



## 2021-2022 School Year Plan

Mater Academy of Northern Nevada has worked hard and put several safety measures in place over the last year to ensure our students have a safe learning environment. We have worked closely with the Washoe County Health Department, State Public Charter Authority, State of Nevada, as well as the CDC. As we begin our 2021-2022 school year, we will continue to consult and work together with the above agencies to provide another successful year of learning for our Mater students.

### **In-Person Learning: Health and Safety**

Mater Academy of Northern Nevada will maintain the health and safety of students, educators, and other school staff by continuing to follow all recommended CDC and/or WCHD protocols:

- Use of face coverings
  - MANN will follow NDE and CDC protocols and will be prepared to shift immediately if the directives for face coverings change.
  - There will be mandatory face coverings for any individual in the school building who have not been fully vaccinated.
  - Face coverings will not be mandated for students in grades Kindergarten thru 3<sup>rd</sup> grade.
  - We will continue to have masks available at the front door for students or staff who want to enter the building and have forgotten their mask.
  - Visitors entering the building will need to have a mask on or present their vaccine card to remove their mask.
  - If a student is unable to wear a mask for medical reasons, a doctor's note will be required and kept on file at the school.
- Handwashing and respiratory etiquette
  - Handwashing and sanitizing stations continue to be available throughout the school.
  - Students will be required to use either sanitizing stations or wash their hands whenever entering the building and before eating breakfast or lunch.
  - Students will be asked to wash hands for 20 seconds, with signs at each sink to encourage this process. School staff will also monitor hand washing stations, prompting students to use soap, wash for 20 seconds and dry hands thoroughly.
  - Sanitizing stations will continue to be available in each classroom and teachers will encourage students to sanitize their hands when moving between activities or areas in the classroom.
  - Respiratory etiquette has been taught and reinforced throughout the buildings to minimize the transmission of respiratory pathogens.
  - We will continue to encourage students to maintain a 3foot distance from others, avoiding physical contact with other students and staff.
  - Students will be taught, practice and reminded how to cover their mouths appropriately when sneezing or coughing and then to immediately wash or sanitize their hands.



**Path Forward Program for Distance Education  
2021-2022 School Year**

Students who are unable to attend Mater Academy of Northern Nevada due to the following reasons will participate in distance education:

- MANN student who has documentation from a medical professional related to a condition that would be compromised if attending school in person.
- MANN student who is quarantined on the advice of the Washoe County Health Department

Path Forward Program for Distance Education:

- Students will be assigned a school computer to use at home.

Students will access their academic instruction through one or more of the following formats:

- Classroom lessons through Zoom
- On-line curriculum
- Differentiated computer based instruction
- Classroom assignments

Specialized teachers will provide students who require individual educational support (IEP/EL/504) with the following supports:

- Classroom lessons through Zoom
- On-line curriculum
- Differentiated computer based instruction
- Classroom assignments

Teacher will document daily student attendance in Infinite Campus using one of the following:

- Monitoring student learning on-line
- Phone call home
- Zoom meeting

If a child does not participate, after a week of attempted contact by the teacher, administration will conduct a home visit. All attempts at contact will be documented in a Path Forward Distance Education Log.

Teachers will be available daily from 7:45-3:15 for students who are in the Distance Education program to contact them for assistance. Contact may be made in the following ways:

- Phone
- Email
- On-line messaging formats

Students who are on Distance Education will be able to pick up a grab and go meal from Mater Academy of Northern Nevada at 8:30 every day. They will be able to pick up both a breakfast and a lunch for the day.

