

# CEDARS INTERNATIONAL ACADEMY

## RESTART GUIDE

2020-2021

*In Response to COVID-19*



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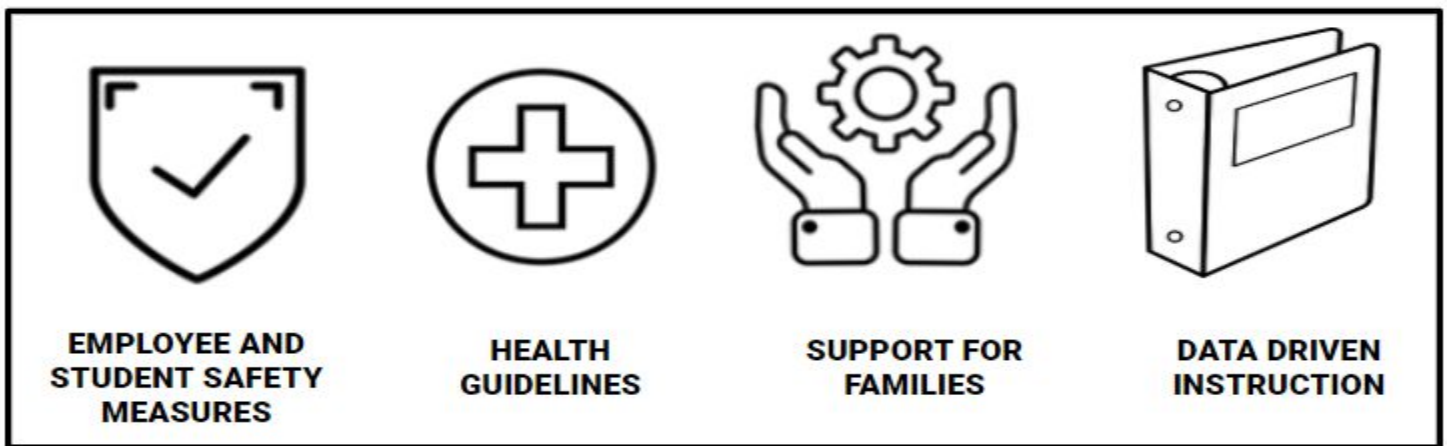
***Changes to the public health situation over the course of the school year may necessitate changes to this guidance.***

## INTRODUCTION

We have created this plan to aid in navigating the restart of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

## GUIDING PRINCIPLES

In order to ensure the continued wellbeing of our employees the following guiding principles have been put in place:



## FOUR PRACTICES

CIA will:

1. Keep parents informed.
2. Implement practices to prevent the virus from entering the school.
3. Respond to a lab-confirmed case in the school.
4. Implement prevention and mitigation practices to reduce the likelihood that an outbreak occurs on campus.



### EXPOSURE DEFINED

Close contact of less than 6 feet for more than 15 minutes to a person who has COVID-19 symptoms or a person who has tested positive.

# **SECTION I:**

## **SAFETY OF STUDENTS, STAFF, AND VISITORS**



## PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, students, and parents. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	May-Sept.	<ul style="list-style-type: none"><li>• Supplies, equipment</li><li>• Prepare detailed work schedule for phases</li><li>• Prepare building for reopen with thorough cleaning</li></ul>
Phase I	July	<ul style="list-style-type: none"><li>• Expand use of school based on recommendations and data from CDC, TEA, Texas Governor, and applicable state and local agencies</li></ul>
Phase II	August	<ul style="list-style-type: none"><li>• Determine what restrictions/guidelines stay in place</li><li>• Implement social distancing protocol and open facilities with limited access/use</li></ul>
Phase III	September - October	<ul style="list-style-type: none"><li>• Open school for remote learning</li><li>• Expand full operation based on recommendations and data from CDC, TEA, Texas Governor, and applicable local and state agencies</li><li>• Determine what restrictions/guidelines stay in place</li></ul>

## VISITOR RESTRICTIONS



Cedars International Schools will limit normal visitation to our campuses at this time. Only CIA employees are allowed on campus during preparation for reopening. All individuals entering the building will be required to wear face coverings (as determined by the Governor's executive order). Individuals proceeding beyond the reception area will be subject to the following guidelines: visitors will be screened, virtual meetings will be available when possible, visitors and staff will maintain physical distancing for ARD and other meetings in conference areas.

