



Learning Gate Community School

**Second Semester
Spring Plan
2020-2021 School Year**

12/15/20

Dear Learning Gate Families,

When we return to school after our Winter Break, there are some procedural additions that are newly required by DOE Order No. 2020-EO-07. Please take the time to read through this entire document for the changes. As always, feel free to contact administration if you have any questions.

Learning Gate continues to have two learning modalities for the 2020-2021 school year. The first is LG's Brick and Mortar option. LG's In-Person Learners will arrive and dismiss using a staggered schedule and follow a normal day of instruction. Each K-8 cohort will stay together throughout the school day. They will not intermingle with other classes. Students will wear masks when inside all school buildings to help stop the spread of the virus and when unable to be socially distanced, outside. Students will continue to participate in PE, Environmental Education, Garden, FLVS and Art, along with the core subjects.

Learning Gate's second learning modality is eLearning. Within this option, students are virtually connected to a live classroom and a live teacher. Students are required to follow the same schedule as found in the In-Person Learning and be actively engaged in the classroom life. Students will have access to the same curriculum as the In-Person Learners including the tangible materials used within the class. Using a virtual platform, students will be able to ask and answer questions and interact with their peers. Both synchronous and asynchronous lessons will be presented. In order to remain in eLearning throughout the second semester, students must be demonstrating academic progress and must be present and on time for classes.

If an In-Person Learner or an eLearner is going to be out sick for 1-2 days, please contact the school and report the absence at attend@learninggate.org or 813-948-7502.

If an In-Person Learner is going to be out sick for more than two days continue to report the absences as stated above. In addition, please contact Principal, Michelle Mason at mmason@learninggate.org or 813-948-4190 to discuss the option of a temporary eLearning switch if the student is well enough to participate in their learning from home. This potential option is **only** for students who cannot come to school due to a diagnosed illness, it will not be permitted for vacations or other non-health related issues. eLearners, who are able to participate in a full day of instruction are encouraged to do so.

When a teacher will be absent for 1-2 days, eLearners will be notified that there will be a sub. The eLearners will be directed to Canvas where there will be a module labeled, Substitute Work. eLearners will be required to complete the academic work within the module for the day and submit it. There will not be Zoom lessons on these days.

When there is a teacher absent for more than 2 days, and the teacher is able to teach from home, In-Person Learners and eLearners will participate in Zoom lessons with the classroom teacher. There will also be a substitute in the classroom for the In-Person Learners.

Elementary School

When there is a teacher absent for more than 2 days and he/she is unable to teach, In-Person Learners will have a substitute teacher. eLearners will be sent Zoom codes, through Canvas, to participate with one of the other classes in the grade level for the duration of the teacher's absence.

Middle School

The teacher will be responsible for providing lessons for a substitute to follow for both In-Person and eLearners. Canvas access will be given to the substitute as a Teacher Assistant, allowing the substitute access to Zoom, Canvas and the content provided.

General Guidelines for In Person Learning

Instruction and Services	<ul style="list-style-type: none">• In-Person Learners will arrive to school on time and proceed to their classrooms• In-Person Learners will follow the daily schedule of the classroom• In-Person Learners will participate in specials and other activities assigned• In-Person Learners with an IEP will receive all of their accommodations and services within the school day by a certified ESE teacher and in the manner described in their IEP• In-Person Learners with a 504 Plan will receive their accommodations within the general education classroom and in the manner described in their Plan• ELL In-Person Learners will receive support throughout the day/week• Students in the gifted program will receive their services within the classroom• In-Person Learners will wear face coverings when indoors and outside when social distancing is not possible
Student Check In and Assessment	<ul style="list-style-type: none">• All Learners in K-8 will participate in classroom assessments• All Learners in K-8 will participate in NWEA MAP assessments 3 times throughout the year in the areas of reading and math• All Learners in K-8 will be progress monitored using IXL, Easy CBM and MAP. 3rd grade will also use iReady for progress monitoring

Elementary

- * Learning will be focused on core subjects: Reading, Math, Science and Social Studies and on maintaining current skills while building knowledge around prioritized content in our current curriculum
- * Students will remain in one classroom, with one teacher for the entire day, there will be no departmentalization
- * Environmental Education will continue to be the school's focus
- * Students will have many outdoor learning opportunities throughout the day
- * Specials will continue as usual except for Art, which will happen in the students' classroom instead of the art room
- * Lunch will be held in the classroom or in an outdoor area with the cohort only. There may be one parent volunteer that has been preapproved to monitor the students during lunch
- * Students and teacher will wipe down desks and other surface areas in the classroom throughout the day
- * Maintenance and non-teaching staff will aid in sanitizing bathrooms and other common areas multiple times throughout the day
- * The primary tools for communication between teachers and families will be the currently used online platform

