

# Imagine Environmental Science Academy K-4

1030 Clay Avenue  
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(419) 727-9900  
[www.ImagineESA.org](http://www.ImagineESA.org)



Mrs. Ashley Lee M.A.T., School Leader

## IESA Continuity of Services Plan

Dear IESA Families,

We wanted to share an update on our plan for a safe, caring, and challenging learning environment for the 2020-2021 school year. Within our plan, we have included updates on safety precautions and learning models that will be used this year including School Site learning, Hybrid Learning, and a 100% virtual option for families. Throughout the school year, we will continue to be flexible to transition between these models as necessary during any mandated school closures or to adjust safety protocols to respond to further needs. We have invested in more technology with all scholars able to sign out a Chromebook device and pick up hot spots to support remote and virtual learning models.

We are always available for you to reach out with any questions or concerns so we may best serve your child(ren) during the 2020-2021 school year!

Please regularly check the School's website and Social Media for updates and important information. **THIS PLAN IS SUBJECT TO CHANGE.**

### School Hours

- 8:50 am-4:00 pm Monday-Thursday
- Building not open on Friday for deep cleaning
- Doors open at 8:50 am
- Tardy if later than 9:10 am
- Pick up at 3:45 pm

### (STAFF INFO) Breakdown of School Hours

- Breakfast offered 8:50-9:10 am
- Planned learning from 9:10-3:45
- 11:30-12:30 Lunch & Recess

## *Developing Character, Enriching Minds*

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## Attendance

- When scholars are learning at the building, scholars will be marked tardy if they arrive after 9:10 am
- Scholars who leave during the school day will be signed out from the office and hours out of the building will be calculated into their daily attendance hours
- Scholars participating in hybrid learning will receive attendance hour credit for live sessions attended, completed assignments. To receive attendance credit, classroom attendance assignments must be submitted by 4 pm on Fridays, and Specials assignments must be submitted by 1 pm on Fridays
- Scholars participating in 100% virtual learning will receive attendance hour credit for live sessions attended, completed assignments. To receive attendance credit, classroom attendance assignments must be submitted by 4 pm on Fridays, and Specials assignments must be submitted by 1 pm on Fridays
- Parents can monitor assignment completion by receiving email updates on Google classroom

## Technology

- All scholars have the opportunity to sign out a Chromebook to use during virtual learning
- Parents must thoroughly read a waiver and sign off prior to receiving a Chromebook for their child
- Families are also eligible to sign up for our free internet access program. We can offer one hot spot per household to provide internet access to scholars during remote learning this school year.
- **During hybrid learning, scholars must bring their device, charger, and Chromebook case to school daily for their scheduled on-campus learning days**
- **Devices should be charged overnight so they will be ready for use during the school day**

## Safety Measures:

### Daily Health Check

- Every staff member will complete a Daily Health Check including temperature screening before entering the building.
- Student temperatures will be taken daily outside of the school building when possible as well as via a temperature camera at the main entrance.
- Scholars and staff with temperatures above 100 will not be permitted to stay at the building.

### Face Coverings\*

- Staff - As required by the Governor, school employees are required to wear a face-covering when working with scholars or other staff. The school has purchased face shields for every employee and will require the use of face shield and/or mask or other appropriate face covering.
- Scholars - The school will require scholars to wear an appropriate face covering at all times except when eating or drinking. We recommend that all scholars bring a cloth face covering (to be taken home daily for washing) or disposable face-covering daily. IESA will provide disposable face coverings for scholars who do not have them.

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*\*In cases of documented medical conditions and/or disabilities, staff or scholars who cannot wear a face covering will be exempt from this requirement.*

### **Physical Distancing**

- Arrows will be placed in hallways to improve traffic flow;
- Classroom capacity will be reduced to support 6ft social distance
- Non-essential furniture and materials have been removed to support social distancing
- A reduced number of scholars will be permitted in student restrooms at the same time and each classroom will have schedules for class use of restrooms.

### **Hand Washing/Sanitizing & Drinking Fountains**

- Sanitizing dispensers will be available outside every classroom
- Water fountains will be closed. Reusable water bottles will be provided to every scholar.

### **Building Cleaning**

- Routine cleaning and disinfecting of the building throughout the day prioritizing high traffic and high touch areas
- Classroom surfaces (desks, chairs, etc) will be sprayed and wiped by teachers throughout the school day.
- Cleaning and disinfecting of bathrooms will be done periodically throughout the day.
- The entire school building will be thoroughly cleaned and disinfected every evening.
- Friday the building will be closed to all for further cleaning and disinfecting.

### **Quarantining Protocol**

- The school will follow the guidance of the local health department in the event of an exposure or suspected exposure of a staff member, student, or household member of a staff member or student.
- The school will follow the guidance of the local health department to determine any individuals (Staff or scholars) who have had an exposure at a school site to determine who will be required to quarantine.
- On Thursday, Sept. 3, the Ohio Department of Health issued an order encouraging families and requiring schools and local health departments to report information about positive COVID-19 cases in children. The goals of the order are to provide communities with information to minimize the further transmission of COVID-19 and to allow local health officials to begin timely contact tracing. **Parents/guardians are being asked to report to their schools new positive COVID-19 cases for their children enrolled in school, from preschool-aged through grade 12, beginning Tuesday, Sept. 8. Districts and schools must notify affected scholars/parents (in same classroom and building) and their local health departments within 24 hours of learning of student and/or staff cases.**

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## Safety Compliance

- Student behavior that presents a safety concern such as refusing to wear a mask or leaving the classroom will result in the following:
  - First warning: Referral, 2-way communication with parent (Phone call, dojo message conversation, etc)
  - Second warning: Referral, parent meeting, action plan
  - Third warning: Referral, parent meeting, and transition to 100% virtual schedule.