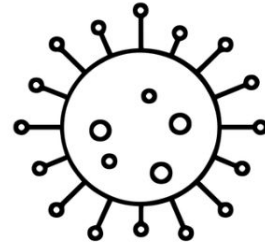
## TRAVEL RESTRICTIONS

CIA will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Superintendent. We will minimize non-essential travel throughout the year.

## EMPLOYEE AND STUDENT SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees and students to complete a self-screening which includes staff taking their own temperature; reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19



All screening information will be kept confidential by Human Resource and Administration. Teachers and staff must report if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry. Additionally, staff must report if they have had close contact with an individual who is lab-confirmed with COVID-19, and, if so, must remain off campus until the 14-day incubation period has passed.

### HANDOUT: SELF-SCREENING PROTOCOL



Parents must ensure they do not send their student to school if the child has COVID-19 symptoms or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the conditions for re-entry have been met. Parents may also opt to have at-home learning if their child has had close contact with an individual who is lab-confirmed with COVID-19 until the 14-day incubation period has passed.

## HEALTH PROTOCOL



If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they may be asked to leave work and go home or to the nearest health center.

Employees returning to work from an approved medical leave should contact HR. You will be asked to submit a healthcare provider's note before returning to work.

### **TESTED POSITIVE FOR COVID-19 or SUSPECTED WITH COVID-19**

Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

Return to work/school criteria:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
3. At least 10 days have passed since symptoms first occurred



If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work/school until the three criteria listed above have been met.

If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID-18 via acute infection tests at an approved COVID-19 testing location.

**HANDOUT: COVID-19 STUDENT FLOWCHART**

**HANDOUT: COVID-19 EMPLOYEE FLOWCHART**


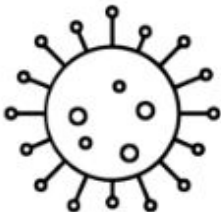

**IDENTIFYING POSSIBLE COVID19 CASES ON CAMPUS**

CIA will immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by the parent or guardian.

CIA will clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as feasible.

Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

**PRACTICES TO RESPOND TO A LAB CONFIRMED CASE IN THE SCHOOL**

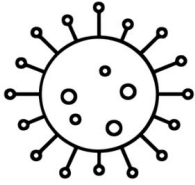
		
<p>If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state, and local laws and regulations, including confidentiality requirements and FERPA.</p>	<p>CIA will close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.</p>	<p>Consistent with our school notification requirements, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on campus activities.</p>

**STAFF MEMBER, NURSE, OR DESIGNEE (NON-COVID SITUATIONS)**

The staff member, nurse, or designee will have a mobile cart for minor medical situations and to administer medications. This will limit the interaction of students in the halls and buildings.



## GUIDANCE IF EXPOSED



While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

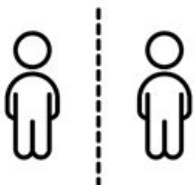
Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID-19, then follow their instructions.
  - Your healthcare provider
  - CIA's HR department
  - Your supervisor
3. Your supervisor will work with HR to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID-19, then follow their instructions.
5. CIA recommends the student, teacher, staff, or visitor should stay at home through the 14 day incubation period and not be allowed on campus. If the individual experiences symptoms, they must stay at home until the conditions outlined below have been met.
  - At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
  - You have improved in respiratory symptoms (cough, shortness of breath, etc); and
  - At least 10 days have passed since symptoms first occurred



## SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. CIA employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.



Traffic Flow – Paws on the floor will mark the walking direction throughout the office in order to maintain the social distancing requirement of 6 feet in the halls will determine distancing

Gatherings – Non-essential/informal meetups and visiting should be avoided or individuals separated throughout the space.

## CLOSE CONTACT (DEFINED)

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as:

- Being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
- Being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield;

If either occurred at any time in the last 14 days at the same time the infected individual was infectious.

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)



In order to minimize exposure to COVID-19, PPE will be needed to prevent certain exposures. PPE can include:

Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Schools are required to comply with the governor’s executive order regarding the wearing of masks.

***It may be impractical for students to wear masks or face shields while participating in some non-TCSAAL athletic or other extracurricular activities. When it is impractical for students to wear masks or face shields during those activities, schools must require students, teachers, staff, and visitors to wear masks or face shields when entering and exiting facilities and practice areas and when not actively engaging in those activities. Schools may, for example, allow students who are actively exercising to remove masks or face shields, as long as they maintain at least six feet of distance from other students, teachers, and staff who are not wearing masks or face shields. However, schools must require students, teachers, and staff to wear masks or face shields as they arrange themselves in positions that will allow them to maintain safe distancing.***



Students will need to provide their own personal facemasks. Currently, the governor's executive order is ages 10 years and up. However, Cedars will require masks for all students. Students and staff may remove their masks once they are in the classroom as long as there is another PPE available such as clear plexiglass available, but staff can require students to continue to wear them in situations in which distancing will not be achieved. Students will need to wear them when they enter the building and as they transition through the halls.

