

**Explore Knowledge Academy Reopening Plan –  
FY 22**

Explore Knowledge Academy (EKA) would like to thank everyone who contributed to this plan. It is created to be fluid and will continue to be updated upon new information provided from the state, national and federal organizations, the Southern Nevada Health District (SNHD), as well as from our sponsor, the Clark County School District (CCSD). EKA will continue to ensure that it coordinates all plans with their state and local health officials. The framework presented in the Nevada Department of Education's *Nevada's Path Forward: A Framework for a Safe, Efficient, and Equitable Return to School Buildings* (NPF), has been used as a resource for this school plan.

EKA created a Re-Opening Committee to support the development of this plan. The committee consisted of elementary teachers, secondary teachers, counselors, general support staff, office staff, administration, members of the EKA Foundation board, the EKA PTSA board and members of the EKA Governing Body. All of these differing groups include EKA parents, guardians and community stakeholders. EKA conducted a stakeholder survey asking staff and families for input on reopening the school for Fall of 2020. The survey results, along with NPF, the experiences and lessons learned from the FY 20 and 21 school years and other documents from the governor's office and the Nevada Department of Education (NDE) have been used to create this reopening plan.

It is imperative that all students receive vital services and continue their education, regardless of the state of the COVID-19 pandemic and/or their need for appropriate accommodations. Three primary scenarios represent the most likely options and reflect components that would be necessary in most other variations of a plan, as health guidance and resources evolve. The committee was charged with developing a specific action plan to address each of the three reopening scenarios: distance learning, hybrid learning, or return to standard school schedule. When planning for reopening, EKA recognizes that there are a variety of possibilities for the format schooling is able to take in Fall 2021.

EKA will continually review and if necessary revise this plan, at least every six months and will continue to seek public comment on the plan.

#### Scenario 1: Distance Learning

Instruction in this scenario would be delivered through enhanced distance learning practices. These practices would reflect lessons learned from Spring 2020 and the

2020 - 2021 school years and would include expanded digital access and digital curriculum resources, as well as additional staff training.

Scenario 2: Hybrid-Learning. In this scenario, students would be in the school buildings at reduced capacity (e.g., 50 percent or 25 percent). EKA would implement new required health and safety protocols within classrooms and non-instructional settings. Achieving a reduced capacity under this model may involve implementing new instructional bell schedules, such as to serve students on alternating days through a combination of face-to-face and distance learning models. Additionally, capacity limitations may require decisions to prioritize in-school instruction for the vulnerable populations, such as, students with Individualized Education Plans (IEPs), those with 504 plans, English learners, and academically struggling students. Students who are not attending in-school instruction on any given day would be participating in distance learning through instructional tasks assigned by their teachers.

Scenario 3: Return to a standard school schedule at full capacity. This may include some additional health and cleaning guidance.

Regardless of the scenario in place, the following plans and protocols will be in place:

## COMMUNICATION

### COMMUNICATION

- *How will you communicate important information to families about the re-opening process?*
- *How will you communicate with students, families, staff and other stakeholders about the actions your school will be taking to keep people safe and healthy?*
- *How will you communicate with students, families, staff and other stakeholders about the actions individuals should take to protect themselves and others?*
- *What is your plan to ensure that Parents receive general updates regarding the district/school's implementation of distance education at least weekly? If English Learners comprise at least 10 percent of the student population, the school will be required to make these weekly updates available in any language that is the native language of at least 50 percent of English Learners enrolled in the charter school.*

Explore Knowledge Academy is a school where everyone becomes part of the family. Therefore, family engagement has and will continue to be an area of importance. During the physical school closure starting in March, and all of the 2020 - 2021 school year, ensuring that EKA had up to date contact information for students became paramount. In order to assure that EKA continues to have the most up to date student and family information at all times, EKA has created a change of information and address form on its website. Families additionally have the ability to update portions of their information directly on the Infinite Campus (IC) student management system as well. The email [parentportal@ekacademy.org](mailto:parentportal@ekacademy.org) has also been created so that families may ask any question they want of EKA office and administrative staff and receive immediate responses during school/office hours. This plan will be made available to families in both English and Spanish and can be provided in an alternative format upon request.

In the 2019 - 2020 school year, a survey was sent to all EKA families asking them their preference for school communications. 95% said they like to receive information via email and 85% said that they like to receive information by text. Only 48% said they would like to receive information via paper sent home with their students. Therefore, the school's main mode of communication with its stakeholders will be through SchoolMessenger email or a text notifying them of an awaiting email.