Middle School

- * Learning will be focused on core: literacy, math, science and social studies and on maintaining current skills while build knowledge around prioritized content in our current curriculum
- * The primary tools for communication between teachers and families will be the currently used online platform and email
- * Students will be placed in a cohort and stay with that cohort throughout that day
- * The cohort will move from teacher to teacher
- * The cohort will eat lunch as a group in the classroom, an identified outdoor area or in the cafeteria adhering to social distance rules
- * New traffic patterns will be established for moving from one class to another in an effort to reduce exposure to students from other cohorts
- * Teachers and students will sanitize desks and service areas at the end of each period
- * Maintenance and non-teaching staff will sanitize bathrooms and common areas multiple times throughout the day

General Guidelines for eLearning

Instruction	<ul style="list-style-type: none">• eLearners must be present and on time for attendance, Community Circle, direct instruction and other times designated by the teacher(s)• eLearners with an IEP/504 will be provided accommodations based on their individual plans• ESE Service will take place for students with an IEP• ELL Services will be provided• Students will be required to follow the same assessment calendar and participate in school and state assessments
Online Learning Environment	<ul style="list-style-type: none">• Use school approved online learning platform• Use provided guidelines and expectations developed for eLearners for using the online platforms• Adhere to the Student Code of Conduct and all technology expectations
Synchronous Learning	<ul style="list-style-type: none">• eLearners will have the ability to participate in the active life of the classroom• Students have the opportunity to interact with the students in the classroom and the other eLearners• eLearners will work with the classroom teacher in whole group and small groups• eLearning will take place on an online video platform• eLearners will have the same physical materials provided to our In-Person Learners• eLearners will follow the same due dates and deadlines as others in the classroom• Lessons will be as rigorous as those for in-person learners• Students will not record the lesson
Asynchronous Learning	<ul style="list-style-type: none">• eLearners will have access to online, independent activities throughout the school day• eLearners will follow the same due dates and deadlines as others in the classroom• Lessons will be as rigorous as those for In-Person Learners

Student Check In and Assessment	<ul style="list-style-type: none"> Assessments are needed to ensure students have the appropriate number of learning experiences Tools such as Easy CBM, IXL, online textbooks and teacher created materials will be used for assessments All students will participate in NWEA MAP assessments 3 times throughout the year in the areas of reading and math Students will be progress monitored Students not making adequate monthly progress must return to In-Person Learning Students taking FSA's, EOC's and Final Exams will be required to take them in person
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Elementary School

- * Learning will be focused on core: literacy, math, science and social studies and on maintaining current skills while building knowledge around prioritized content in our current curriculum
- * Students must be present for attendance and all of the core content instruction. Students who are not present for attendance will be marked absent for that day
- * Students will be provided a schedule for when they will need to be online for instruction from the teacher
- * Students will have both online and off-line learning activities
- * The primary tools for communication between teachers and families will be the currently used online platform and email
- * Teachers will provide synchronous learning. The synchronous learning sessions will be at a regularly scheduled time determined by each teacher. Asynchronous learning will be provided through a virtual platform

Middle School

- * Learning will be focused on core: literacy, math, science and social studies and on maintaining current skills while building knowledge around prioritized content in our current curriculum
- * Students must be present for attendance and all of the core content instruction. Students who are not present for attendance will be marked absent for that day
- * Students will have both online and off-line learning activities
- * Students will be given a schedule to follow for times they must be online and in class
- * The primary tools for communication between teachers and families will be the currently used online platform and email
- * Teachers will provide synchronous learning. The synchronous learning sessions will be at a regularly scheduled time determined at by each grade level team. Asynchronous learning will be provided through a virtual platform

New requirements based on DOE Order No. 2020-EO-07 for the Spring Semester

If a student receiving instruction through the innovative learning modality (eLearning) is failing to make and maintain adequate progress in Math and/or Reading, the student must be transitioned to face-to-face instruction. Students not making adequate progress will only be allowed to remain in the innovative learning modality if the school: 1) provides written notice to the parent or guardian that the child is not making adequate progress and all associated educational risks that come for that including possible retention; and 2) obtains written acknowledgement from the parent or guardian verifying the receipt of this information and the intent to remain in the innovative learning modality (eLearning).