According to TEA's guidance, it is not developmentally appropriate for students in kindergarten and below to wear masks.

**It may not be developmentally appropriate for some other students, including some students with disabilities, to wear masks.**

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

*Please note that social distancing should still be practiced even with the use of gloves and masks.*



In addition to using PPE, please remember to:

1. Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
2. Avoid touching your eyes, nose, and mouth
3. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

## PERSONAL WORKSPACE/CLASSROOM



CIA staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

## SHARED WORKSPACE

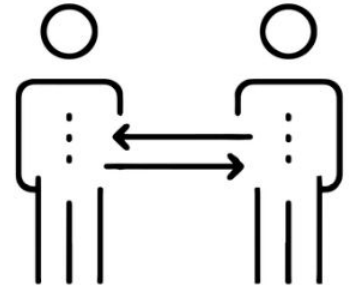


Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. CIA has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The CIA Custodial Team will clean all workspaces at their designated cleaning time.

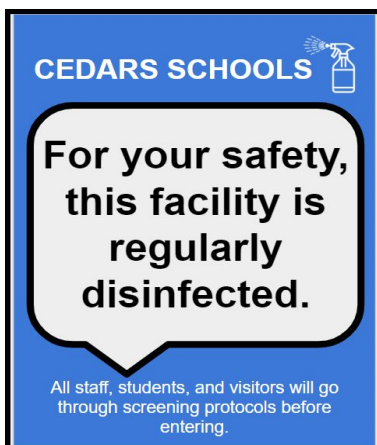
*Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.*

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

1. Capacity – CIA will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.
2. Conference Rooms – Conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Zoom as a virtual option even for employees in the office or school.
3. Teacher Lounge The lounge will be closed for gathering until further notice. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.
4. Copier in the Office & Portables – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.



## FACILITIES CLEANING



The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

Category	Area	Frequency
WORKSPACES	Classrooms, Offices	At the end of each use/day
APPLIANCES	Refrigerators, Microwaves, Coffee Machines	Daily
ELECTRONIC EQUIPMENT	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
GENERAL USED OBJECTS	Handles, light switches, sinks, restrooms	At least 4 times a day
COMMON AREAS	Cafeteria, Conference rooms, Common areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

### **GENERAL DISINFECTION MEASURES PROTOCOL**

General measures should be followed regularly. CIA will institute more frequent cleaning practices, including additional cleaning by janitorial staff, as well as provide the opportunity for children to clean their own spaces before and after they are used, in ways that are safe and developmentally appropriate.