EKA will additionally keep all stakeholders informed through a weekly electronic newsletter. The newsletter will help EKA keep families informed about school happenings, updates related to changes in processes and procedures, any adjustments due to COVID-19, and pertinent health notifications. The newsletter as well as any other vital notifications will be uploaded to the website so that anyone accessing it can obtain the information. All school news will be posted to EKA's social media accounts (Instagram and Facebook) as well. EKA will continue to translate as many documents as they can to Spanish. If additional languages are requested, EKA will address those needs, as they are received.

Additionally, EKA is updating their website during the summer months of 2021 to create a more user friendly system for our families.

To ensure that staff information is also current, EKA has transitioned to an improved version of the ADP payroll system which will permit staff to update their personal information themselves.

*Emergency Management*

EKA's Emergency Operations Plan was updated in June 2021 with the recommendations from the state for a Continuity of Operations Plan, so that the school will remain operational during a pandemic. EKA's Emergency Operation Plan meets requirements as set forth in NRS 388.229 - 388.261.

## REOPENING SCHOOL BUILDINGS

### RE-OPENING APPROACH

- *How will your school building(s) re-open (see options in section 6 of Directive 022 and within the Path Forward Framework)?*
- *Will the school request a calendar adjustment as part of your reopening approach?*
- *How will you approach re-opening for students whose families are not comfortable with them returning to school or who are identified as "vulnerable populations"?*
- *Under a hybrid learning model how would the school determine which students receive in-person instruction at which times?*
- *What circumstances/scenarios will warrant a change in the approach?*
- *If a change in approach is warranted, how will that transition be made?*

### *Re-opening Approach*

EKA understands that its plans will need to be adaptable. If EKA receives notification from any of the governmental entities that they need to transition from a hybrid and distance to an all distance education model, EKA will be prepared to make that change, depending on enrollment, responses from the community and needs of all stakeholders. Once approved, adjustments and changes made to this plan will be conveyed to EKA families and stakeholders via e-mails, text messages and social media platforms, in a timely manner following updated directives.

EKA teachers will be instructed to prepare lessons for distance education as well as face to face teaching for the upcoming 2021 - 2022 school year. Administration will convey the information in the three different scenarios (face to face, hybrid and distance) to staff during the beginning of the year training in August so everyone will be prepared to handle any changes. In an effort to make this adaptation as manageable and smooth as possible for the students, teachers and families, EKA will utilize the same curriculum for both in person, hybrid and online classes. Students will also have access to EKA technology at home, if needed, to prevent gaps during times of transition. An online platform will be used so that the recorded lessons and necessary learning materials will be accessible from home and at school, throughout the school year, regardless of which scenario the school is utilizing.

### *Calendar Changes*

No changes will be made to the already state approved 2021 - 2022 calendar.

## PHYSICAL HEALTH SCREENING

*How will you screen staff and students?*

Staff/Students with temperatures over 100.0 will be sent home per requirements by the SNHD. EKA's Health Screening plan will follow all CCSD and SNHD directives and requirements.

EKA will limit access to the school by all visitors. Visitors will be permitted in the front entry offices to conduct business but will not be permitted back to students/staff areas. All visitors, if granted permission to enter the facility, will have their temperature checked. If their temperature is over 100.0, they will not be granted access to the school, per the SNHD.

### *Immunizations*

EKA will continue to follow the SNHD requirements for immunizations of all students.

### *COVID-19*

EKA cannot diagnose COVID-19 so they will follow SNHD guidance. Any student/staff member with a fever greater than 100.0 will be sent home from the school. If they are symptomatic, the school will ask that they not return prior to 10 days once they have recovered, or 72 hours after symptoms resolve - whichever is longer. If the SNHD or NDE change these parameters, EKA will update their Health Screening Plan to match.

If EKA receives notification that a student or staff member has a confirmed case of COVID-19, all contact areas will be cleaned, sanitized and disinfected. As much as is possible while maintaining the privacy of the people involved, EKA will notify families and staff of any COVID-19 instances on campus or within the EKA extended family, as allowable and with the guidance of the SNHD.

EKA will work with the SNHD to perform contact tracing to determine the need for isolation or quarantine of staff and students.

EKA will provide information regarding vaccination options and opportunities within the Las Vegas community to our families.

**PHYSICAL HYGIENE**

- *How will you address and reinforce hand hygiene and respiratory etiquette?*
- *How will face coverings be used? Please refer to Emergency Directive 024 and the associated guidance which outline the requirements for face coverings.*

All staff will be advised to give students time to wash their hands or use hand sanitizer upon their request. During daily Social Emotional Learning time, teachers/staff will reinforce hygienic practices (hand washing, cover coughs and sneezes, etc.). Staff will encourage students to wash their hands or use hand sanitizer before food consumption.

Universal face coverings mandates by the state, SNHD and/or the CDC shall be followed by staff as well as students at EKA. Staff will ensure that students are taught the correct manner for wearing a mask/face covering while on campus, as required. EKA will have emergency disposable use face coverings available. If face coverings are required for adults and students on campus, both will need to provide them for themselves on a daily basis.