- Cleaning and maintaining healthy facilities, including improving ventilation
  - We maintain nightly janitorial services with close attention being paid to all student touch surfaces.
  - Hand sanitizing stations will remain throughout the school and in each classroom.
  - We will continue to use our social distancing and healthy personal hygiene signs throughout the building.
  - Students will be taught how to socially distance, and practice as they move through the building. This process will occur the first week of school and will be part of our PBIS system, where students will receive PRIDE points for following the Covid safety directives safely.
  - Classroom and building high touch surfaces will be cleaned periodically throughout the day using approved cleaning products. Teachers will include students in the classroom cleaning procedures to the greatest extent possible including frequent opportunities for hand sanitizing and wiping down high-touch surfaces.
  - Support staff will clean the high touch general areas of the school during the day, including the stair rails and sinks.
  - Bathrooms will be monitored on a regular basis and cleaned during the day.
  - Classroom spaces, where the child was at, will be deep cleaned if needed after the Covid screener questions are asked.
  - Once the student goes home, the clinic will be deep cleaned.
  - Student learning spaces will be set up to allow students to be socially distancing while learning in the classroom.
  - Teachers will have seating charts in order to ensure students sit in their assigned areas.
  - Shared items will be limited as much as possible.
  - All shared items, such as pens, markers, and athletic equipment will be cleaned following the WCHD guidelines.
  - Water fountains will not be available. Students will have their own individual water bottle and they will be filled at the water bottle filling station.
  - Students will be assigned their own technology device to avoid shared technology.
  - The Boys and Girls Club will continue to regularly monitor the HVAC system and replace air filters as needed for our building. They will also call for a service if there issues with ventilation.
  - MANN will continue to follow the guidance of the CDC, WCHD and SPCSA for social distancing and room capacity limits.
- Contact tracing
  - MANN will continue to follow all contact tracing protocols set forth by the Washoe County Health Department and/or CDC.
  - When a student is called in sick, the office staff will ask the screener questions provided by the Washoe County Health Department. Depending on the answers to the questions, students will be directed to stay home from school for a set amount of time.
  - If a student is sent to the clinic the Covid screener questions will be asked, temperature taken and it will be determined if the child needs to go home and how long they need to stay out of school.
  - If a student or staff member receives a positive Covid test, or any other infectious disease diagnosis, the Washoe County Health Department will be contacted to determine who should be quarantined. Mater Academy will work closely with the WCHD to ensure a quick contact tracing investigation.

- If a student or staff member tests positive for Covid, administration will pull the class seating chart and determine which students or staff need to be excluded. The health department will be contacted to help with this process.
  - If a family or staff member travels outside of the country, current CDC guidelines will be followed to ensure safe return to school.
- Diagnostic and screening testing
  - For screening and testing, parents and staff will be required to monitor symptoms, stay home if symptoms are present, and follow all WCHD and CDC guidelines.
  - If a child arrives at school sick, the parent will be called and the child will be sent home, after following the above steps when a student is sent to the clinic.
  - If a staff member comes to school sick, they will immediately be sent home. The Covid screener questions will be asked and it will be determined if the staff member needs to be sent for a Covid test.
  - Mater Academy will continue to have a rapid test contract with Renown which will allow staff members to get a Covid test and receive results within 48 hours.
  - Mater Academy will continue to use our touchless thermometers when working with students or staff who are ill.
  - Students who enter the clinic ill and need to be isolated will be placed in the clinic, doors closed and the window curtain open so the student may be monitored while in isolation.
- Efforts to increase access and awareness to vaccinations
  - Mater Academy of Northern Nevada will communicate with stakeholders about access and awareness to vaccinations when applicable.
  - Mater Academy will continue to work closely with the Boys and Girls Club and be included in all of their vaccine clinics for staff (if still needed), parents and students.
- Appropriate accommodations for children with disabilities with respect to health and safety policies.
  - MANN will continue to follow all FERPA and IDEA, 504, and IEP accommodations. SEALPs (Special Education Alternative Learning Plan) will be created for students with an active IEP (Individualized Education Plan) to modify services.
  - If a student or staff member is at increased risk for becoming infected, MANN will work together with the family to develop an action plan that will allow for the safe learning or work environment for the individual.