### **DEEP CLEANING AND DISINFECTION PROTOCOL**

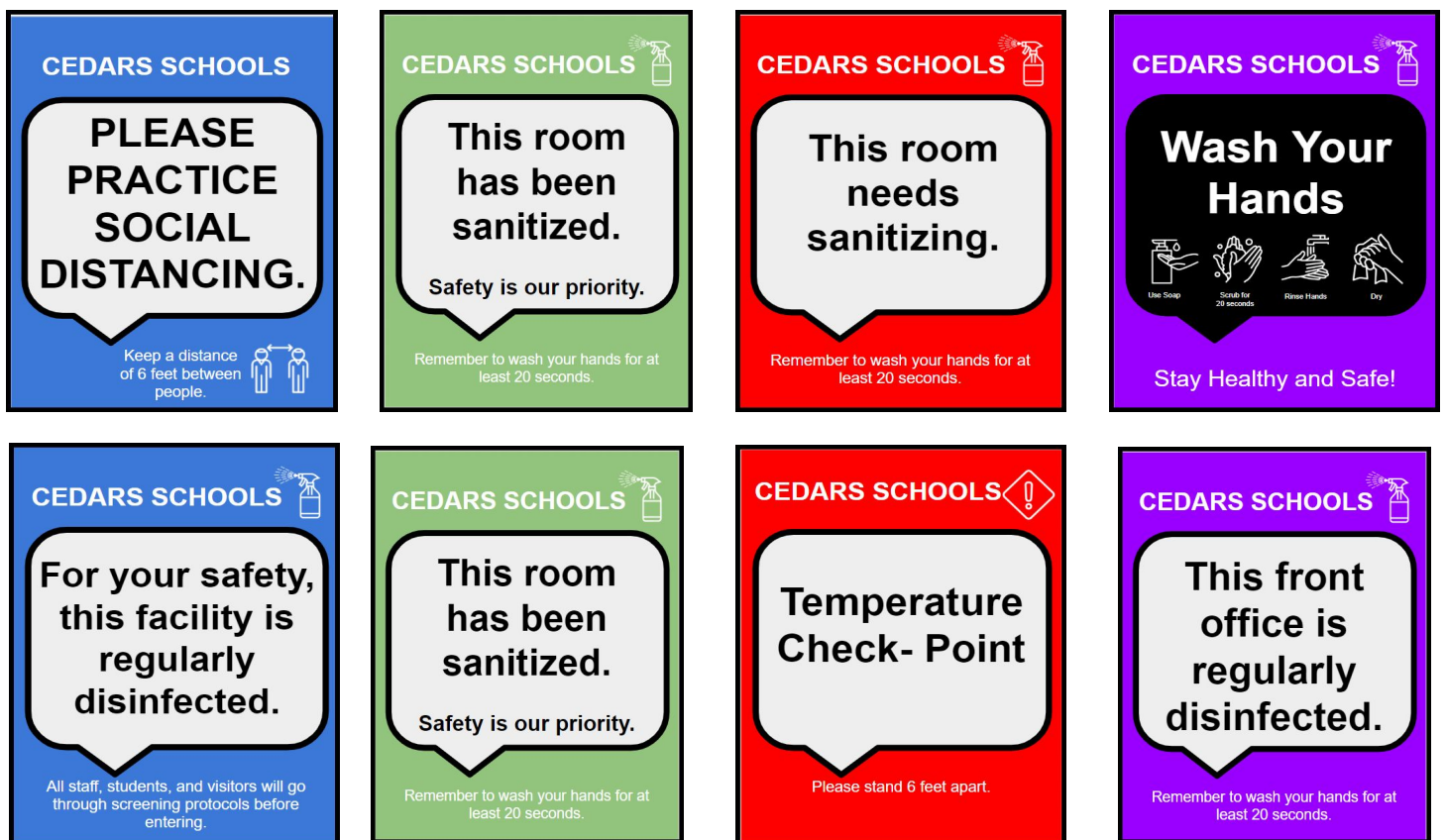
Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the Superintendent. Notwithstanding the above, if an active employee is confirmed to have a COVID-19 positive test, in lieu of performing deep cleaning, sites may shut down the site for a period of 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.



1. CIA will close off areas that were heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.
2. **Notification:** CIA will notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on-campus activities.

## SIGNAGE

Signage will be placed throughout the offices and school. Some of the signs are shown below:



## FOOD DELIVERY

Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages should not be delivered to CIA.



## **PRACTICES TO MITIGATE THE LIKELIHOOD OF COVID-19 SPREAD INSIDE THE SCHOOL**

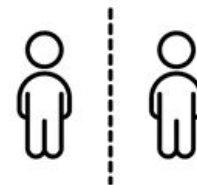
1. CIA will have hand sanitizer and/or hand washing stations with soap and water in classrooms.
2. Students, teachers, staff, and essential campus visitors will be encouraged to sanitize and/or wash hands frequently.
3. CIA will have an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues.
4. CIA will have a supply of gloves and other protective gear.
5. We have touchless thermometers on-site for employee and student screening.
6. Students, staff, teachers, and essential visitors should be encouraged to sanitize and/or wash hands frequently. CIA encourages supervision of younger students as students engage in handwashing for at least 20 seconds two times a day, in addition to washing hands after using the restroom and before eating.
7. All students will be required to wear masks upon entering the campus.



## **STUDENT AND TEACHER GROUPINGS**

Where feasible without disrupting the educational experience, CIA will encourage students to practice social distancing.

1. In classroom spaces that allow it, we will consider placing student desks a minimum of six feet apart when possible.
2. In classrooms where students are regularly within six feet of one another, CIA will plan for more frequent hand washing and/or hand sanitizing and will consider whether increased airflow from the outdoors is possible.



