

**PAN  
AMERICAN  
ACADEMY  
CHARTER  
SCHOOL**

**2020-2021**

**COVID19  
Return to School Plan**

July 2020

---

## Table of Contents

<b><i>Introduction</i></b> .....	<b>2</b>
<b><i>Overview of the Plan</i></b> .....	<b>2</b>
<b><i>Instruction</i></b> .....	<b>3</b>
<b><i>Learning Management System</i></b> .....	<b>3</b>
<b><i>Students with Complex Needs</i></b> .....	<b>3</b>
<b><i>Social Emotional Learning</i></b> .....	<b>4</b>
<b><i>Access to Technology</i></b> .....	<b>4</b>
<b><i>Attendance &amp; Grading</i></b> .....	<b>4</b>
<b><i>Schedules</i></b> .....	<b>4</b>
<b><i>School Meals</i></b> .....	<b>5</b>
<b><i>Communication Plan</i></b> .....	<b>5</b>
<b><i>Safe Transition to Blended or In-Person Model</i></b> .....	<b>5</b>
<b><i>Face Coverings</i></b> .....	<b>5</b>
<b><i>Monitoring Health</i></b> .....	<b>5</b>
<b><i>Cleaning, Sanitizing and Disinfecting</i></b> .....	<b>6</b>
<b><i>Points of Contact</i></b> .....	<b>6</b>

## Introduction

This has been a challenging time for our Pan American Academy Charter School community. Since we had to close our school building on March 13, 2020 we have been working diligently to maintain our school community connections, provide access and support for virtual learning, and support for the wellbeing of the staff, students and families that make up the Pan American Academy community – our PanAmily. We will continue to do this work while safely beginning the 2020-2021 school year.

We will be opening the school year by providing instruction to students completely remotely. Although we had been planning to open in a blended model, we have made the decision to shift to a complete remote model. This decision, we believe, is the best for ensuring the health, safety and wellbeing of our staff, students and families. The remote model of instruction will have students learning from home five days a week at least until November 25, 2020.

The decision to open the new school year with a remote model is not only the safest solution right now, but it also affords us opportunities to utilize technology and incorporate innovative strategies for teaching and learning. This will allow students to develop the skills and abilities they will need in the future – collaboration, creativity, critical thinking, problem solving and communication. We see this time as an opportunity to learn engaging teaching and learning strategies and to recreate our idea of what education looks like when we collaborate, and problem solve with technology at the forefront.

Presented here is an outline of our plan and our health and safety guidelines. More details will be shared with staff, students and families over the next few weeks so we can be prepared for the challenging, new learning environment. Please know that these documents represent the most current information we have from local, state, and federal officials. We have created our plans to be flexible enough to transition to the blended model or fully in-person model when conditions change and guidance from officials indicate it is safe.

We will come back together in person, in our beautiful school building as soon as we are able to safely. We thank you for your input and feedback during this planning process, it has been invaluable. Your commitment to our school, your flexibility in the face of these changing times, your courage to keep going, and your trust in our vision inspires us. We promise to do everything we can to make the remote learning model a successful one for all of us.

## Overview of the Plan

This plan supports our efforts to return to school for the 2020-21 school year. The primary focus is the health and safety of our students, staff and families as we transition back to school. Planning and preparation have been guided by the recommendations from Centers for Disease Control (CDC), Pennsylvania Departments of Education and Health (PDE, PADOH), Pennsylvania Department of Public Health (PDH), and the School District of Philadelphia (SDP). While we have been planning for all three learning models (remote, blended, in-person), we will be opening the 2020-2021 school year using the remote model.

 <b>Remote</b>	 <b>Blended</b>	 <b>On-Site</b>
<ul style="list-style-type: none"> <li>• Every student learns remotely Mon-Friday</li> </ul> <p><b>This is the model that will be implemented until at least November 25, 2020.</b></p>	<ul style="list-style-type: none"> <li>• Every student K-8 learns onsite 2 days and at home 3 days each week</li> </ul> <p><b>Not an option currently due to the high risk of community transmission in Philadelphia.</b></p>	<ul style="list-style-type: none"> <li>• Every student, K-8 learns in the school building Monday- Friday</li> </ul> <p><b>Not an option currently due to the high risk of community transmission in Philadelphia.</b></p>