For eLearning students who have issues with truancy/attendance, the following procedure will take place:

1. Each day a student is absent, the Data Processor will call the student's home to request information on their absenteeism if the parent/guardian has not called them in already or not provided a reason for the child being out.
2. If a student is out for three days, the teacher will contact the family to discuss the consequences of not being present and offer suggestions/assistance
3. At 5 days absent, a Child Study Team (CST) will be initiated through the Principal and attendance tracking will be initiated.
4. If the child reaches 7 days absent, the family will be contacted by the school counselor
5. At 10 days absent there will be a mandatory meeting with the schools' administration to initiate a change in the learning modality to In-person learning. If a parent refuses to consent to the change in modality, a document will be provided stating that they understand the consequences.

This year, Learning Gate will have an Intensive, 7 Week, In-Person, Summer Program as a way of closing the achievement gap. This program will be by school invitation and based upon academic progress. If a student has not achieved grade-level mastery, is not on track to achieve a minimum of one year of academic growth at the end of the 2020-21 school year or participates in an ESE or an ELL program, the school will be recommending attendance in the Summer Program. Learning Gate will be identifying these students and providing written notice of the need and the program specifics later on in the school year.

Exceptional Student Education

Learning Gate Community School has a team of ESE Teachers and Specialists to provide students with disabilities the programs they need for success. Teams meet during the week to review the students Individual Educational Plans and accommodations.

The IEP teams will continue to support the students and their families through the 2020-2021 school year. Students will continue working on their IEP goals as written, and IEP revision meetings will be held if any goals need to be revised due to a student's change in need. Case managers will contact their students' families to set the foundation for clear communication between home and school to ensure all ESE students receive their services, regardless of their choice of traditional school vs eLearning. If a student's needs are not met and compensatory services are requested by the parents, the school will work closely with our district's ESE team to determine the best plan of action.

English Language Learners

Learning Gate's ELL Team meets on a regular basis to review student data and create a plan for improvement if needed. The team gets input from the teachers and includes test and quiz scores, any standardized testing, narratives that include relationships with peers and other social and emotional information.

Campus Information

Campus Health and Wellness

Face Coverings

Students, staff, visitors, volunteers and vendors will be required to wear a face covering while inside all school buildings and outside when social distancing is not possible. Face coverings must be appropriate for school, adhere to the school's dress code, and not contain any words on them. Students who refuse to wear a mask will be educated on the importance of wearing one and if persistent will be guided to potential eLearning options until the mandate is lifted. Face covering must cover the entire nose and mouth, fit snuggly and may not have a vent. Neck Gaiters are allowed but must be doubled over.

At this time, these are the approved exemptions for face coverings: Persons eating or drinking; Persons for whom a face covering would cause an impairment due to an existing health conditions and submit a doctor's note; Persons who need to communicate with someone who

is hearing impaired and needs to see a Person's mouth to communicate; If there would be an impediment to instruction; and persons participating in recess and PE while maintaining social distancing.

Classroom

Each classroom will be designed to maximize space and distance between students who are learning in person. Student cohorts will stay together throughout the school day. Within the classroom students will not use shared items and will have breaks for handwashing in order to minimize the spread of the virus.

Breakfast and Lunch

Students will have access to a grab-and-go breakfast each morning. All payments will need to be made through myschoolaccount.com We will not be accepting money on site. Breakfast will be taken with them to the classroom and eaten there. Students will help in sanitizing their area after breakfast.

Lunch will be delivered to the classrooms each day by our lunch staff. Students and teachers will be able to eat in the classrooms or in an outdoor area where social distancing is possible. For purchased lunches, parents must make payments through myschoolaccount.com. Onsite payments will not be accepted. Students will be instructed that they are not to share food or help each other open packages. Staff will sanitize classrooms and take out the trash at the end of the designated period.

There will be a specified time for the pick-up of breakfast and lunch for students who receive Free or Reduced breakfast and lunch. All Breakfast and Lunch meals will be preordered at www.myschoolaccount.com. Meals for e-Learners will be available to pick up on Fridays from 9am-10am. If any parent is unable to pick up during the designated time/day they may contact the food service manager, Jill Stokes at jill@learninggate.org, to make other arrangements. Meals will be packaged for each child with directions for storage and heating. Parents will need to provide name and ID # for their student when picking up. Staff will verify each student according to our meal counting procedures and maintain proper records for the NSLP.