## **ENTRY AND EXIT**



Campuses will plan for entry, exit, and transition procedures that reduce large group gatherings (of students and adults) in close proximity. We may consider staggering school start and end times, assigning students to entries to ensure even distribution of students entering/exiting at each door, providing guidance to students to enter one at a time and wait six feet apart outside the entrance, and, parents are encouraged to remain outside during drop off and dismissal.

## STUDENT ARRIVAL AND DISMISSAL



We ask that parents avoid early drop offs in the mornings. Students will arrive by car or on foot and will enter one of the main entrances. Parents/guardians will not be able to leave their cars or enter the building. We ask that parents make appointments and if necessary, return at a time when students and staff are inside the classrooms. Staff and students will use masks upon entry and in transition until arrival to a classroom (as determined by the governor's executive order). We will continue using our Car Tag dismissal system. We will dismiss a different times decrease the risk of potential crowding. Parents who wish to pick up their student before the end of the school day will need to call ahead so students can be sent or accompanied to parent vehicles upon arrival.

## SAFETY SUPPLIES

The district has purchased several safety items:

1. Touchless Forehead Thermometers
2. Face masks
3. Nitrile Powder Free Gloves
4. Plexiglass Acrylic Countertop Shields - offers protection from sneezes and coughs during person-to-person interaction at front desk station.



Texas Education Agency is supplying CIA with the following:

1. Masks
2. Gloves
3. 3 thermometers

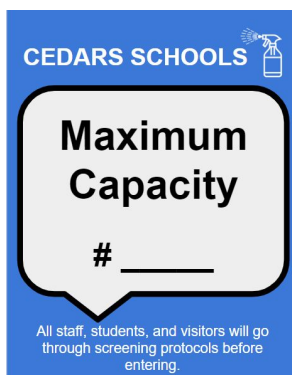
## COVID-19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to the district isolation room and the case form will be completed. Once the employee or student arrives at the isolation room, we will immediately provide them with a mask and gloves. This is to help protect other employees and students and prevent the spread of the potential virus.

- A staff member, nurse, or designee must complete the **HANDOUT: Suspected COVID-19 Case** Form and call the local health authority and seek advice regarding transportation and location.



- The staff member, nurse, or designee and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The staff member, nurse, or designee will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The staff member, nurse, or designee and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. Unless required by the local health authority, the name of the employee should not be provided.
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.



### **RESTROOM USAGE DURING THE WORKDAY**

**We will have a maximum capacity for the facility that allows for social distancing. We will post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.**

### **VISITORS ON CAMPUS**

The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building. CIA will restrict visits to the school to only those Essential to school operations.

### **VISITOR SELF-SCREENING FORM / Self Declaration by Visitor**



## CAFETERIA AND MEAL PERIODS

Students may bring their own meals or be served individually plated meals and will return to the classroom to eat.

CIA will use disposable food service items.

No parents/visitors during lunch for at this time. A lunch visitor process will be developed for parents and guardians at a later date. Cafeteria staff will be trained in COVID-19 safety protocols. Classes will go to lunch on a staggered schedule to minimize the number of students in the cafeteria each period. All cafeteria staff will be wearing masks and gloves while serving students. High surface areas will be disinfected between service periods and use.

CIA will utilize outdoor picnic spaces (weather permitting) to allow for adequate dining space if needed.



## MODIFIED ARRANGEMENTS

### Step 1

Space seating/desks at least 6 feet apart when feasible.

### Step 2

Turn desks to face the same direction, or have students sit on only one side of tables, spaced apart.

### Step 3

Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times.

### Step 4

Close common areas such as the cafeteria and playgrounds with shared equipment if possible; otherwise stagger use and clean and disinfect between use

## SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

The campus counselor and SEL Task Force will develop videos and resources for parents and teachers to access. The counselor will work with students individually or in small groups to address any well-being needs. The counselor will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.



## STAFF AND STUDENT TRAINING



1. Pre-Return to School Training - Presented remotely to staff to ensure understanding and preparedness to align with this manual
2. First Day Training/Orientation - Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Zoom (Staff Powerpoint provided). On the first day of school after the transition period, CIA will provide instruction to students on appropriate hygiene practices. (Student Powerpoint provided.)
3. Cleaning Protocols - Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus. We will structure the training plan to effectively disseminate information to all teams and audiences.