This plan allows for us to achieve the following goals:

- Provide access, resources, and high-quality instruction based on Pennsylvania Standards for all students using asynchronous and synchronous models.
- Focus on meeting the learning needs of each student with particular attention for our students with specific learning needs
- Maintain a school experience for our students where they feel connected to their teacher(s), classmates, and the school community.
- Support the wellbeing of our students and staff by addressing their social-emotional needs as well as their mental health concerns
- Use data collected to innovate and shift as the conditions change
- Provide accurate and frequent communication to our entire PanAmily

## Instruction

The instruction of new content will begin on Tuesday, September 1, 2020. Instruction be provided in two primary ways:

### 1. **Asynchronous (without real-time interaction)**

Students will access their learning and interact with assignments at any time and would receive feedback from their teacher at another time.

### 2. **Synchronous (happens in real time)**

Students will access their learning via video conferencing and interact with assignments at a specific time and receive real-time feedback.

## Learning Management System

To organize content in one place and to provide easy access to learning materials and important class information, we are launching the use of Google Classrooms. Students join separately (with a code) and work separately within it, moving at their own pace and viewing or uploading assignments when they're ready. Students will also be able to collaborate on work with their peers through the use of Google docs and Google slides. Professional development and training are planned for staff, students and families.

## Students with Complex Needs

Students enrolled in a Special Education, as well as English Learners in need of support, will be priority as we implement remote learning. Parents/guardians of students with complex needs will be contacted separately by the School's staff regarding more specific information.

Special education instructors are part of instructional teams that will be delivering virtual instruction in the following ways: Co-planning, Co-teaching, and Remedial Instruction & Behavior Support.

Related Services such as speech/language, occupational therapy, physical therapy, orientation and mobility provided virtually, will be administered by licensed clinicians. Evaluations and Reevaluations such psycho-educational evaluations, including Functional behavior Assessments (FBAs) will resume upon our return to the building. IEP/504 Meetings will be scheduled in compliance with federal, state, and local mandates, via virtual platform and/or teleconference.

Language Department Staff will collaborate as members of K-8 instructional teams, delivering 100% remote instruction to support and service the needs of ELs (English Learners) and SLLs (Spanish Language Learners).

## Social Emotional Learning

It is important that we make sure that all of our PanAfamily members have access to wellness support. Students and staff will engage with social emotional learning activities such as morning meeting and mindfulness practices. Counseling support and mentoring will be provided for students. COVID-19 has had an impact on us all.

## Access to Technology

All students in grades K-8 will have access to a school issued iPad to utilize for attending video conferenced classes, accessing their assignments, completing their assignments, and submitting their assignments. Our Tech Team will continue to offer support both in-person and remotely for students who are experiencing difficulty with their device. Incoming kindergarten students as well as any students who did not already pick up a device will be given a date in August to come to pick up an iPad.

We are working with the School District of Philadelphia to provide reliable internet to any families who do not currently have access. Reliable internet access is defined as: 1) not a mobile phone, 2) unlimited in the household without having to pay more each month, 3) a speed that allows 2-3 people to watch videos at the same time on more than one computer, 4) accessible to students five days a week even if they attend school from different locations.

It is important that you keep us informed of any student address changes, as this is the key factor for determination. In the meantime, we will continue to issue hot spot devices with six months of unlimited data to families who are in immediate need.

## Attendance & Grading

Student participation in the remote model is required. Attendance will be taken during video conference sessions and through completion of academic assignments. Guidelines for student expectations will be shared with students and families in the upcoming weeks.

Our primary focus is student learning. To reflect a complete and accurate score for the trimester, students are expected to:

- Attend all synchronous and/or participate in all asynchronous classes
- Complete and submit assignments on time for all courses
- Complete formative and summative assessments in all courses

<b>Achievement Grade Scale</b>	
100% - 97%	Advanced (A)
96% - 85 %	Proficient (P)
84% - 70%	Basic (B)
69% - 0%	Below Basic (BB)

## Schedules

Students will have a blend of synchronous and asynchronous activities during the day. Some flexibility has been built into the schedules for students to support individual family needs. Students will be attending video sessions with teachers via Zoom as well as completing work independently. Parents should expect that the combination of activities will be that of a regular school day. Teachers will confirm individual schedules during the virtual home visits that will take place in August.

