



**COVID-19 Operations & Safety Plan  
Student / Family Handbook**

**2020-2021**

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## Administrators

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## Learning Models

<b>Distance Learning</b>
<ol style="list-style-type: none"> <li>1. In this model, students do all learning virtually. They attend class using an electronic device and complete their assignments electronically as well.</li> <li>2. Schoology is Excell Academy's Learning Hub. For parent access, contact your student's homeroom teacher.</li> </ol>
<b>Distance Learning Hours</b>
<ol style="list-style-type: none"> <li>1. Distance Learning Hours are 9:00am-12:30pm Monday-Thursday and 9:00am-9:45am on Fridays.</li> <li>2. Small group intervention/tutoring services will be offered in the afternoon beginning February 8th.</li> </ol>
<b>Hybrid Learning</b>
<ol style="list-style-type: none"> <li>1. In this model, students will receive face to face instruction, Monday-Thursday. Students will complete electronic assignments and attend House Meetings on Fridays.</li> <li>2. Fridays have been designated a distance learning day to ensure the building can be properly sanitized weekly.</li> </ol>
<b>Hybrid Learning Hours</b>
<ol style="list-style-type: none"> <li>1. Hybrid school hours are 8:45am - 3:45pm Monday-Thursday.</li> <li>3. Students will be considered tardy after 9:15am</li> </ol>

## Attendance

### Attendance Policy

1. If your child will not be attending their classes in either Distance Learning or Hybrid Models, call the school's attendance line at 763.533.0500 and state:
  - a. Your name
  - b. Your child's name
  - c. Why he or she is not participating in classes that day.
  
2. The following are considered **Excused Absences**:
  - a. Sickness of child
  - b. Serious illness or death in family
  - c. Observance of religious holidays
  - d. Recognized cultural observance
  - e. Family activity for up to five days, when arranged in advance
  - f. Appointments with healthcare providers or other professionals
  
3. The following are considered **Unexcused Absences**:
  - a. Frequent vacations
  - b. Baby-sitting
  - c. No reason stated on the voice message
  - d. No call or contact with school
  
4. After 10 or more Unexcused Absences, your child will be referred to Hennepin Counties Be@School Program
  
5. Chronic absenteeism can cause your child to be considered truant and subject to the truancy laws for the State of Minnesota.
  
6. After 3-4 daily absences the classroom teacher and Family Liaison/SST will complete a home visit on Fridays on a case by case basis.
  
7. Fridays have a different schedule than Monday-Thursday, however Friday is not a day off. Students need to attend their House Meeting, or complete online work from their teachers, or attend office hours to be counted as present.

## Supplies

<b>Supply List for Hybrid Learning</b>	
1. Community Supplies are not allowed. All students must have individual supplies. Parents are responsible for providing supplies.	
<p style="text-align: center;"><b>PK-1st Grade</b></p> <ul style="list-style-type: none"> <li>Personal Whiteboard</li> <li>1 Notebook</li> <li>2 Folders</li> <li>Pencils</li> <li>Dry erase markers</li> <li>Crayons</li> <li>Pencil Box</li> <li>Headphones</li> <li>Glue Sticks</li> <li>Scissors</li> <li>Dice</li> <li>Markers</li> <li>Refillable water bottle</li> </ul>	<p style="text-align: center;"><b>2nd-5th Grade</b></p> <ul style="list-style-type: none"> <li>Crayons</li> <li>Pencil Box</li> <li>Glue sticks</li> <li>Scissors</li> <li>Personal Whiteboard</li> <li>Dry-erase markers</li> <li>2 notebooks</li> <li>2 folders</li> <li>Headphones</li> <li>Pencils</li> <li>Markers</li> <li>Ruler</li> <li>Refillable water bottle</li> </ul>

## Building Operations

<b>Face Coverings</b>
<ol style="list-style-type: none"> <li>1. Masks will be required for all students in grades kindergarten and above, all staff, and all scheduled visitors upon entering the building and while in the building.</li> <li>2. Excell will provide each student with one cloth face covering and one disposable face mask. Students will be required to wear a face mask as part of the uniform code. Parents will need to provide their child with additional facemasks if and when needed.</li> <li>3. Face coverings are not required to be worn outside.</li> <li>4. Staff &amp; visitors who refuse to wear a face mask will not be permitted.</li> </ol>
<b>Cleaning Building Procedures</b>
<ol style="list-style-type: none"> <li>1. During the regular day schedule, each department will ensure all tables, desks, door handles, and all other items that are frequently touched will be wiped and sanitized periodically during usage or after each use, whichever is permissible at the time.</li> <li>2. An on-site custodian will have scheduled sanitizing throughout the day for door handles, door glass, counter tops, red bench, etc.</li> </ol>

3. Night cleaners will be responsible for the last major disinfecting of the day on all building items. Each department and class will be responsible for disinfecting smaller items such as toys, books, phones, etc.
4. Hand sanitizing stations will be strategically placed throughout the building especially near entrances, exits, cafeteria and gym.

