

# International Academy of Columbus

## REMOTE LEARNING PLAN

### 2020-2021 School Year

International Academy of Columbus proposes to use direct, on-campus learning in keeping with its adopted education plan where possible during the 2020-21 school year. However, International Academy of Columbus intends to offer a virtual academy option for students with personal or health situations that warrant such an option for the school year or portion of the school year. The school will also deliver instruction through hybrid and/or virtual academy options if full- or partial-closure of campus is deemed necessary due to communicable disease outbreaks, health department or Governor's orders, or administrative decision based on safety and health interests of our students, staff, and community. Our plan will follow CDC guidelines for health and safety, as well as take into account the needs of our families, students, and staff. Details of these plans are included in the sections that follow.

#### **1. Governance/Teacher Professional Development**

Surveys have been created and translated into the family's native language to increase effective participation. School administration will provide targeted support for staff, students, and their families based on their survey responses to meet their diverse needs. Administration and staff will utilize various means of communication with parents to increase their involvement during these unpredictable times. Staff surveys have been created to determine areas for teachers' professional growth. The completion of Google for Education training Level 1 & 2 is mandated prior to the beginning of the school year for all teachers in order to effectively utilize GSuite. Teachers will be responsible for helping students with assignment-related issues that may arise. Instructional aides are only obligated to complete Level 1 GSuite training to enhance their technological skills enough to assist small groups of students. School administration will discuss with all teachers different teaching approaches that fosters teamwork, higher order thinking, differentiation and socialization and provide resources as needed. Teachers and staff will also receive professional development training in COVID-19 prevention, symptom recognition, and steps to take if a student shows symptoms.

#### **2. Operations/Attendance requirements documentation of learning**

**At this time, IAC is waiting to hear from Columbus City Schools regarding bus transportation for our students.**

IAC will not allow visitors into the building until further notice. This includes parents, visitors, and volunteers. If parents need staff assistance, they should contact the school office to make an appointment.

Attendance will be tracked via progress book while students are on campus, and via google classroom attendance quiz during online learning days. Teachers will establish routines and structures compatible with the utilized learning system (hybrid or fully online), students will be educated on the learning expectations and their skills will be rebuilt to follow new routines that they may not have ever had before. Attendance will be totaled weekly with the expectation that students participate an average of 5 hours per day. Students who fail to participate or return work will be considered absent/tardy and appropriate measures taken in accordance with the Board's attendance policy.

### **3. Health and Wellness:**

A Social/ Emotional wellness committee will be established to help students, staff, and families cope with any hardship they are facing. Internal and external resources will be offered to meet their social and emotional needs. Any student who shows symptoms of COVID-19 will be placed in the isolation room, a special staff member will supervise students until picked up by their parents. Any serious symptoms will be documented to have a record of students/staff members who are experiencing COVID 19 or any other diseases. Any staff member who shows serious symptoms will immediately leave the building. Students will be asked to bring masks as part of their school supplies and will be asked to wipe off their desks and clean their area regularly. Hand sanitizer will be regularly used to maintain sanitation. IAC will place distancing markers in hallways for students to use as a guide. Masks are mandated for all staff and students on campus (special cases will be taken into consideration), in spaces where social distancing cannot be observed (common areas or smaller spaces where teachers and students are closer together). Students/staff will move one way through the hallway to avoid crossing other students/staff as much as possible. Recess will be canceled to avoid gathering. Prepackaged breakfast will be served by the homeroom teacher in their classroom. The cafeteria will be occupied by students during lunch only, no more than 4 students can be at the same table.

### **4. Facilities:**

The current setup of the building will allow students who receive ESL, speech/OT, and special education services to work in the same space, but in smaller groups of students. The library can be used as-is for small groups-up to 15-comfortably to allow social distancing. The cafeteria will be used for lunches, but students will be spaced out to allow social distancing. PE will remain in the gym (or outdoors) but with distanced activities to promote physical activity. The art teacher will travel to the classrooms due to the limited physical space available at the Art room, students will be able to practice social distancing safely in their own homeroom. Restrooms will be cleaned/sanitized regularly, restroom breaks will be scheduled by classroom teachers to promote physical distancing. Students have to bring their own water bottles as the fountains will no longer be available for public usage. Students will be assigned to the front door (bus riders) or to the north cafeteria door (parent pick-ups) to promote physical distancing. Staff will monitor student movement in the hallways and entrances.