## Content Covered:

- All training topics can be reinforced with signage in the buildings.
- School/District checklists
- Response Teams
- Disinfection Measures
- Isolation protocols
- On site health screening
- Daily self-screenings
- Visitors
- Cleaning Crew Protocols



## HANDOUT: Powerpoint for First Day Orientation

### COMMUNICATION METHODS



To stay updated on the most up-to-date information:

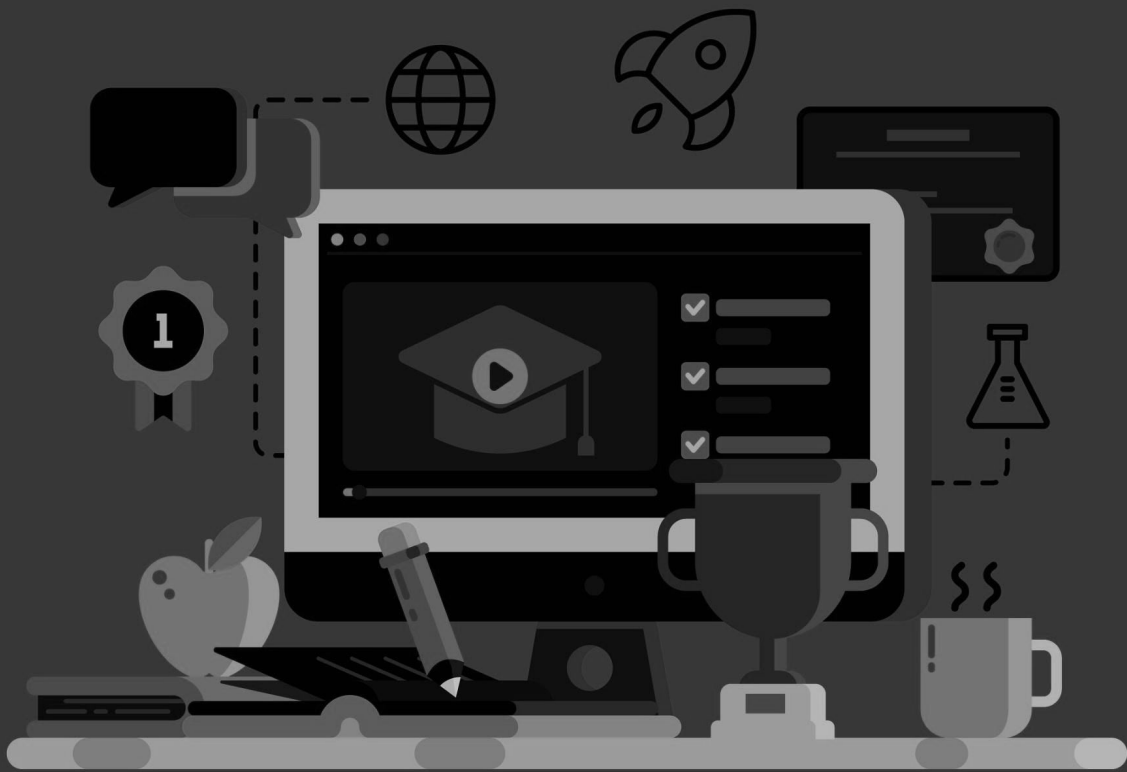
1. Teachers, students, and parents need to check their email often.
2. Visit our district website
3. Follow our social media platforms
4. SeeSaw PK-1; Google Classroom Grades 2-5; Echo Grades 6-12
5. Check Edlio Engage often.

### CIA EMPLOYEE RIGHTS- SICK LEAVE

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 2020 through December 31, 2020. Please refer to the following site: [Families First Coronavirus Response Act: Employee Paid Leave Rights](#)

# SECTION II:

## ACADEMICS AND HOME-BASED LEARNING



Cedars International Academy developed a COVID-19 Task Force Committee to organize and develop systems in place for the district's reopening. The committee members were selected from various departments and grade levels to get a diverse set of knowledge and skills. As a whole, the committee met regularly in the Spring and Summer. A committee chairperson was selected to be the spokesperson for the team and keep detailed notes for reporting.

**The 5 committee subgroups are as follows:**

**1) Professional Development Committee**

The goal of this committee is to develop training to prepare teachers and staff for the 2020-2021 school year.

- ❖ Tasks: Develop a plan for professional development for our staff for:
  - Summer PD days
  - August professional development
- ❖ The professional development will highly consist of technology-based training, such as Google Classroom, SeeSaw, Blended Learning, and Project-Based Learning training.
- ❖ The District has also committed to an Equity Training with the National Literacy Institute.
- ❖ The District will encourage teachers and staff to attend the Virtual Ruby Payne training in September.
- ❖ The District has also committed to Project-Based Learning training.