Families will be asked to provide hand sanitizer for students and general use on campus. EKA will additionally provide hand sanitizer for main entrances and classrooms.

**SOCIAL DISTANCING**

- *How will you maintain social distancing in line with the Path Forward Framework, Governor’s Emergency Directives, and Nevada Department of Education guidance?*
- *How will you transition as necessary when the prevailing guidance shifts in response to public health conditions?*

In a hybrid or distance learning situation, educators and staff that are in a high-risk category can be isolated from students and other staff. Therefore, if there is a mandate for social distancing in a school environment, EKA will need to determine if hybrid or distance learning is the best option for the school at that time, depending on the information at hand.

## HUMAN RESOURCES

### STAFF RETURN TO WORK

- *How will staff return to work?*
- *How will you address circumstances where staff are not comfortable returning to work or are identified as “vulnerable populations”?*
- *How will your staffing approach ensure strong implementation of your overall reopening approach?*
- *How will you prepare for the possibility of increased staff absences due to illness and ensure that staff who are sick are able to stay home?*

### *Staff Return to Work*

All EKA teachers and general staff members returned to work in August 2020. Returning staff for the FY 22 school year will return on or before August 2nd, 2021. EKA will contract again with local companies for substitute services to cover staff absences and will hire its own cadre of substitutes for use as necessary. EKA has the ability to also hire temporary personnel as needed for general staff positions.

EKA is updating their leave plan to include Families First Coronavirus Response Act (FFCRA). EKA continues to comply with the Americans with Disabilities Act (ADA) according to the Equal Employment Opportunity Commission (EEOC).

### *Staff Training*

EKA teachers and staff will return to work following the summer break on the previously scheduled date of Monday, August 2, 2021, to begin professional learning and training. The re-opening plans will be explained in detail to ensure everyone is comfortable and understands the components and to provide clarification of expectations in order to provide a smooth transition should the plan need to change from one scenario to another (in-person, hybrid, and online). At a minimum, training will include topics such as :

- Proper hygiene for EKA adults and teaching information to students including handwashing and respiratory etiquette.
- Teaching Social Emotional Learning effectively
- Best Practices or Enhanced Distance Education for teachers
- Trauma Based Teaching

Specific training for new curricular and distance learning programs

**GOVERNING BODY AND SCHOOL LEADERSHIP ROLE**

· *How will you share consistent and up-to-date information with your governing body and school leadership?*

· *How and to what extent will the governing body and school leadership weigh in on key decisions?*

*Governing Body Role*

EKA's superintendent has been in contact with the EKA governing body president since the initial instance of COVID-19 in Nevada. The superintendent answers all board member questions as they are received. The EKA Governing Board will review and approve the re-opening plan at their meeting in July 2021.

*School Leadership Role*

All information that is made public has been reviewed by the entire Administrative Team for clarity. EKA does not have a FAQ site, but it continues to send up to date information to its staff and families. Families are receiving information through SchoolMessenger emails. The administrative team has been answering questions directly from families as they arise.

*Communication*

Critical information will include the re-opening plan, changes to schedules or dates, and health and safety precautions. EKA is small enough to manage all incoming questions and requests for information individually. When multiple requests for the same information are received, EKA will respond by sending a stakeholder wide email with the updated information in English and Spanish. This information will additionally be placed on the school website and shared on its social media platforms. EKA has also created a parent focused email, [parentportal@ekacademy.org](mailto:parentportal@ekacademy.org) that EKA families can use to get information from office and administrative staff quickly during school/office hours.

## LOGISTICS

### FACILITIES MANAGEMENT

- *What adjustments will be made to the facility or use of the facility to support your reopening plan and to minimize the risk of spreading COVID-19?*
- *How and how frequently will you clean and sanitize various parts of the facility to minimize the risk of spreading COVID-19?*

### *Facilities Management*

One of the largest concerns from EKA's staff and families, as reported from the survey, was the cleanliness of the school. EKA's maintenance manager and crew are responsible for school cleaning, disinfecting and sanitizing the school. EKA had already procured a sanitizing system prior to the start of the COVID-19 pandemic and is prepared to continue using this system. EKA's maintenance crew will continue to clean the school on a daily basis and perform school sanitation using the Evaclean and PurTabs system. Therefore, the school is ready for students and staff to fully return to school.

As for the physical building systems, EKA's maintenance supervisor had the HVAC vendor change out the filters. All HVAC thermostats are controlled by the maintenance supervisor and operations manager. EKA's buildings have been in use by the maintenance crew. All water systems have been actively used. EKA will continue to improve its building ventilation and cleaning as required to maintain a healthy facility.