## **5. Instruction/how student instructional needs will be determined and documented**

Teachers will conduct diagnostic assessments in reading and math (Star 360) to determine students' initial proficiency level and ongoing formative and benchmarking assessments to provide targeted support. Differentiated instruction is the key to ensure the maximum engagement and improvement of all students. IAC will create opportunities to close the achievement gap that some students may acquire due to the rapid transitions during the previous school year. After school tutoring could help all students enhance their knowledge, increase their academic achievement, and boost their level of confidence. Teachers will create a form to log all their students' learning activities by calculating the estimated time that they have spent on their assignments during online learning days.

- **Hybrid (2 Alternating days on campus, 3 days online)**

Google Classroom will be utilized by all teachers to provide online instruction for students in 2nd through 8th grade, students will also have paper worksheets during on campus learning days. Students in KG and 1st will have a combination of packets and online assignments, tablets will be utilized for their digital learning purposes. Formative and summative assessments will be done in person. Teachers will utilize Google Meet to conduct virtual classroom meetings to provide needed support. Instructional assistants will work with students individually or in small groups to enhance their performance.

- **Fully online (In case of closure)**

Google Classroom will be utilized to post daily assignments. Teachers will provide direct instruction via synchronous and asynchronous means. The administration will purchase online accounts for students on the digital learning programs utilized by each grade band such as (Reach for Reading, McGraw Hill, MyMath, etc....)

- **Student progress monitoring**

Formative and summative assessments will be done in person while students are on campus. However, during the online learning days assessments will be conducted via student E-Assessments accounts or as decided by the teacher. Assignments will be graded using a standards-based grading system through Google classroom and other digital curriculums utilized by the teachers, students will receive feedback from their teacher in a timely manner to facilitate their academic improvement. Students who fail to make progress toward mastery of learning standards will receive appropriate interventions and direct/synchronous learning time may be increased.

- **Method to determine competency, grant credit, and promote students**

Students advance to higher level work upon demonstration of proficiency on competencies, they are evaluated on performance and application of the learning standards of each content area for their grade level. Determinations of proficiency are based on agreed upon scoring documents, assessment tools, and/or assessment tasks aligned to the grade level standards for each content area. Reports and transcripts containing reliable evidence of student learning will be shared with students and their parents. Interventions will be provided to students who are performing below

benchmark to ensure their improvement. A standards-based grading system will be utilized. Promotion and retention decisions will be made based on passing grades in course areas in accordance with Board policy.

#### **6. Technology/Equitable Access**

Teachers will reach out to the students who had a tough time transitioning to distance learning from Q3 to Q4 in 19-20 SY to provide targeted support to help them through this transition. Currently, there are enough devices at IAC to provide each student in 2nd -8th grade with a Chromebook and students in KG and 1st grade with a tablet to use for the purposes of distance learning (alternating days or fully online). The technology coordinator will assign devices to students to be able to take them home for the purpose of schoolwork on the days the students are not physically in the building. IAC will assist families who lack internet access in working to find free sources of connectivity or community hot spots. IAC will utilize GSuite for online learning purposes. All students are assigned a username and password and will be trained to use GSuite to ensure their proficiency. The school will provide training for parents and guardians on the usage of Google Classroom and Google Meet and other online curriculums utilized by the teachers to help parents in supporting students on their assignments and track their progress as well. Also, this training will enable parents to utilize Google Meet for effective communication with teachers and staff. The teachers and the technology coordinator will work together to ensure that students can proficiently utilize the online learning management system, including finding assignments, how to turn in assignments, how to check Gmail, etc. The technology coordinator will be responsible for aiding with any technology-related issues that arise. The teachers will be responsible for helping students with assignment-related issues that may arise.

Date of Board Approval: 6-25-2020

Authorizing Signature for the Board: *Hazem Gheith*

School Leader Name: Dr. Mouhamed N. Tarazi

School Leader Contact: Email: tarazim@iac-school.com Phone: 614-332-2245

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