Arrival and Dismissal

Student Start and Pick-Up Times

Grade Level	Start Time (must be seated in class or logged in to Zoom)	Pick Up Time
Kindergarten	7:45 am	2:00 pm Green Bench Lane
1 st Grade	7:45 am	2:15 pm Log Cabin Lane
2 nd Grade	7:45 am	2:30 pm Green Bench Lane
3 rd Grade	8:00 am	2:45 pm Log Cabin Lan
4 th Grade	8:00 am	3:00 pm Green Bench Lane
5 th Grade	8:00 am	3:15 pm Log Cabin Lane
6 th Grade	8:05 am	3:30 pm Green Bench Lane
7 th Grade	7:55 am	2:55 pm Back of Building
8 th Grade	7:55 am	3:16 pm Back of Building

NOTE: It can take up to 3 minutes for a student to walk to class on the Hanna Campus. Please make sure to account for that time when dropping your students off Students will have their temperature checked before getting out of the car.

Parents will not be permitted to walk students to class. There will be school staff and safety patrols to assist students to the proper location.

Before School Care

Before care opens at 7:00 a.m. and the Aftercare program is open until 6:00 p.m. To use the aftercare program, you must be registered and your account must be paid in full before the start of the term.

From 7:00 am to 7:15 am students will go to Heron Hall on the Hanna Campus and The Swamp on the Lutz Lake Campus where they will wait for their teacher to walk through and pick them up.

At 7:20 am students in Grades K, 1 and 2 will be able to go straight to their classroom with classes starting at 7:45 am.

At 7:25 am students in Grades 3, 4 and 5 will be able to go straight to classrooms with classes starting at 8:00 am.

6th Grade students will go into Heron Hall at any point between 7:00 am and 7:45 am, with social distancing, and will be picked up by their teachers at 7:45 am.

7th and 8th grade students will begin their day at 7:55 with their homeroom. From 7:00 to 7:35 students will go to The Swamp. Students will go straight to homeroom beginning at 7:35 am.

Dismissal Procedures and After School Care

Hanna Campus

Students will be dismissed as a cohort and stay with their group. There will be two different dismissal areas. The first area will be accessed by parents using the inside traffic lane and will only have students from the identified grade level based on the time. Students in group one will be picked up from the green benches, as done in the past. A second dismissal area will be accessed by parents from the interior lane and will only have students from the identified grade level based on the time. This area will be found at the back end of the log cabin.

This year parents must go through the dismissal line for each of the children in the family at their appointed time to prevent the mixing of cohorts.

Lutz Lake Fern Campus

Students being dismissed from the Lutz Lake Fern Campus will remain with their cohort and in their classroom. Parents will be directed to drive to the back of the building and a staff member will call the student's name over the walkie talkie. Once their name is called, a student will be released from class to walk directly to their car. Students will wear masks when walking through the hallway.

Visitors and Volunteers

During the second semester of school, visitors and volunteers will be limited. Appointments to meet with staff and administration must be made and approved 24 hours in advance. Visitors and volunteers must wear a face covering at all times and have a temperature check at the door before being admitted to the front office. Online meetings are preferred

2020-2021 Updated School Calendar

August 24, 2020	First Day of School
September 7, 2020	School Closed Labor Day
October 23, 2020	End of 1 st Grading Period
October 26, 2020	Non-Student Day
November 11, 2020	School Closed – Veteran’s Day
November 24, 2020	Early Release Day
November 25 – 27, 2020	School Closed – Thanksgiving
December 18, 2020	Early Release Day for Students
December 21, 2020 – January 8, 2021	School Closed – Winter Break
January 11, 2021	School Resumes
January 14, 2021	End of Semester 1
January 18, 2021	School Closed – MLK Day
February 12, 2021	School Closed – Fair Day
February 15, 2021	Non-Student Day
March 12, 2021	Early Release Day for students
March 15 – 19, 2021	School Closed – Spring Break
March 26, 2021	End of 3 rd Grading Period
April 2, 2021	School Closed
May 28, 2021	Last day of School – Early Release/End of 4 th Grading Period
June 7, 2021	1st day of Summer School

For Assistance or Questions:

Elementary Education	Kelly Pratt - AP	Kelly@learninggate.org
Middle School Education	Adam Wolford - AP	Adam@learninggate.org
Course, Assignment, Resource	Relevant Teacher	
Technology	John Whittney	Jwhittney@learninggate.org
Counseling Services	Mercedes Wisnar	mwisnar@Learninggate.org
	Donna Ford	dford@learninggate.org
ESE Supervisor	Jessica Aancer	jessica@learninggate.org
Business Manager	Kris Smith	kris@learninggate.org
Principal	Michelle Mason	mmason@learninggate.org