## **In-Person Learning: Student and Staff Wellbeing**

Over the last year, we have seen our students and staff struggle in many different ways. Some of those struggles have been anticipated and others have not. MANN is committed to taking care of the whole student or staff member and works to ensure we have a well thought out social and emotional learning program as well as continual access to our counseling staff.

- Social Emotional Learning- Tier 1
  - Our entire school uses Sanford Harmony as our SEL curriculum and we will continue to follow their meet up and buddy up programs.
  - Teachers will have daily class meet up times daily as well as buddy up assignments in the classroom.
  - Our counselor and student support advocate will provide direct classroom instruction to address SEL needs.
  - The counseling staff will administer a beginning, mid and end of the year assessment to determine the current needs of the students and staff and then adjust their instruction to fit those needs.
  - The counseling staff will be available to help students as needed. Teachers will message the counseling staff when a student needs to have a one-on-one session. The counseling staff will then meet the student in the classroom and bring them to a safe space to work through their current situation.
  - Yoga and Mindful activities will be part of our PE curriculum, working to teach students strategies and skills to use when they become upset or anxious.
  - Each classroom will have a calm down routine and students will be able to ask for a break and access a calm down strategy.
  - Our school is in the PBIS cohort and will be actively using our PRIDE system to positively support students and their behavior.
  - We will use data from our PBIS system to help inform school wide, as well as classroom, trends and determine what time to teaching and support is needed to help shift inappropriate behaviors.
  - Staff has been trained on Restorative Questioning and we will continue to use those questions when working through an issue with a student.
- Social Emotional Learning-Tier 2 and 3
  - Counseling staff and/or members of the Leadership Team will check in on students who are Tier 2 or 3 for behavior, or who are simply having a difficult time with the current situation.
  - Counseling staff will be facilitating several different types of support groups for students.
  - Students who need more one-on-one support will have either daily or weekly check ins with the counseling staff.
  - Some students will be on a daily check in/check out program for support.
  - Restorative resolution meetings will happen after a situation arises and then follow up check ins will continue until the situation has been completely resolved.
  - Counseling staff will continually look for and update our resource list for parents and help parents get the support they need.
- Staff Emotional Learning
  - Our staff has been trained on Trauma Informed Practices and Secondary Trauma. We will continue to revisit these topics during the year with PD as well as our Wednesday Wellness and Thankful Thursday emails.
  - The leadership team will model leading a balanced life and encouraging staff to balance their life as well.

## **In-Person Learning: Accelerating Student Learning**

- Assessments
  - We will use diagnostic and formative assessments of student data (MAP, iReady, Curriculum summative assessments, Brigance Screener for Kindergarten, etc.) to evaluate the needs and effectiveness of instruction and determine the needs of students' academic progress.
- Pairing Data with Instruction
  - Teachers will have data chats with students and determine student goals based on formative assessments, summative assessments, and diagnostic results.
  - Students will participate in small group interventions every day to address any learning gaps and provide students support to close those gaps
  - Teachers will work with students to evaluate their progress toward their personalized goals and create a plan of action to work toward meeting those goals.
  - We will utilize PLCs to analyze and monitor data to determine class and grade level needs to support students who need intervention, extension, and re-teaching.
- In-Person Learning and Special Populations
  - All students with IEP will continue to receive their individual educational assistance in the school setting from their teachers.
  - EL services will be provided through either an integrated program or a pull-out program, depending on the students' individual needs.
  - MANN will follow all state and federal guidelines around these programs to ensure that our students receive the very best.

## **Distance Education: Students unable to participate in-person**

Mater Academy of Northern Nevada (MANN) has created the following distance education plan for students who may need to learn remotely. Currently, all students at MANN are returning to full time, in person learning. This plan will be used if a student needs to quarantine, becomes ill, or has a health issue where they need limited exposure to other students.