Built into the schedules for all students will be WIN sessions. WIN stands for What I Need. These sessions will allow us to focus directly on the needs of students to help them learn and grow successfully. These sessions will be conducted by all instructional and support staff to help make groups small to maximize learning for students.

## School Meals

We are still planning to continue our distribution of meals while we are implementing our remote model. We will be offering breakfasts and lunches for students each week. Details for the pick-up days and times will be shared at a later date.

## Communication Plan

We will use School Messenger – both voice and email options; School Website; School Story on Class Dojo; and Social Media – both Facebook and Instagram to continue to communicate with our families. Please check the Parent Page of our website for the latest posted information. Should you have a question or need assistance please email [information@panamcs.org](mailto:information@panamcs.org).

## Safe Transition to Blended or In-Person Model

When conditions allow us to safely return to blended or in-person learning all Pan American Academy community members will be required to follow new Pan American Academy COVID-19 Policies, Procedures, Protocols that detail the requirements for staff, students, and families to minimize health risks and prioritize the safety of the school community.

In preparation for any transition, the facilities will be prepared to further enhance protections such as changing some classroom reconfigurations when necessary. Staff and students will engage in frequent hand washing and sanitizing routines. These routines, along with all physical distancing and face covering protocols, will be reinforced by both highly visible signage and direct guidance from trained staff.

## Face Coverings

On July 1, 2020 the Secretary of Health issued an Order requiring all individuals to wear a face covering when they leave their homes. This Order applies to any individual aged two and older and includes students attending school. This Order will remain in effect until the Secretary of Health determines the public health risk is sufficiently reduced so that face coverings are no longer necessary as a widely utilized public health tool. When worn properly, wearing a mask helps reduce the spread of the coronavirus by reducing droplet transmission between people. As a reminder, face masks do not replace the need to maintain physical distancing, frequent hand washing, and our rigorous cleaning and disinfecting routines. All staff, students, families, contractors, vendors, or visitors will be required to wear a mask while in our school building.

## Monitoring Health

Reducing the risk of exposure to COVID-19 will help prevent the spread of the virus; therefore, everyone is expected to regularly monitor their personal health status. It is essential that all members of the Pan American Academy community take personal responsibility in the community effort to reduce the spread of COVID-19. Stay home if you are experiencing symptoms suggestive of a COVID-19 infection based on the description below or have been in close contact with someone who has tested positive for COVID-19.

## Cleaning, Sanitizing and Disinfecting

An enhanced schedule for cleaning, sanitizing and disinfecting has been created for Pan American Academy Charter School. We have purchased electrostatic sprayers for daily disinfecting. We have also installed hand sanitizer dispensers in every classroom and high traffic areas. When we return to our building, we will have in place enough sanitizing wipes for everyone to wipe down their individual work areas when they arrive and when they leave.

Here are some additional supports that are provided by our cleaning crew:

- Cleaning/sanitizing checklist will be completed daily by the Custodial Staff responsible for the cleaning.
- Daily cleaning schedule high touch areas such as doorknobs and handrails.
- Mounted hand sanitizing stations shall be maintained and functional at all times.
- Custodial staff will ensure that all handwashing sinks are operational and have clean running water and soap at all times.
- Our school building will be equipped with disinfecting equipment/supplies and custodial staff trained in daily cleaning practices, specialized/responsive cleaning and enhanced disinfecting techniques. Custodial Staff will be trained to respond to emergency situations as they arise.
- In addition to the standards above, custodial staff will refer to the *CDC Cleaning and Disinfecting Your Facility* for guidance on how to clean specific surfaces.

## Points of Contact

Title	Name	Email
Chief Executive Officer	Dr. Darcy Russotto	drussotto@panamcs.org
Principal	Yolanda M. Cooper	ycooper@panamcs.org
Assistant Principal, Grades K-3	Mercedes Walton-Mason	mmason@panamcs.org
Assistant Principal, Grades 4-8	David Shemaria	dshemaria@panamcs.org
Director of Specialized Services	Jennifer McNeil	jmcneil@panamcs.org
Director of Student Services	Dr. Joshua Fineberg	jfineberg@panamcs.org