**Fridays Sanitation Day**

1. Fridays will be a distance learning day for all students.
2. Excell Academy will conduct an entire building disinfecting day with a specialized fogger.

**Visitors**

1. Only staff & students will be permitted on site. Parents will be assisted at their vehicles.
2. Staff will hold parent meetings virtually. In the event that a virtual meeting is not possible, staff will schedule an in-person meeting in advance.
3. Nonessential visitors, volunteers, and activities involving external groups and organizations will be restricted.
4. All visitors will complete a health questionnaire and take their temperature upon entrance.
5. Visitors will be required to wear a face mask and sanitize their hands upon entry.

**Classrooms**

1. Desks, tables, light switches, cabinets, door handles and all items that are frequently touched will be sanitized/disinfected periodically during the day and at the end of the day.
2. Classrooms will have individual desks for students.
3. Community Supplies are not permitted. All students must have individual supplies.

**Bathrooms**

1. Each class will have restroom breaks built into their daily schedule.
2. Each restroom will have a capacity based on the number of stalls. When it reaches its capacity, students will need to wait outside until a stall is available.
3. Capacity limits will be posted outside of each restroom.
4. Upon Emergency ONLY, if a student needs to use the restroom outside the designated schedule, the student MUST be escorted. An escort may be called via two way radio.
5. Restrooms will be cleaned/sanitized every 20 - 30 minutes.

**Drinking Fountains**

1. All students will be required to use a water bottle.
2. Students will be provided with a water bottle which must be kept on campus. Parents will be

responsible to provide an additional water bottle in the event the water bottle provided by Excell was lost or damaged.

3. All regular drinking fountains will be inoperable, only fountains with water bottle filler will be used.

### **Playground**

1. All playground activity will be scheduled for one classroom at a time (on each playground) to minimize the number of students on equipment for social distancing purposes.
2. Students are not allowed to go back inside to use restrooms alone. Upon emergency ONLY, if a student needs to use the restroom, the student MUST be escorted to their assigned bathroom.
3. For contact tracing purposes, only one class will be allowed on each playground.
4. Masks are not required to be worn outside.
5. 3-ft Social / Physical distancing must be maintained as much as possible on the playground and for all outdoor play and activities.

### **Parent Pick Drop off & Pick Up Procedures**

#### **Drop Off:**

1. Student Drop-off will commence at the North entry door. Look for signs.
2. A student drop-off lane will be formed using cones near the back parking lot.
3. Staff members will meet the students at the back doors to ensure all students are wearing a face mask before entering the building. Temps will be checked upon arrival.
4. Students are required to wear a face mask prior to entering the building.
5. Upon entry, students will sanitize their hands immediately. Sanitization stations will be available at all entrance points.

#### **Pick Up:**

1. Parent Pick Up will begin at 3:45pm. Students will be called individually via the 2 way radios to the north entrance when their parent(s) arrives.
2. Staff members will meet the students at the north entrance and will walk them out to their car.
3. Staff members will be posted in the hallways to ensure proper social distancing.
4. At this time, before school and after school programming will be available but enrollment is limited.

#### **Early Pick up:**

1. Parents who request early dismissal prior to 3:15pm must call Excell in advance. Once at the school, parents should:
  - a. Pull up to the main doors
  - b. Stay in their vehicle
  - c. Call the school



2. Early dismissal is for appointments that cannot be scheduled before or after school or family emergencies.
3. After 3:15pm, parents will be directed to the parent pick up area for student dismissal at 3:45pm. There will not be student dismissal between 3:15pm-3:45pm.

## Enrollment

### Learning Model Placement

1. Families will have the option to continue their student's enrollment in a distance learning model or to return on-site for a Hybrid or In-Person Learning Model.
2. Families will complete the In Person or Distance Learning Form to choose their learning model method.
3. Families will have the option to switch from an In-Person learning model to a distance learning model when requested in advance.
4. Families who choose for their student to remain in a distance learning model and wish to transition their student to an in-person learning model will need to request at the end of the trimester. A transition request may not be guaranteed dependent on classroom occupancy and availability.