Note: Depending on the severity of the incident, additional action may be taken to address the concern

## Pupil Services

- Special Education services for scholars with disabilities will be fully provided.
  - Services for any individual student will be determined based upon what is specified in their IEP.
  - Special schedules may be devised for these scholars based upon their needs.

## Visitor Policy

- Limited to enrolling new scholars in the main office and emergency situations.
- Other than new scholars and emergency situations, no visitors or volunteers are permitted at this time.

## Communication to Families

- Updates to this plan will be posted to our school website and shared with families via ClassDojo. Families may also follow updates through our social media platforms (Facebook, Instagram, and Twitter)
- Additional communication will be sent as an All-Call with primary numbers on file to scholars.
- Contact Classroom Teacher or Main Office with additional questions you may have

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## Learning Options:

Throughout the school year, we will continue to be flexible to transition between these models as necessary during any mandated school closures or to adjust safety protocols to respond to further needs. Our school models will align with Ohio's Public Health Advisory System as shown in the diagram below.

Advisory Level for Lucas County	<b>LEVEL 1</b> 0-1 Indicators Triggered <b>Public Emergency</b> Active exposure and spread. Follow all current health orders.	<b>LEVEL 2</b> 2-3 Indicators Triggered <b>Public Emergency</b> Increased exposure and spread. Exercise high degree of caution. Follow all current health orders.	<b>LEVEL 3</b> 4-5 Indicators Triggered <b>Public Emergency</b> Very high exposure and spread. Limit activities as much as possible. Follow all current health orders.	<b>LEVEL 4</b> 6-7 Indicators Triggered <b>Public Emergency</b> Severe exposure and spread. Only leave home for supplies and services. Follow all current health orders.
Learning models	Full return to school site learning	Hybrid Learning or 100% Virtual Option  <i>*Remote Learning based on guidance from Local Health Department</i>	Hybrid Learning or 100% Virtual Option  <i>*Remote Learning based on guidance from Local Health Department</i>	Remote Learning for all scholars

**100% Virtual Learning** - Every family will have the option to keep their child at home to participate exclusively in online learning. More details are included about remote learning expectations below.

### **100% Virtual Learning Expectations**

- Contract of agreement with student, parent, teacher, and administrator expectations
- Normal grading policy
- Normal work expectations, same workload, and curriculum as on-campus learning
- Live session attendance required Monday-Thursday (Synchronous learning)
- Live classes will be instructionally based, with some community building time included
- Daily attendance is required with the same hours as on-campus learning
- Information on assignment/homework requirements
- Commitment until January, unless it is required by Level 4 Advisory (see diagram above)
- Chromebooks provided if needed. Technology contract must be signed prior to distribution

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**Hybrid Learning** - Scholars who are attending school at the building, will participate in a hybrid learning model with two days at the school building and two days learning remotely (Monday through Thursday). Hybrid learning allows the school to reduce the capacity for social distancing. Scholars who are attending school at the building will be assigned to a Monday/Tuesday or Wednesday/Thursday schedule and a schedule for remote learning during the time scholars are not at the building including Fridays. Scholars will not attend the school building on Fridays to allow for further cleaning and disinfecting. Scholars will be required to participate in remote learning activities on Fridays which may include Live calls, online learning, paper copies of work, etc.

**Hybrid Learning Expectations**

- Contract of agreement with student, parent, teacher, and administrator expectations
- Normal grading policy
- Normal work expectations for scholars when off-campus, workload, and curriculum to match student expectations in a standard school day
- Live classes will be instructionally based, with some community building time included
- Daily attendance is required on Fridays with the same hours as on-campus learning
- Scholars will bring Chromebook to use at the school when at the building.
- Scholars will follow the standard dress code.
- Scholars are expected to follow regular behavior expectations.
- Scholars will use ONLY their own materials such as writing utensils, headphones, computer, workbooks, etc. Check with your teacher for individual supplies needed.

**Daily Schedules:**

8:50 – 9:10 am Breakfast

9:10-11:30 am Instructional Time

11:30-12:30 pm Lunch and Enrichment activities

12:30-3:40 pm Instructional Time

3:40-4:00 pm Dismissal

M	T	W	Th	F
Group A	Group A	Group B	Group B	
100% Virtual	100% Virtual	100% Virtual	100% Virtual	

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## Breakfast/Lunch Procedures

- After entering the building, scholars will go directly to their classrooms to get breakfast and they will eat at their desks in their classrooms. Breakfast will be served in the classroom.
- At lunch, scholars will eat at their desks in their classrooms. Lunch will be served in the classroom.
- \*Scholars will be offered a bag of non-perishable meals for breakfast and lunch.
- 100% Virtual - Scholars may pick up 5 days of frozen/refrigerated meals once a week. More information will be posted on ClassDojo about the schedule for pickup. Weekly food distribution will also be available via bus for virtual families who would like to sign up.

## Arrival Procedures

- If your child has a temperature above 100, they will not be permitted to attend school in the building that day. You must stay on school premises until your child has been checked. In the event that their temperature is above 100, they will be required to attend class online.
- No adults will be permitted to enter the building during drop off, scholars will enter by themselves.
- Due to increased traffic, access to the office will be limited.
- Please call the school or use the intercom for any necessary communication during arrival and dismissal times.

## Dismissal Procedures

- Due to increased traffic, access to the office will be limited. Please call the school or use the intercom for any necessary communication during arrival and dismissal times.
- Scholars will be dismissed from their classrooms by intercom.

Sincerely,

*Mrs. Ashley Lee*  
School Leader

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