and/or asynchronously

Scenario 3: Schedule

Monday

Direct Instruction 9:00 - Noon

Office Hours 1:00 - 3:45 (teachers available for questions, check-in, Reflections Class)

Tuesday

Direct Instruction 9:00 - Noon

Office Hours 1:00 - 3:45 (teachers available for questions, check-in, Reflections Class)

Wednesday

Direct Instruction 9:00 - Noon

Office Hours 1:00 - 3:45 (teachers available for questions, check-in, Reflections Class)

Thursday

Direct Instruction 9:00 - Noon

Office Hours 1:00 - 3:45 (teachers available for questions, check-in, Reflections Class)

Friday

Advisory check in, remediation, social emotional learning, work practice day

No direct group instruction. Students will receive information on what this looks like for them from their advisory/homeroom.

Scenario 3: Online Learning

Reflections

Progeny Academy will provide support to students through its daily advisory, "Reflection's Class" and through one-on-one support and check in sessions. The school will provide additional resources to families to provide overall support to student well-being. Our goal is not only to provide support to our learners by developing a supportive learning community, but also providing resources to ensure that our learners and their families have the social and emotional support they need.

Special Rights

In all learning models, students with special rights are entitled to the supports and accommodations written in their IEPs. Given public health guidance and constraints, IEPs may need to be amended to include the virtual delivery of services. When necessary, IEP meetings, the review of IEP goals and services, and evaluations will be held as virtual meetings or phone conferences. Services may not be provided to students in-person when the full school is in distance learning, but in-person services can be provided to students with special rights on days any students are scheduled to be learning on-site. In a hybrid model, the IEP team will determine whether a student's IEP necessitates an increase in the number of scheduled on-site days or hours. Students on-site for additional days could access Special Rights services, but would not join the other section of their class. Accommodations for students with special rights regarding masking and alterations to inside/outside time will be determined by a student's IEP team.

Materials

Classrooms are usually deeply collaborative spaces, with students sharing all spaces and materials. MDH requirements necessitate changes to how materials are used this year.

When students are learning on-site, shared classroom materials (blocks, manipulatives, etc.) will be cleaned regularly and between groups whenever possible. Students will wash or sanitize their hands before transitioning between materials. Students will store high-touch items (pencils, pens, independent reading books, etc.) in personally labeled containers. All necessary school materials will be provided by the school. Materials required for distance learning will be provided to each student via parent pick-up and/or home delivery.

Students and staff are encouraged to bring masks from home. Masks and face shields will be available for all students and staff. Hand sanitizer and disinfecting supplies will be available throughout the building.

Technology

Progeny Academy acknowledges that technology will be a critical tool during the school year to provide support in instructional technology. All students will receive a Chromebook prior to the first day of school. Students who do not have access to an Internet-connected device at home will be provided access to one by the school upon request.

Specific information about online platforms, programs and tools will be provided by teachers through individual conferences that will take place the week of August 31st. Updates will be provided to families on a weekly basis.

Student security and privacy online is essential. School staff conduct due diligence before implementing tools online and consult tech experts as necessary. Concerns with technology safety should be communicated to school administrators immediately.

Assessments

In addition to the informal assessments given by our teachers throughout the year, our students participate in two forms of formal assessment: the Minnesota Comprehensive Assessments (MCAs) and the NWEA (MAP) assessments.

Students will be asked to complete the NWEA (MAP) assessment regardless of which model of learning they are participating in. Students will only participate in the MCAs if they are on site. Families may opt out of NWEA e-mailing their classroom teacher or nicolen@progenyacademy.org . Families may opt out of state testing by completing the form linked on our website (<https://progenyacademy.org/assessment/>) and submitting it to nicolen@progenyacademy.org.

Progress Reporting

Progress reports will be sent out to families every two weeks by the child's advisory teacher. Student attendance and class/school performance will be available to families on the JMC Platform at any time. Grades will be updated weekly by teachers.

Scheduling

Regardless of in-person, distance learning, or a hybrid model implementation, school will be in session on days designated on the Progeny Academy 2020-2021 calendar unless otherwise altered by Governor Walz, MDE, or the SPSNL Board of Directors.

If school is fully open for in-person learning, students will have regularly scheduled classes from 8:45-3:45 Monday through Thursday and 8:45-12:30 on Fridays.

If school is open for hybrid learning, the schedule will be as follows:

Students will participate in distance learning on the days they are not scheduled to be on-site. All students will participate in distance learning on Fridays, though there may be some opportunities for in-person activities. Before and after school care will be offered to students on the days, they are scheduled to be on site only. Student on-site days will be assigned so sibling groups will be scheduled to attend on the same day and to limit the number of students on each bus each day.

Transportation

Physical distancing on the school bus presents a serious challenge. We encourage families who are able to arrange other transportation to school to do so at this time. We will work with Safaari Transportation to ensure guidelines are met for those students who must take the bus. Buses will load from back to front. Members of the same household will share seats if seat-sharing is necessary. Staggered seating will be implemented.