EKA does not have its own kitchen and does not serve cafeteria style food. There should not be a need to close the lunch/multi-purpose rooms. Unless there is a specific directive from the governor or the Nevada Department of Education, EKA does not see a need to close off any areas of the school.

Additionally, since EKA is a K-12 program, it would not make sense to only bring back one or two grade levels at a time since it has families with children at all three program (K-5, 6-8, and 9-12) levels. Therefore, all staff will return at the same time as well.

Another consideration is the use of EKA facilities by outside entities. The only outside entities that use school facilities are Clark County's Safekey Program and an after-school dance/karate program. If the Governor permits schools to open and outside programs to be active, EKA will allow these two programs to use EKA's facilities. If the school is using a hybrid or distance learning platform, neither of these groups will be permitted on campus.

### *Classroom and School Usage*

EKA will modify its facility to allow for required social distancing. This may be in the form of physical classroom layout changes or student podding, or cohort attendance either two days a week or half days.

Signage regarding social distancing and hygiene are posted throughout the school. Administration will notify families, through SchoolMessenger emails, of plans at EKA. Teachers will remind students when they are on campus of the social distancing processes and procedures.

Administration will send information to families regarding new processes and procedures at least a week before the start of the school year and then again, the day before the start of school in both English and Spanish. Notifications will be sent via SchoolMessenger and social media, as well as posted to the website.

**NUTRITION SERVICES/BREAKFAST & LUNCH**

- *How will the school adjust meal-time procedures to minimize the risk of spreading COVID-19?*
- *If the school provides meals, what precautions will be taken during meal preparation and service to minimize the risk of spreading COVID-19?*
- *How will the school ensure that students have access to nutrition services to which they are entitled?*

*Nutrition Services*

All food and nutrition snacks are provided by EKA's families or through an outside vendor. If EKA is permitted to resume classes in full, it will check with the outside vendor to ensure they are prepared to make daily deliveries and ask for their health and safety plans for EKA's records.

**TRANSPORTATION/ARRIVAL & DISMISSAL**

- *How will the school adjust arrival and dismissal to minimize the risk of spreading COVID-19?*
- *If the school provides transportation, what changes will be made to ensure social distancing, proper cleaning and sanitation, and overall mitigation of the risk of spreading COVID-19?*

Transportation to and from school is provided by EKA's families, except for a few daycare buses. If they are permitted to return providing services, EKA will ask for their health and safety plans for EKA's records.

Start and dismissal times will be staggered, depending on the plan scenario.

*Arrival -*

Scenario 1 - Distance, there will not be any arrival time to the school.

Scenario 2 - Hybrid, students will be permitted to arrive on campus roughly 25 minutes prior to the start of the school day, with elementary and secondary having differing start times. This will allow for some flexibility without causing a hardship to families with students in both elementary and secondary grade levels.

Scenario 3 - Full opening, EKA will resume normal school drop off times, and elementary valet system.

*Dismissal -*

Scenario 1 - Distance there will not be any dismissal from the school.

Scenario 2 - Hybrid, Elementary and secondary families will be given the times for dismissal which will be staggered for ease of traffic management.

Scenario 3 - Full opening, EKA will resume normal pick up times including EKA's fully operational valet system for elementary families and students.

**ATHLETICS/EXTRA-CURRICULAR ACTIVITIES**

· *How will the school adjust athletics and/or extra-curricular activities to minimize the risk of spreading COVID-19?*

· *If the school offers NIAA sports, describe your plan for athletics, which should comply with NIAA guidance.*

EKA does not have a set yearly athletics program. It will modify its offerings for the year based on permissions from the state and interest from its families/students. At this time, EKA does not have any extra-curricular activities planned for the start of the school year.

## **INFORMATION TECHNOLOGY**

- *What technology resources are necessary to implement your reopening plan?*
- *How will you ensure that the school has all necessary technology resources to support your reopening plan?*
- *What actions will you take to expand access to technology and internet connectivity for students, families and educators?*

EKA has a one to one technology system and is able to loan out sufficient technology to families in need for home use. Families will be sent an information letter with a form to complete for the Technology Loan Program if it becomes necessary to provide it for hybrid or distance education. In the weekly newsletter, EKA will continue to make families aware of low-cost internet and the school counselors will work with families to assist them in acquiring access. Families will also be notified any options that the state creates, or other public hot spot locations throughout the city or on campus. EKA will also have hot spots and connectivity pay as you go cards for families that do not qualify for a low-cost internet option.

If EKA needs to go to a hybrid plan, it is the expectation that they will have enough technology at school, even with loaning out needed technology, so there will still be sufficient numbers of technology for students to use while on campus. This will eliminate the need to sanitize technology brought in from the outside. Staff and maintenance will clean the at school technology daily in EKA's normal cleaning manners.