### Uniforms

1. Students are required to wear Excell's uniform tops. Excell will provide each student with one uniform shirt.
2. Parents will purchase uniforms by visiting the school website. Pick up days will be communicated with families in advance. Parents will remain in their vehicles during uniform pick up.
3. Students must wear rubber sole shoes inside the building.
4. During the 2020-2021 school year, Excell Academy will implement a temporary policy to allow students the option to wear jeans or navy blue uniform bottoms.

### Learning Model Agreements

1. Families who choose the distance learning model must fully commit each trimester. Families who choose for their student to remain in a distance learning model and wish to transition their student to an in-person learning model will need to request at the end of the trimester. A transition request may not be guaranteed dependent on classroom availability.
2. All families who choose the In-Person learning model will be required to complete a Student Pick Up Agreement Form. The purpose of the student pick up agreement is to ensure students who are ill or are symptomatic are picked up within 30 minutes from being notified by the health office.

# Communications

## Communications

1. Any changes in learning models or other important information, families will be notified via Excell Academy's alert system and receive communication via text, email, and / or phone call.
2. Information will be available in Spanish and other languages upon request.

# Health & Safety

## Staff and Student Screenings

1. All staff and visitors will complete a health questionnaire that will be monitored by front office personnel and the health office.
2. Upon entrance, staff and visitors will take their temperature upon entrance then scan a QR code directing them to the online [COVID-19 Health Screening Questionnaire](#).
3. The health office will follow up with responses if needed.
4. Parents must self screen students each day before bringing them to school. Please use this at home screening tool to complete your daily screening: [Student Screening Tool](#)

## Student Temperatures & Procedures

1. Parents must self screen students each day before bringing them to school. Please use this at home screening tool to complete your daily screening: [Student Screening Tool](#)
2. Students will be required to take a temperature in class each day between 9:45am- 10am in coordination with attendance. Teachers will monitor this process.
3. If any student's temperature registers at 100.4 degrees or above, Ms. Davison must be notified immediately.

## Symptom Monitoring

1. If a student is suspected to have COVID-19 symptoms, the following procedures will be followed:
  1. Staff member will contact Ms. Davison via two way radio or telephone.
  2. Ms. Davison will escort the student to the health office for evaluation/monitoring
  3. If a student does not meet isolation requirements, the student will be returned to class.
  4. If a student fits quarantine guidelines; the procedure is as follows:
    - a. Student (and identified household members) will be placed in the isolation room and monitored by health office personnel.
    - b. Parent(s) will be called to pick the student(s) up.
    - c. Student(s) must be picked up within 30 minutes of the phone call.
2. If a staff member becomes symptomatic during the school day, the following procedures must be followed:
  1. Staff member will notify Ms. Davison immediately.
  2. If the staff member meets isolation guidelines, they must leave the campus immediately and contact their supervisor and HR for further guidance.

<b>Contact Tracing</b>
<ol style="list-style-type: none"> <li>1. Contact tracing can help prevent further transmission of the COVID-19 virus by quickly identifying and informing people who may be infected and contagious so they can take steps to not infect others. If your child or any household member tests positive for COVID-19 please be prepared to give information such as symptom start date, contact date and/or people you have been in contact with associated with Excell Academy when you are contacted by our COVID-19 Coordinator.</li> </ol>
<b>Staff COVID-19 Testing</b>
<ol style="list-style-type: none"> <li>1. Regular testing is one of many critical strategies for controlling the spread of COVID-19 in our communities and supporting our frontline workers in schools. All on-site staff will have access to onsite testing when school resumes onsite in a hybrid model. On-site Covid-19 testing will take place on campus every other week on a day designated by MDE. Staff are not required, but strongly encouraged to participate in Bi-Weekly testing.</li> </ol>
<b>Health Office Usage</b>
<ol style="list-style-type: none"> <li>1. During the COVID-19 Pandemic, the Excell Academy Health Office will be used for the sole purpose of medication and first aid administration. Ill students will not be permitted into the health office. All students presenting with symptoms will be subject to isolation room protocols.</li> <li>2. If a student needs to visit the health office for first aid or medication the following must be followed: <ol style="list-style-type: none"> <li>A. Staff members must contact Ms. Davison via two way radio or telephone.</li> <li>B. Ms. Davison will escort the student to the health office and return to class.</li> </ol> </li> </ol>
<b>Isolation Room</b>
<ol style="list-style-type: none"> <li>1. Students who have been identified as having at least 1 more common symptom or 2 less common symptoms will be placed in the isolation room and monitored by the health office personnel until they are picked up from parents.</li> <li>2. The isolation room is not meant to be an area for all day resting. Students are to be picked up within the guidelines set forth in the preparedness plan.</li> </ol>
<b>Quarantine Periods</b>
<ol style="list-style-type: none"> <li>1. Excell Academy will use the most current <a href="#">Covid-19 Decision Tree for People in Schools, Youth and Child Care Programs</a> as a guide for quarantine and/or isolation periods. Quarantine times may vary in certain situations (i.e. travel).</li> </ol>
<b>Guidances from Minnesota Department of Education, Minnesota Department of Health &amp; Centers for Disease Control and Prevention</b>
<ol style="list-style-type: none"> <li>1. Excell Academy will continue to review guidance from MDE, MDH, and CDC and apply changes as necessary.</li> </ol>
<b>Social Distancing</b>
<ol style="list-style-type: none"> <li>1. Per the Minnesota Safe Learning Plan it is recommended that 3-feet of space is maintained between students when possible.</li> </ol>