Attendance

We understand that students and families will be experiencing the impact of COVID-19 in different ways. We will work to support all of our students and families in engaging in whichever ways make the most sense for each family and for our community. Students are expected to be in attendance on all scheduled school days in accordance with the Progeny Academy calendar. MDE has provided guidelines for documenting attendance for students who are unable to attend school in-person due to contraction of or exposure to COVID-19 as well as for students in families who are uncomfortable having children return to the school building during the pandemic. Students who are absent fifteen or more consecutive days must be withdrawn from the school. Per MDE's guidelines:

- Students are considered "in attendance" if they are physically at school (Hybrid/In-Person).
- Students who are unable to attend school because they have, or have been exposed to, COVID-19 and are medically confined to their home are considered "in attendance" if they engage in an average of one hour of direct instruction along with a record of teacher contact.
- Students who are *not* medically confined to their home but are unable or unwilling to attend school on-site when on-site learning is available are considered "in attendance" if they engage in 6 hours and 45 minutes of direct instruction (Monday-Thursday) or 3 hours and 30 minutes of direct instruction (Friday) along with a record of teacher contact.
- In a hybrid model, students are considered "in attendance" on days they are scheduled to be off-site if they complete assigned work along with a record of teacher contact.
- In a fully distance learning model, students are considered "in attendance" on days with documented student-teacher or parent-teacher contact. This includes live check ins, class participation and assignment completion.
- "Direct instruction" can include remote participation in the activities of the school day, work completed at home and submitted to the teacher, or instructional contact with the teacher.
- Teachers must maintain daily contact and participation records for each student that supports the student's attendance reports. Documented interaction could include participation in a video class or chat, a phone call with the student or parent, turning in or posting completed work (along with a record of teacher contact), a text message exchange, or an e-mail exchange.

School Meals

Ensuring students have access to nutritious meals is an important function of public schools. The conditions created by COVID-19 negatively impact our ability to uphold all of our school values in our meal program, but we will follow health and safety guidelines while planning for a future meal program that is more sustainable, locally-sourced, and provides a greater variety of options for our students.

Pre-bagged cold breakfast and lunches that meet school meal pattern requirements will be available daily to students learning on-site. Students will eat outside and/or in their classrooms, whenever possible. When eating outside isn't possible, two classes of students will be in the cafeteria at a time with physical distancing measures implemented. Students will be provided meals for their off-site day(s) at the end of their on-site day(s).

During distance learning days Pre-bagged cold breakfast and lunches that meet school meal pattern requirements will be delivered two days per week to each child's/family's residence.

Students are strongly encouraged to bring their own full water bottles to minimize the touching of drinking fountains. Water bottle filling stations will be added to existing drinking fountains. Alternatives to water bottles will be provided for students who do not bring their own. Drinking directly from the drinking fountains will not be permitted.

Arrival/Dismissal

Students entering and exiting the school building will be staggered to support physical distancing in hallways and common spaces as much as possible. Upon arrival, students will go directly to the morning advisory assigned to their class. These gathering places will be communicated by classroom teachers prior to the start of the year. Families dropping off students may not congregate near class gathering places. Families picking up students should remain in their cars or stand physically distanced outside of the school building if not driving. Families picking up students prior to the official dismissal time must communicate with office staff at the time of pick up. Additional information about drop off/pickup routes, parking and procedures is included in the Progeny Academy Family Handbook.

Staff will check to ensure students have a completed symptom screen each at arrival time. Students arriving after 9:00 must check in with office staff to ensure a screen has been completed prior to joining their class.

Staffing

The health and safety of our teachers and staff is extremely important, regardless of the learning model implemented. We recognize that a return to in-person instruction inherently puts our staff and their families at risk of infection. Teachers that become ill or for whom a member of their household becomes ill with COVID-19 symptoms must stay home. Staff that must stay home but for whom symptoms do not prevent working should continue to work as they are able by planning for their students and engaging with students virtually. All non-teaching staff that are able to obtain a substitute license will be asked to do so, as all staff may be called upon to support classrooms where a teacher is absent. Teachers will share plans with their colleagues in aligned grade levels to help prepare for unplanned absences.

All employees have paid time off (PTO) days included in their contracts. PTO days will not be used for staff members who must stay home but are able to continue working full time from home. PTO days will be used for staff members who must stay home and are unable to work. If

PTO has been exhausted, additional PTO days will be provided to staff who are unable to work due to confirmed COVID-19 in their household. PTO days with prior approval will not be denied if insufficient PTO days remain following staff absences due to COVID-19.

Staff who contract COVID-19 while at work may be entitled to workers' compensation benefits.

Volunteers

We love our volunteers and recognize the critical role they play in supporting our students and our school. We also recognize the importance of keeping our students, staff, families, and volunteers safe and healthy. Non-essential volunteers will not be allowed to work directly with students in the school building at this time. Any volunteering with students outside or without students inside must be pre-arranged with the teacher or administrator that volunteers will be supporting. Teachers will inform the office in advance of scheduled volunteers. Volunteers will be screened for symptoms prior to building entry. All volunteers must complete a background check and participate in volunteer orientation prior to working directly with students. Volunteer orientation will include information on physically distancing at school and self-screening for COVID-19 symptoms. Volunteers who are interested in supporting classes during the Distance Learning/Hybrid Models will provide support through the school learning platform (Google Classroom).

Professional Development/Collaboration

Collaboration and ongoing professional development are critical components of Progeny Academy's model. Staff development models will mirror student instructional models. If students are able to fully gather on-site, staff will be as well. If students may only meet in smaller groups, staff will only meet in smaller groups as well. If students must participate in distance learning, staff will meet virtually. Monday & Wednesday collaboration groups will be divided to support physical distancing regardless of the student instructional model.