## **WELLNESS AND RECOVERY**

### **SOCIAL-EMOTIONAL LEARNING – TIER 1**

- *How will the school provide tier 1 (universal) social emotional support to students?*

The return to school for staff, students and their families may be fraught with concerns, wariness and unease. There will be many social, emotional, and behavioral health needs aligned with academic concerns for all groups. EKA's counselors and administration will work to see that all EKA stakeholders feel welcomed, validated, and supported as the school begins its operations. Training among the EKA staff will include resources to support students, as well as the personal wellbeing of all adults on campus. EKA's HR Department will additionally provide information to staff on access to health and wellness providers within our insurance systems. Counseling services for EKA employees and their dependents is covered 100% with our current insurance carrier.

### *Social Emotional Learning (SEL) - Tier 1*

The plan for the FY 22 school year is to give all students at least 30 minutes per day for dedicated SEL. The counselors will provide weekly SEL curriculum to teachers. Teaching staff will be given professional development on the implementation of the SEL program to ensure they understand the purpose and need, as well as strategies to best use the curriculum, whether it be in person or through virtual means. If using a distance or hybrid model, SEL curriculum will still be provided to students, at a minimum, on a weekly basis. EKA will provide informational documentation so that families and students can understand the importance and purpose for SEL.

To continue to keep families and students engaged, EKA will use its closed group Official Facebook page for families to share student work, efforts and events - especially if the school needs to go to distance learning. EKA will emphasize to families the benefits of joining the online group.

### **TRAUMA-INFORMED PRACTICES – TIERS 1-3**

- *How will the school monitor students, staff and families who may be struggling and evaluate their social emotional needs?*
- *What tier 1 (universal) trauma-informed practices will be in place?*
- *What tier 2 and tier 3 additional supports will be available to support students, families and staff that may be in need of more intensive support?*

### *Trauma-Informed, Tier 1-3*

EKA's counseling and administrative team will be in contact with staff and families. If they receive a referral from a teacher, or direct request from a student or their family, the counseling team will meet (virtually or in person) with them to discuss their concerns and provide needed services or resources to assist them in finding the services.

EKA will send SEL support information home to families in the newsletter. SEL with students will include school climate protocols. Staff will undergo trauma support training prior to the start of school. EKA will put together a trauma team for the school year to support students, families and staff.

## **ACADEMICS – Path Forward Plan of Distance Education**

*(required for all schools not already approved by the Nevada Department of Education to provide full-time distance education to 100% of students)*

### **INSTRUCTIONAL APPROACH**

- *How will instruction be provided to students (describe synchronous and asynchronous approaches, as applicable)?*
- *What accommodations will be provided to students without access to technology, which may include distance education through paper correspondence?*
- *How will the school ensure that students who are quarantined on the advice of local public health officials have access to distance education?*
- *How will the school ensure that a teacher attempts to contact each student via electronic means or by telephone at least once per day?*
- *How will teachers be accessible to students through the internet or by phone during the school's regular instructional hours?*
- *What adjustments will be made to specific courses to minimize the risk of spreading COVID-19, such as band, physical education, chorus, or certain CTE courses?*

## *Options for education FY 21*

Nevada's Path Forward has proposed various different educational scenarios and programs. After each description, EKA's ability to manage the scenario is given.

- Extended School Days - Consider longer school days, especially over the next 1-2 years to help mitigate interrupted learning. EKA currently has longer school days than traditional schools. With the K-12 campus and structure, it is not reasonable to extend the school day any longer.

- Extended School Year - EKA does not intend to extend their school year. If required, EKA would need to formulate an agreement with teaching staff to add days to their school year.

- Year-round schedule - Considering year-round schools for a limited 1-2 year period. EKA is not set up to be a year round school. It does not have large enough attendance, teaching staff, etc. to warrant this schedule.

- Hybrid model (asynchronous learning) - Some students In-Person / Some students learning virtually. Some students receive instruction in-person while others virtually. Some students (especially those with underlying health conditions, undergoing disease treatment, or those with at-risk family members) may continue to receive online instruction full-time. Other students may attend school on alternating days or using a staggered schedule, and experience both in-person and remote learning. (See Hybrid Plan)

- Flex Grades in Elementary School - All elementary grades are designed as flex-grades. The expectation would be that every grade/class starts with a review of 1-2 months of instruction in the prior grade content. It is normal to start the school year by reviewing for a few weeks. It is not unreasonable to expect that EKA's teaching staff may want to extend that time to cover what may have been since the start of the COVID epidemic. Benchmark testing of all students at the beginning of the year will give EKA information on focus areas for educational review.