2. Staff are required to maintain 6-feet of space between each other and at least 3-feet of space between students when possible.

**Classroom Intermingling**

1. In order to maintain proper social distancing guidelines and maintain accurate contact tracing records, classroom intermingling will be strictly limited.
2. Student must remain with their assigned classroom at all times during school hours with the exception being:
  - a. Specific Special Education grouping.
  - b. Parent Pick up dismissal

**Medications during the school day**

The Excell Academy Health Office is available for students during the school day to take prescribed medications. If your child will be taking medication during the school day the following guidelines are in place:

1. Only medications prescribed by a physician will be administered during the school day and will require a Medication Authorization Form signed by parents and the prescribing physician.
2. Students may only take medication that is prescribed for their use.
3. In situations of Asthma or Allergies, an Asthma Action Plan for Anaphylaxis Plan must be submitted along with mediation and authorization.
4. Non-Prescribed over the counter medications will not be administered by school health office staff.

## Meal Services

**Meal Services during a Distance Learning Model**

1. Meals will be distributed to students via parent/family pick up and bus delivery to bus stops and/or homes.
2. Meals will be distributed one day per week in 7 day meal bundles.

**Meal Services during a Hybrid Model**

1. Students who are participating in onsite learning will have lunch in their classrooms.
2. Students will be provided with a 3 day meal bundle each Thursday to cover meals for Friday-Sunday.
3. All students participating in Distance Learning during a Hybrid Model are eligible to 7 day meals bundles. Meal Bundles must be picked up each Friday from 10am-4pm. Delivery is not available.

**Snacks during Hybrid Model**

1. Students will have time in the day designated for snacks.
2. Snacks are not provided by the school.

## Transportation

<b>Expectations</b>
<ol style="list-style-type: none"> <li>1. Students are expected to follow all safety rules.</li> <li>2. Students will be required to wear masks at all times while riding the bus.</li> <li>3. For contact tracing purposes, students will have assigned seating.</li> </ol>
<b>Change in Same Day Transportation Requests</b>
<ol style="list-style-type: none"> <li>1. Students may only ride their designated bus and drop off at their designated bus stop.</li> <li>2. Requests for same day changes will not be permitted.</li> </ol>

## Behavior Support Plan

<b>SST Tier 1 Preventative Strategies</b>	<b>Rounds</b> *3-4 times per day	<p>During rounds, staff will complete quick check-in with teachers:</p> <ol style="list-style-type: none"> <li>1. How are you doing, check-in (e.g., thumbs up or Fist to 5)</li> <li>2. Whole classroom climate?</li> <li>3. Do you have any possibles (i.e., students who may need additional support)?</li> </ol> <p>*SST then tracks the info and provides a report to the next person making rounds Rounds will be completed by the Student Support Team and other Administrative Staff.</p>
<b>SST Tier 2 Preventative Strategies</b>	<b>Rapid</b> *Walkie SST (e.g., "Rapid to Ms. Jones' room")	<p>Impedes/hinders learning but are safe. Teacher has provided multiple interventions (redirection, sensory break, etc.). <i>*Not to be used for enforcing social distancing/covid policies</i></p> <ol style="list-style-type: none"> <li>1. What does the student need and can I provide it to them?</li> <li>2. How have I tried to meet their needs?</li> <li>3. Am I the trigger? If so, what can I do?</li> <li>4. Is this just bothering me or is it impeding other students' learning?</li> </ol>
<b>SST Tier 3 Preventative Strategies</b>	<b>Code Green</b> *Walkie SST (e.g., "Code Green to Ms. Jones' Room")	<p>Drop everything and go. Could pose immediate harm to themselves and others (e.g., fights, physical aggression, property destruction, etc.)</p> <ul style="list-style-type: none"> <li>• SST makes the decision: Is the student in a space to leave the classroom or does the class need to be removed?</li> <li>• Whole class goes to an empty classroom if removal is deemed necessary.</li> </ul>

