



"Together We Fly"

# Universal Academy Return To School Guidance

2020-2021



**Disclaimer:**

The information in Universal Academy's Return to School Guidance and on the website is currently in ongoing status. We will continue to conduct surveys and feedback from the school board, parents, faculty, staff, students, and the community. Universal Academy will continue to update the guidance based on mandates received from Governor Gregg Abbott, Texas Education Agency (TEA), Federal-State health experts and the county judges. All of the proposed protocols and procedures listed in this document are subject to continually change based on the information and guidance received from the federal, state, and local authorities.

The situation with COVID-19 is continuously changing, as are the protocols and measures needed to keep faculty, staff, and students safe. Plans will remain flexible to accommodate potential changes and these guidelines may be modified as needed. As adjustments may be necessary throughout the coming school year, it will be our priority to keep the community informed of those changes and updates. The Universal Academy website will provide you with the most up-to-date information.

## Universal Academy Priorities

As a school district, Universal Academy looks forward to welcoming faculty, staff, and students back to on-campus life. Although we continue to face the challenges with COVID-19, our district will continue to provide academic excellence to our students, which will include both in-person learning, remote learning, and hybrid learning environments. As the public health crisis continues, we have been planning for the opening of the 2020-2021 school year with a focus on the health, safety and well-being of our faculty, staff, students, and community.

While Universal Academy is planning for three different instructional environments, our plan follows recommendations for school opening and operations provided by the Centers for Disease Control and Prevention (CDC), the Texas Education Agency, and state and local health officials.

Our planning process has continuously evolved around new information and guidance that we receive from the state. Our School Board, Site Based Decision Making Team, COVID-19 Committee, and Administrative Advisory Groups have planned with the following key priorities and focus areas in mind:

### **Public Health and Safety**

- Instructional Continuity
- Academic Progress
- On-Campus Safety Protocols
- Maintaining Workforce
- Parent Choice
- Equity
- Innovation
- Communication

## Instructional Information

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This fall, Universal Academy will be implementing instructional practices to provide consistency across learning environments and ensure the safety of faculty, staff, and students.

For the **First Six-Weeks (August 31 – October 9)** all students will attend school remotely, get to know their new teachers, readjust to “school hours,” and learn to use the various program platforms that will be used in all of the learning environments. Regardless of the learning environment, Universal Academy is committed to ensuring that students have an equitable experience and access to high quality instruction. **All parents will have access to on-campus instruction at any time after the first four weeks of remote learning.**

**For the Second through the Sixth Six-Weeks of School**, parents will have the instructional options of Remote Learning, On-Campus Learning, or Hybrid Learning.

**Universal Academy will strongly encourage students who selected remote learning and are not fully engaged in the remote process to return to school for On-Campus Learning.**

**Special Note: The Instructional Learning Options are subject to change based on the updated guidance received by the federal, state, and local authorities**

### Instructional Focus:

- ▶ Students will interact with instruction in two different environments (face-to-face and virtual/remote) making it necessary for teacher teams to plan instruction that is content-consistent, yet environment-specific to ensure equitable learning opportunities for all students.
- ▶ Universal Academy will utilize the strategies and best practices associated with blended learning to design learning activities for all students including Gifted-Talented, Special Education, 504, ELL, GT, and Dyslexia Students.
- ▶ Learning experiences are designed to meet the needs and environment of the learner where they are.
- ▶ Students, regardless of learning environment, will engage in high quality learning experiences aligned to Universal Academy curriculum and Texas Essential Knowledge and Skills (TEKS).
- ▶ **Students who begin the Second Six-Weeks in face-to-face learning at school may move into remote learning for a period of time if needed for school closure due to Faculty, Staff, and Student illness or county or state regulations.**
- ▶ Both the remote and face-to-face experience will utilize See-Saw, Schoology, and Google Classroom, provide similar expectations around coursework, and follow the same grading guidelines outlined by the district

## CHANGES TO INSTRUCTIONAL ENVIRONMENT SELECTION

Universal Academy understands that families may want to change their instructional environment choice based on the evolution of the COVID-19 pandemic.

- ▶ Changes may be made at the end of each Six-Weeks Cycle. However, if the campuses close due to lab-confirmed cases, parents may select a different learning option for the remainder of the current six-weeks.
- ▶ These changes will become effective on the first day of the next Six-Weeks grading period through the end of the grading cycle.

### Process for Changing Instructional Environment Selection

- ▶ All primary guardians will receive a notification from their child's teacher prior to the change selection period below.
- ▶ Change may be made in writing and submitted to the student records department.
- ▶ All changes will be effective on the dates listed below.