- Teacher Looping in Elementary/Middle School - Teachers move to the next grade with their students, allowing teachers to pick up from where they left off in terms of instruction and content. This also allows teachers to use

established relationships to pick up on student trauma and other issues more quickly. EKA already has a system of looping for multiple grade levels in elementary. It would be difficult with EKA's current system to increase the looping for all elementary grade levels. Middle school students keep their teacher year to year, unless families request a change or there is a need to separate students or there is a loss/new staff member.

- Staggered Attendance Schedules - Students learning on-campus are scheduled to attend at different times/on different days to reduce student density. Some students could attend in the morning vs. others in the afternoon, or students could attend on alternate days. This model could be implemented in conjunction with the hybrid model.

- Cohort-Based Schedules (Middle/High School) - Students (and teachers) are assigned to cohorts, which are scheduled to classes that are all located within the same hallway/wing/floor. This model could also include a cohort of students remaining in the same classroom all day, with teachers (rather than students) rotating to different classes. EKA's Hybrid plan includes some facets of this methodology.

- Proficiency-Based Groupings (Reading/Math Courses) - Students from multiple grade levels are grouped/assigned to classes based upon content taught - mainly for reading and math. This would allow students to be placed in different groups/grade levels depending on the content they need. EKA already does this for its elementary students in grades 1-5.

- Optional Repeat of Grades and/or Course - Students (and their families) have the option to repeat the grade that was interrupted by campus closures. EKA is already honoring parent requests for the repeat of grades for students.

### *Instructional Practices*

EKA students will receive synchronous as well as asynchronous instruction depending on the scenario. Consistent curriculum and teaching for all scenarios will make for seamless transitions between levels, as needed. Grading policies will be carefully crafted to appropriately motivate student engagement.

EKA's teaching staff will set up office hours whereby families and students can contact them electronically, during hybrid or distance learning. It is already an EKA procedure for teachers to respond to emails within 24 hours of receipt, during work hours. If an email is sent on a Friday after hours, EKA staff will have until Wednesday morning to respond, unless there is a holiday which extends the teachers' days off.

Teaching staff will retain dedicated time on Mondays to plan and work in collaborative teams. Ongoing professional development will continue to strengthen virtual teaching strategies.

Administrators, teachers, and support staff will receive sustained professional development on a range of crisis-related issues, self-care, and productivity tools.

#### **MEETING STUDENT NEEDS**

- *How will the school adapt to provide appropriate education for English Learners, students with IEPs and students with 504 plans?*
- *How will the school evaluate the efficacy of its implementation of distance learning in the spring of 2020 and determine the academic needs of students due to the disruption in in-person instruction?*
- *How will the school meet students' academic needs based on this determination?*
- *How will the school continue to evaluate the efficacy of their plan to meet students' needs and adjust, as needed?*

EKA will follow all mandates required by the Nevada Department of Education in order to provide equal educational opportunities to all students regardless of their need for special education supports or appropriate accommodations.

EKA will use NWEA MAP to test students three times a year. This will assist staff in identifying learning loss or areas in need of improvement for students. If on campus testing is not permissible, distance testing will be implemented with support and guidance from NDE.

As a small charter school, EKA has the ability to make changes as needed to serve the needs of their students. This is especially true for their vulnerable populations, such as students with IEPs, those with 504s, English learners, and academically struggling students. EKA's teams are in contact with families of these students giving them additional supports and sharing best practices. These efforts can be duplicated again for the upcoming school year.

Many testing systems have increased their capacity to include online versions. If EKA is approved to use these systems, they will monitor the progress of their vulnerable students. Additionally, with approval, EKA can progress monitor students on campus in a small group or one on one setting.

**ATTENDANCE AND ENGAGEMENT**

- *How will the school track student attendance in Infinite Campus?*
- *How will the school engage parents and families to communicate and reinforce the importance of attendance?*

EKA will use the Infinite Campus system to track attendance, following CCSD IC procedures. If in hybrid or distance learning mode, EKA will take direction from the Nevada Department of Education and CCSD, the host for EKA's Infinite Campus program, on the appropriate method for recording virtual attendance.

Student engagement and attendance is a core component of EKA's programs. The shift to distance or hybrid learning will not change those beliefs. The base for student engagement is our teaching staff. They will contact students either in person, by phone or electronic means. If they are unable to connect with a student, they will contact our counselors which are the next layer of engagement. If the counselors are unable to contact or connect with a student or their family, administration will be called in to assist. Communication at the counselor and administrative level will be tracked.

EKA's weekly electronic newsletter will be used to support student engagement and attendance by giving families helpful information and tips on the navigation of the hybrid or distance learning plans.