- Our distance learning plan will address the needs of students in the following situations:
  - Medical situation that requires a limited exposure to in person learning
  - Positive Covid result
  - Quarantined because of close contact to a Covid patient
  
- Medical Exemption
  - Parent will provide medical documentation about the current medical needs of the child.
  - The parent and the school principal will have a meeting to determine what the needs of the student are and develop a plan to accommodate their individual medical situation.
  - If a student requires a distance learning plan, they will not be able to participate in any school activities for the length of their distance learning. This would include after school clubs, night events, school pictures, and field trips.
  - If the student needs to be in person for any assessments. A safe space where the child can socially distance will be provided. Every person in that space will be in a mask for the entire time.
  - Once approved for distance learning, the student will remain in the distance program until there is a change in recommendation from the child's medical provider.
  - If at any time during the school year, a child has a change in health condition the steps mentioned above would be followed.
  - All parents at MANN were notified in the spring of the return to full time in person learning for the 2021-2022 school year and no students were in need of this option at that time. No parents have reached out to request a distance education plan since the spring either.
  - If a student begins to struggle on a distance education plan, a parent conference will be held, and an intervention plan developed to help support the student with learning at home or to determine the need to return to in person learning.
  - If a student is having attendance issues while on full time distance education, a parent conference will be held, and an attendance plan developed to support the student learning at home or determine the need for the student to return to in person learning.
  - If the student has an IEP, their case manager will work with the family to provide services during distance learning.
  
- Parent Considerations for a Distance Learning Plan
  - Students will need to watch the recorded instructional lessons daily
  - Students will need to complete asynchronous assignments (iReady, ST Math, Smarty Ants) daily
  - Students will need to sign on to a live zoom call with their teachers daily
  - An adult will need to be home with their child if their child is in elementary school
  - Parents will need to contact the school immediately if a problem arises
  - Students who are on Distance Education will be able to have a parent pick up a grab and go meal from Mater Academy of Northern Nevada at 8:30 every day. They will be able to pick up both a breakfast and a lunch for the day.

- Full Time Distance Learning
  - Students will be assigned either a Chromebook or an iPad
  - Students will have Math and ELA recorded lessons daily to watch. Middle School students will have all of their core content areas to watch.
  - Students will have assignments to complete after watching the recorded lessons that will need to be submitted to the teacher at the end of each instructional day.
  - Students will spend one hour a day participating in asynchronistic lessons through various learning platforms (iReady, ST Math, USA Test Prep, Smarty Ants)
  - Students will sign on to zoom daily to meet with their teacher.
  - Students will access their lessons, assignments, and zoom links through the Colegia platform.
  - The teacher will communicate with parents daily through the zoom call, class dojo messages, IC messages and/or IC grade updates.
- Specialized teachers will provide students who require individual educational support (IEP/EL/504) with the following supports:
  - Classroom lessons through Zoom
  - On-line curriculum
  - Differentiated computer-based instruction
  - Classroom assignments
  - Special Education teachers and related service providers will document all services.
  - Any assessments, meetings or IEPs that can be conducted virtually will.
  - If the student needs to be in person for any assessments. A safe space where the child can socially distance will be provided. Every person in that space will be in a mask for the entire time.
- Teacher will document daily student attendance in Infinite Campus using one of the following:
  - Monitoring student learning on-line
  - Assignments submitted to the teacher
  - Phone call home
  - Zoom meeting
  - If a child does not participate, after a week of attempted contact by the teacher, administration will conduct a home visit. All attempts at contact will be documented in a Path Forward Distance Education Log.
- Full Time Distance Learning—Class or School Wide
  - If the entire class or school has to move to a distance learning environment, the entire class would participate in the activities listed above on a daily basis until in person learning can resume.
  - Mater Academy was able to transition our school to a full-time virtual platform in the spring of 2020 with very little planning time. We were again able to transition to a hybrid learning model in the Fall of 2020 with minimal lead time. We will use the positive programs and systems, lessons learned, as well as parent feedback from those experiences to help us transition to an alternative learning format if a health crisis requires that.
- Students with positive Covid results or close contact with a Covid patient
  - Parent will provide documentation from the WCHD to determine how long the student will need to be out of school.
  - If a child is too sick to participate in their learning, they will be marked absent and then allowed to make up the missed instruction.
  - Students who are quarantined or out with Covid will participate in the learning plan detailed in the full-time distance learning above.