		<ul style="list-style-type: none"> <li>• 2 Staff Members should be present at all times</li> </ul>
<b>Reporting To Specialists</b>		<p>Homeroom teacher should provide verbal report to specialists when they come in</p> <ol style="list-style-type: none"> <li>1. Classroom Climate (Fist to 5)</li> <li>2. Possibles (provide name of students and Fist to 5 for each)</li> </ol>
<b>Behavior Policy Flowchart</b>		<ul style="list-style-type: none"> <li>• 1 Code Green the student goes home right away <ul style="list-style-type: none"> <li>○ Special Education Case Managers will be consulted prior to the decision being made.</li> </ul> </li> <li>• 1 Rapid that shifts into a Code Green they go home right away <ul style="list-style-type: none"> <li>○ Special Education case managers need to be consulted prior to the decision being made to be sent home</li> </ul> </li> <li>• 3 Code Greens then they need to go back to distance learning (after 2 week acclimation period)</li> <li>• Resource students after 3 Code Greens would need to have an IEP meeting</li> <li>• 2 week acclimation period for behavior before Code Greens count towards move to Distance Learning</li> <li>• Teacher calls home for rapids(minimal), SST calls home for code green</li> <li>• <u>1 code green calls</u> for a meeting with parent, teacher, and SST - create a behavior plan/discuss preventative strategies <ul style="list-style-type: none"> <li>○ Student cannot return until meeting with parent happens (in-person/remote)</li> <li>○ SST &amp; Teacher meet weekly to review behavior plan (in-person/remote) - this is a working plan that may be adapted as needed</li> <li>○ For Resource students, case manager will be involved in these meetings</li> </ul> </li> <li>• <u>2 code green meeting</u> with parent, Mr Balvin, teacher, and SST <ul style="list-style-type: none"> <li>○ Student cannot return until meeting occurs</li> <li>○ For Resource Students, Case Manager and SpEd Coordinator should be involved</li> </ul> </li> <li>• Restorative conversation needs to be had between student and teacher the next morning when the student returns (SST will cover breakfast if need be) <ul style="list-style-type: none"> <li>○ Restorative convo can be had via zoom in the evening if better</li> </ul> </li> <li>• If student needs to stay home because the Parent Meeting didn't happen yet, then student will be asked to join a virtual classroom.</li> </ul>
<b>Other Preventative strategies</b>		<ul style="list-style-type: none"> <li>• PBIS</li> <li>• Check In/ Check out</li> <li>• Student Intake session (SIS)</li> <li>• House System (Character building mini lessons)</li> <li>• Push in classroom behavior mini lessons (Second Step, ZONES, Jellybean)</li> <li>• Restorative Practices</li> </ul>

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## Special Education Services

<b>Delivery Models</b>
<ol style="list-style-type: none"> <li>1. Resource Setting- Students will be transitioned into the resource setting periodically throughout the day to get their direct services in their area of need as stated on their contingency learning plan.</li> <li>2. Push-In Services- Some students will be receiving special education services within the general education classroom. These services will be scheduled so that consistent support is provided to students. Contact tracing for teachers moving between multiple rooms will be completed to ensure the safety of staff and students.</li> <li>3. Distance learning platforms- On Fridays, students will continue to receive special education services through a combination of teleconferencing apps (such as Zoom) or online classroom platforms (such as Seesaw and Schoology).</li> <li>4. Related services providers (such as Occupational Therapy, Speech Therapy, Developmental Adaptive Physical Education, etc.) will continue to provide their services through a combination of both in person and distance learning models.</li> </ol>
<b>Parental Input</b>
<ol style="list-style-type: none"> <li>1. If students receiving special education services are not making adequate progress towards their annual goals, then an IEP team meeting will be held to make any adjustments to the special education services and/or supports. A transition to a different learning method (hybrid or distance learning) will be considered.</li> <li>2. It is the parent/guardian's right to call an IEP team meeting at any time to discuss special education services and supports. If the parent/guardian would like to discuss additional supports they should contact the case manager or special education coordinator.</li> </ol>
<b>Student Sensory Breaks</b>
<ol style="list-style-type: none"> <li>1. A portion of the cafeteria will be used as a temporary area for such purposes.</li> <li>2. Social Distancing rules must remain in effect at all times while using this area.</li> </ol>