#### **PROFESSIONAL LEARNING**

- *What professional learning will be provided to educators and staff regarding high-quality distance education and health and safety requirements related to preventing the spread of COVID-19?*
- *Will the school request additional professional development days and if so, how will these professional development days be used?*

Professional learning will be provided to educators and staff regarding high-quality distance education as well as health and safety requirements related to preventing the spread of COVID-19. EKA will be utilizing the scheduled professional development time for staff and teachers to provide them with professional development beginning on Monday, August 2, 2021. These days will be used to provide professional development covering topics such as:

- Proper hygiene and social distancing for EKA adults and teaching information to students
- Teaching Social Emotional Learning effectively
- Best Practices or Enhanced Distance Education for teachers
- Trauma Based Teaching

· Specific training for new curricular and distance learning programs

**SUPPORTING PARENTS/FAMILIES**

· *What resources will be provided to parents/families so that they can support students?*

EKA will support families by providing information regarding their child's academic progress and providing resources to support learning at home and school to include at a minimum:

- Electronic access to learning materials and the option to borrow EKA technology.
- Support for student learning by providing differentiated instruction and/or assignments, as well as accommodating support for vulnerable populations.
- Instructions for students and parents/guardians on any online systems and school expectations for students available in both English and Spanish
- Teacher and counselor email addresses readily available for families to ask questions or express concerns regarding student academic progress and to facilitate communication.
- Teacher and staff office hours availability for all cohorts
- Weekly newsletter

## **2021 - 2022 HYBRID SCHOOL PLAN**

### *General Information*

EKA's hybrid plan is developed with the focus on student learning. It is understood that EKA will need to make many adjustments and concessions to their educational program, but that students, as well as staff health and safety, take precedence during this pandemic.

This hybrid plan is based on maintaining social distancing and filling rooms to allowable capacity,

No matter what the plan, EKA will loan technology to the students in need. The plan and forms for the technology loan that were used during the 2019 - 2020 and 2020 - 2021 school year can be updated for the 2021 - 2022 school year.

### *The Plan*

For the hybrid plan, students will be assigned a cohort to physically attend school two days each week. Cohorts will be created by the school initially by last name, but families can be grouped together regardless of last name, for ease of attendance. Roughly 400 students will be on campus at a time.

Assignments will be given to students through Google Classroom so that they can be accessed regardless of student location. Teachers will use curriculum and create plans so that they can teach face to face, in a hybrid situation or online depending on the need.

During the days on campus, students will work through online assignments, receive direct instruction and assistance from their teachers.

Elementary students will receive PE curriculum and activities online to perform at home. No electives will be offered for elementary students in the hybrid model.

Middle school students will receive PE curriculum and activities online to perform at home. No additional electives will be offered in the hybrid model.

High school students will receive PE and other elective curriculum online in the hybrid model. Those taking Spanish will receive content online with tutoring assistance while on campus. Additional elective offerings will be limited.

Elementary On Campus Schedule 7:45 am - 2:00pm

7:20 am - 7:45am	Arrival (No Valet)
7:45am - 9:45am	ELA/Math
9:45am - 11:15am	Math/ELA
11:15am - 11:50pm	Lunch and Structured Recess
11:50pm - 1:15pm	Science/Social Studies
1:15pm - 2:00pm	Daily SEL
2:00pm	Dismissal (Limited Valet)

*Note: Times are approximate and will be adjusted to vary arrival, dismissal and lunch times.*

Secondary On Campus Schedule 7:55 am - 2:30pm

7:30am - 7:55am	Arrival
7:55am - 12:00pm	Individualized Coursework and Instruction
12:00pm - 12:45pm	Lunch and Structured Movement
12:45pm - 2:00pm	Individualized Coursework and Instruction
2:00pm - 2:30pm	Daily SEL
2:30pm	Dismissal

*Note: Times are approximate and will be adjusted to vary arrival, dismissal and lunch times.*

## **2021 - 2022 DISTANCE LEARNING SCHOOL PLAN**

### *General Information*

EKA's distance learning school plan will be similar to the 2021 - 2022 plan. Assignments will be given to students through Google Classroom. Teachers will use the same curriculum for distance learning as they will for face to face and hybrid learning. This will ensure content continuity for our students, should we need to move from one scenario to another during the year.

EKA will loan technology to the students in need. The plan and forms for the Technology Loan Program have been updated for the 2021 - 2022 school year. Explore Knowledge Academy (EKA) intends for their Distance Education Program to mirror its traditional Face to Face Program in as many areas as possible. The school day for a distance education student will be the same length of time and on the same days as the traditional student. All distance education courses will last for one full semester and will be the same for both our face to face and distance learning students in all grades K - 12.