- Students may return to school after their quarantined time. If they are not symptom free, they will need to continue to participate in distance learning until they are symptom free for 24 hours.
- Technology Access
  - All students will be assigned either a Chromebook or iPad.
  - If a family doesn't have access to internet, we will work with the family to provide a hot spot
  - Tech support will be available during the school day, either over the phone or with the parent bringing the device in to have it looked at.
  - At the end of the year, families will need to return all technology which was checked out to them, including charging cords and cases.
  - If a family has an internet disruption, they need to call the school and notify us of the reason for the missed instruction. A paper instructional packet will be created and provided to the family until the internet is reestablished.
- Student/Family Communications
  - Students are required to sign into zoom daily to meet with their teachers
  - Teachers will schedule conference if the student is struggling with any aspect of their distance learning.
  - Teachers will schedule conferences on zoom during the regularly scheduled conference weeks.
  - If a child or parent emails a teacher for support, the teacher will return the email within 24 hours.
  - If a child does not participate, after a week of attempted contact by the teacher, administration will conduct a home visit. All attempts at contact will be documented in a Path Forward Distance Education Log.
  - If a family indicates the need for support or resources, admin will work with teacher, counselor and outside agencies to provide the support needed.
- Nutrition
  - Students who are on Distance Education will be able to have a parent pick up a grab and go meal from Mater Academy of Northern Nevada at 8:30 every day. They will be able to pick up both a breakfast and a lunch for the day.
- Masks
  - If a student is on full time distance learning and are visiting the campus, every family member will be required to wear a mask.
  - The family will only be able to stay in the main office area, unless a clean and safe space has already been set up for the student.

## Distance Education: Emergency Closure

Mater Academy was able to transition our school to a full-time virtual platform in the spring of 2020 with very little planning time. We were again able to transition to a hybrid learning model in the Fall of 2020 with minimal lead time. We will use the successful programs and systems, lessons learned, as well as parent feedback from those experiences to help us transition to an alternative learning format if a health crisis requires that.

- Full Time Distance Learning
  - Students will be assigned either a Chromebook or an iPad
  - Students will have live Math and ELA lessons daily.
  - Students will have assignments to complete after watching the recorded lessons that will need to be submitted to the teacher at the end of each instructional day.
  - Students will spend one hour a day participating in asynchronistic lessons through various learning platforms (iReady, ST Math, USA Test Prep, Smarty Ants)
  - Students will sign on to zoom daily to meet with their teacher.
  - Students will access their lessons, assignments, and zoom links through the Colegia platform.
  - The teacher will communicate with parents daily through the zoom call, class dojo messages, IC messages and/or IC grade updates.
- Specialized teachers will provide students who require individual educational support (IEP/EL/504) with the following supports:
  - Classroom lessons through Zoom
  - On-line curriculum
  - Differentiated computer-based instruction
  - Classroom assignments
  - Special Education teachers and related service providers will document all services.
  - Any assessments, meetings or IEPs that can be conducted virtually will.
  - If the student needs to be in person for any assessments. A safe space where the child can socially distance will be provided. Every person in that space will be in a mask for the entire time.
- Teacher will document daily student attendance in Infinite Campus using one of the following:
  - Monitoring student learning on-line
  - Assignments submitted to the teacher
  - Phone call home
  - Zoom meeting
  - If a child does not participate, after a week of attempted contact by the teacher, administration will conduct a home visit. All attempts at contact will be documented in a Path Forward Distance Education Log.