**2) Curriculum & Instruction Committee**

- ❖ Re-entry Plan: We will gather data through a BOY baseline assessment. For K-2, it could be DRA for reading and/or STAR Math on Renaissance Place. For STAAR grades, it could be a released test or EOC exam.
- ❖ Instructional Gaps: We will take the data from the baseline assessment to determine where the gaps are with each student. Since they have been out for around 20 weeks, we expect there to be larger gaps than if they were just out for the summer. Especially in K-2 since they are foundational grade levels.
- ❖ Scope and Sequence: Since we will not be starting out like a normal school year, our scope and sequence will look a lot different. We will need to integrate previous grade level TEKS with our Beginning of Year instruction. We could use the TEKS Resource Gap Plan to help close gaps, all while staying on track to cover our required grade level TEKS.

- ❖ TEKS RS Gap Plan: A tool to help close instructional gaps for Beginning of the Year.

### 3) **Health, Safety & Security Committee**

- ❖ This committee will develop the re-entry plan of students and staff in the building and outline all safety protocols. These plans are outlined in the plan book.

### 4) **Specials Team**

- ❖ This committee will support our asynchronous and synchronous learning plan for students.

### 5) **Social Emotional Learning & Student Services Committee**

- ❖ This committee is made up of school psychologist, counselors, teachers and administrators. They will serve to develop better systems to address the social-emotional well-being of our students. In addition, they will work to address any parent concerns with special education and 504 services.

## **PARENT COMMITMENT**

Parents will be asked to commit to either on campus or remote instruction no earlier than two weeks before the start of the school year. CIA will start allowing students on campus for remote learning after September 15 depending on closure orders from local, state, and national agencies. Face-to-face instruction will begin after nine weeks of remote learning. The district will not require a student to remain in remote instruction for more than one grading period. However, a student who begins receiving remote instruction as a result of staying at home to isolate from COVID-19 exposure should be permitted to return to campus at the end of their isolation period, as opposed to the end of a grading period.



## **ELECTIVES**



Some elective courses may have coursework that can only reasonably be completed in person, even if some components of the course could be taught virtually.

### **Pathway 1: Remote Learning (Technology Required)**

- ➔ **Available to ALL students in 2020-2021**
- ➔ **Starts on August 18, 2020**
- ➔ **On-campus for remote learning begins after September 15 depending on closure orders from national, state, and local agencies.**



### **Synchronous Instruction**

- ❖ Two-way, real-time, virtual instruction between teachers and students.
- ❖ Grade Levels: PreK-2 NOT available; Grades 3-5 180 instructional minutes daily;
- ❖ Grades 6-12 240 instructional minutes daily. Students who are not logged into the class are marked absent. Truancy is monitored. Grading policy will be consistent with those used on campus and in the handbook prior to COVID-19 for all assessments and assignments. Teachers will address the same required curriculum as being presented in the classroom.

### **Asynchronous Instruction**

- ❖ Not live or in person; pre-recorded lessons; students complete work on their own; self-guided using tech devices.
- ❖ All grade levels are eligible. Students not engaged in daily lessons will be marked absent. Engaged is defined by TEA as progress in the district's learning management system, progress from teacher-student each day; and assignments are turned in daily.
- ❖ Grading policy will be consistent with those used on campus and in the handbook prior to COVID-19 for all assessments and assignments. Teachers will address the same required curriculum as being presented in the classroom.

### **Pathway 2: On-Campus Learning**

- ➔ **Available to ALL students in 2020-2021 after first nine weeks depending on closure orders from national, state, and local agencies.**



**Students and Staff Return After Nine Weeks (Depending on closure orders from national, state, and local agencies)** - The buildings, classrooms, and teachers are preparing instruction and safety protocols for our students to be on campus. A safety protocol plan will be published on the website for all stakeholders to review. Having all students on campus is our goal.



## **GRADING POLICY**

### **Grading and Attendance**

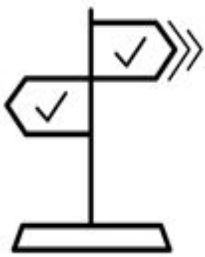
To receive credit and attendance for the courses for this school year students are expected to complete the assignments. The grading policy is located in our campus handbooks. Grading policy will be the same for at-home learning as it is for on-campus learning.