### *Technology*

EKA will loan technology to our students that do not own their own devices, while ensuring a 1:1 ratio on campus. We intend to continue their loan program, ensuring that all students have access to the technology they need to be successful at our school. Families will be sent an information letter with a form to complete for the Technology Loan Program prior to the start of the school year. In the weekly newsletter, EKA will continue to make families aware of low-cost internet and the school counselors will work with families to assist them in acquiring access. Families will also be notified of any options that the state creates, or other public hot spot locations throughout the city or on campus. EKA will also have hot spots and connectivity pay as you go cards for families that do not qualify for a low-cost internet option.

### *The Program*

EKA's Distance Learning program is synchronous with its Face to Face Traditional learning program. All courses offered at EKA are all aligned to NVACS. All classes for all grade levels will be one school semester in length. High school classes will have a weight of 0.5 credits per class. Students will be

participating in our traditional face to face program but they will be accessing the classroom via computer rather than in person.

### *Enrollment*

During the enrollment period, families will be given the choice to select either our traditional face to face program or our distance education program. This will be done as part of our online enrollment process. Any family that wishes for their student(s) to be enrolled in the distance education program will be accepted. Distance learning students' grades and attendance will be monitored by the school counselors and administration. Students enrolled in other schools may not attend EKA's distance learning program on a full time or part time basis. Students outside Clark County may not attend any of EKA's programs. Only EKA full time enrolled students may participate in the distance learning program. The distance learning program is a full time program; students may not be enrolled in both distance learning and face to face learning at EKA at the same time.

EKA's counselors will ensure that students at all grade levels are enrolled in the appropriate classes for their grade level or those needed for high school graduation. All middle and high school students will meet with a counselor to develop their Plan of Study for the year. Plans of study will be completed in the CCSD Infinite Campus system.

All students will take their classes concurrently and will be enrolled in a minimum of 6 classes per school day. High school seniors taking courses at the local college or University may substitute a college or University class for up to 2 of the 6 classes, but must attend at least 4 classes at EKA.

### *Attendance*

Explore Knowledge Academy's distance education program will use the same programming and teachers as the face to face program. EKA is a CCSD sponsored charter school and will follow CCSD's IC procedures for attendance. All Teachers of Record will be licensed in or have an endorsement in the core subject area that they are teaching. EKA teachers will have both face to face as well as distance education students in their classes simultaneously. Students in the distance learning program will need to attend classes on a real-time basis just like our face to face students. Attendance for all students,

regardless of program, will be the same. Teachers will take daily/course attendance of both face to face and distance learning students at the same time at the start of the course, or for Kindergarten - Fifth grade, twice a day.

### *Testing*

In order for EKA to ensure validity of assessments administered to distance learning students, they will require that the students be on camera and visible throughout the entire testing period. Additionally, students will be assessed through projects and teacher developed quizzes that they complete off-line. All high stakes required testing must be done on campus. Distance students will be required to attend school to complete this testing, though they may request small group testing administration if they have documentation from a medical professional providing a medical reason for not attending school in person for the 2021 - 2022 school year. Proof of documentation must be provided to the school nurse.

### *Coursework*

Students will take courses with the same rigor, scope and sequence as our traditional classes. Assignments will require students to write, read, and/or complete offline assignments which will be graded by the teacher. The teacher will evaluate and provide formative feedback to the student on completed work and assessments. Teachers will grade student work and enter final grades at the end of each semester grading period into our Infinite Campus system, the same for distance as well as face to face students. Students must receive at least a 60% in each class to be considered passing. All records will be maintained electronically through the Infinite Campus system.

### *Student Progress Monitoring*

Distance education students will first be monitored by their teachers for each course. If a teacher sees that a student is struggling, (receiving a D or lower in any class), they will refer the student to the school counselors. The counselors will contact families and set up meetings to determine what the school can do to support the student in distance learning, even if it means moving the student to face to face learning. If after meeting with the counselors, the student(s) continue to struggle with the distance learning program, the counselors will refer the student(s) to administration who will then contact the family for a new meeting. At the meeting the administrator and/or family will discuss the

continued benefits of the student remaining in the Distance learning program and set new success goals or will agree to move the student to the face to face program. If the student(s) is able to meet those distance learning goals, they will remain in the Distance learning program. If they are not meeting those goals at the conclusion of the next academic quarter, they will be moved to the face to face learning program.

### *Student Communications*

Distance Education students will have access to their teachers on a daily basis in each of their classes. Additionally, the teachers will be available through email and if needed, a student can contact a teacher by phone through the main office.

### *Individualized Programs*

English Language Learners, students with Individualized Education Plans and 504 plans, along with those students who test in the lowest 40th percentage on the NWEA Map tests will receive needed specialized services. Services can be performed on campus or may be arranged with the specialized instructor through distance/electronic means.

## **CONCLUSION**

EKA will continue to develop this plan and make the necessary adjustments as information becomes available from the Nevada Department of Education, Governor Sisolak, Southern Nevada Health District and the Clark County School District.