### **Completion Protocols**

Students not making progress, not completing academic assignments or opting not to participate during the school year, will be eligible for summer school or virtual summer school. For promotion to the next grade level, students will need to have completed the requirements outlined in this grading policy. A Grade Placement Committee (GPC) will be formed for any student at risk for being retained.

## **RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSES**

In the event that the school does not reopen or has to close in 2020-2021, the district will use Echo for grades 7-12, Google Classroom for grades 2-6, and SeeSaw for PK-1 to retrieve student work. Parents may contact teachers through Edlio Engage or through our LMS system. If the family is able to access the internet, effectively all activities should be done online, which will eliminate any public health risk associated with providing instructional support.



### **PATHWAYS FOR ONLINE INSTRUCTION**

The framework below outlines primary pathways for the school and families to assess and evaluate. As more details evolve, the district will share via the district website, email, and social media. As CIA prepares for a new school year, we will continue to monitor and follow local, state, and federal requirements.

#### **PATHWAY 1: AT-HOME LEARNING**

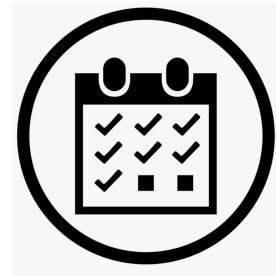
1. Starts August 18th
2. On-Campus for Remote Learning begins after September 15th depending on closure orders from national, state, and local agencies.

#### **PATHWAY 2: ON-CAMPUS LEARNING**

1. Starts after nine weeks depending on closure orders from national, state, and local agencies

## ATTENDANCE AND ENROLLMENT

Per Texas Education Code TEC, 25.092, students must attend 90% of a course in order to be awarded credit for the course and/or to be promoted to the next grade level. This requirement remains in force during the 2020-21 school year. Given the public health situation, student attendance may be earned through the delivery of virtual instruction.



## TECHNOLOGY DEVICES AGREEMENT



Technology devices will be issued to families requesting a device and signing the District Issued Device Agreement Form. This form outlines the acceptance and agreement to adhere to the guidelines and responsibilities of the device protection plan. If the device is lost or deemed to be damaged due to negligence as defined by school administration, replacement and/or repair cost may be assessed. Devices will be deployed on August 14 and 17.

## SURVEY RESULTS

- Families participated in a CIA Stakeholder Input Survey.
- Results: 126 family responses
- Includes 177 Students
- 81.6% of participants favored reopening school remotely as scheduled on August 18.
  1. 81.6% of participants favored at-home learning
  2. 18.4% participants favored on-campus remote learning after September 15 adhering to the guidelines set forth by the CDC and local and state officials.



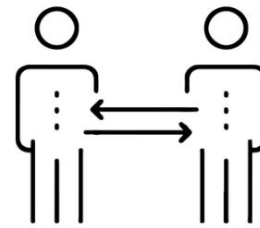
# **SECTION III:**

## **EXTRACURRICULAR AND DISTRICT-WIDE PLANNING**

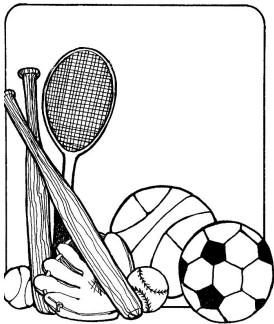


Participation in extracurricular activities on campus must align with TCSAAL. Use of facilities must be done consistently with the governor's executive orders. CIA will plan for entry, exit, and transition procedures that reduce large group gatherings.

Staggering start and end times, assigning students to enter or dismiss from different entrances/exits, and social distancing will be enforced. Parents are encouraged to remain outside during drop-off and pick-up.



### **ATHLETICS, MUSIC, CHEER, and MORE**



When student return to campus for in-person instruction, it is preferable for students to gather outside, rather than inside, because of likely reduced risk of virus spread outdoors. CIA will continue to offer extracurricular activities at our discretion and consistent with TEA's guidance and with the guidance of TCSAAL. CIA will eliminate assemblies and other activities that bring large groupings of students and/or teachers and staff together. Consideration is based on local conditions and health advice.

1. CIA extracurricular activities, Cheer - Students and staff will be trained in COVID-19 safety protocols. All participants, coaches, and directors will follow rules established by the Texas Charter School Athletic and Academic League (TCSAAL) and the Texas Education Agency (TEA).
2. Elementary Physical Education and Athletics - Physical education is required every day. Exercise hand sanitizer hygiene before and after participating. We will use outdoor activities as the weather permits and facilities allow.