Instructional Learning Options Change Selection Periods				
	Six-Weeks	Survey Sent to Parents	Parents will Return the Survey to the Teacher	Last Day to Make Changes to the Survey
Instructional Learning Options Calendar	1 <sup>st</sup> August 31-October 9	ALL Students Remote Learning		
	2 <sup>n</sup> October 12 -November 19	October	October 2	October 9
	3 <sup>rd</sup> November 30 – January 25	November 5	November 10	November 12
	4 <sup>th</sup> January 27 – March 9	January 14	January 19	January 21
	5 <sup>th</sup> March 10 – April 29	February 25	March 2	March 4
	6 <sup>th</sup> April 30 – June 11	April 15	April 20	April 22

## On-Campus Learning

Beginning Monday, October 19, faculty, staff, and students and teachers will attend class in-person, five days a week, with additional safety measures in alignment with state and federal guidelines and recommendations.

- ▶ In this setting, teachers will provide face-to-face instruction, learning resources and support utilizing See-Saw, Schoology, and Google Classroom.
- ▶ Teachers will plan instruction that is quickly and easily transferable from face-to-face to remote in the event of a temporary school closure due to COVID-19 spread.
- ▶ District-directed and campus-designed safety procedures will be implemented.
- ▶ 9<sup>th</sup> – 12<sup>th</sup> grade students will be assigned schedules based on their course selections made last spring and state graduation plans
- ▶ Dyslexia services will remain Online during the 2<sup>nd</sup> Six-Weeks of school. Universal Academy will closely monitor all dyslexia learning session and all sessions will be recorded.
- ▶ All gifted and talented, special education, 504, ELL settings will be reviewed on an individual basis to maximize the health and safety of all students within the classroom to meet the individual needs of the students which may include the provision of personal protective equipment, modifications to the classroom setting and review of the daily schedule. **Parents of special population students will be granted the same learning options as all other students.**

## Hybrid Learning

Beginning Monday, October 19, students whose parents selected Hybrid Learning will attend class in-person, in a hybrid format three days a week (Mondays, Tuesdays, and Wednesdays) with additional safety measures in alignment with state and federal guidelines and recommendations.

Students will be allowed to come on campus on Mondays, Tuesdays, and Wednesdays for In-Person Learning and work Online on Thursdays and Fridays. Parents do not have the option to change the designated days outlined by the district. **Students are required to attend all three days of hybrid, in-person instruction. This method may not be utilized beyond the 2<sup>nd</sup> Six-Weeks of Instruction.**

This hybrid design creates smaller student teams, or cohorts, coming to school each day while also supporting social distancing efforts, which addresses our biggest health obstacles.

- ▶ In this setting, teachers will provide face-to-face instruction on Mondays, Tuesdays, and Wednesday, learning resources and support utilizing See-Saw, Schoology, and Google Classroom.
- ▶ Teachers will plan instruction that is quickly and easily transferable from face-to-face to remote in the event of a temporary school closure due to COVID-19 spread.
- ▶ District-directed and campus-designed safety procedures will be implemented.
- ▶ 9<sup>th</sup> – 12<sup>th</sup> grade students will be assigned schedules based on their course selections made last spring and state graduation plans
- ▶ Dyslexia services will remain Online during the 2<sup>nd</sup> Six-Weeks of school. Universal Academy will closely monitor all dyslexia learning session and all sessions will be recorded.
- ▶ All gifted and talented, special education, 504, ELL settings will be reviewed on an individual basis to maximize the health and safety of all students within the classroom to meet the individual needs of the students which may include the provision of personal protective equipment, modifications to the classroom setting and review of the daily schedule. **Parents of special population students will be granted the same learning options as all other students.**

## Asynchronous Remote Learning

Universal Academy’s Asynchronous remote learning opportunity will allow students to engage in high quality learning experiences and rigorous instruction utilizing instructional resources and meaningful connections with the teacher and his/her peers All activities will be designed to meet the needs of the student in the online environment through differentiated experiences that are consistent with those of their grade-level peers attending face-to-face.

- ▶ Teachers will teach remote students from their classrooms or other assigned Universal Academy assigned social-distance area
- ▶ In this setting, teachers will also provide instruction, learning resources and support through the use of See-Saw, Schoology, and Google Classroom.
- ▶ Parents will support students as an “academic coach” and ensure they have access to a place to work and are engaged in virtual learning activities assigned by the classroom
- ▶ We will ensure open lines of communication between teachers, students, and parents as we work together to ensure each student is academically and socially-emotionally future ready.
- ▶ Teachers will utilize the same curriculum as students who attend face-to-face instruction and will design strategies for learning in the remote environment.
- ▶ Grading will be consistent with the guidelines and practices used in all face-to-face instruction that are outlined by the district.

**Remote Asynchronous Learning** is a curricular experience where students engage in the learning materials on their own time, interacting intermittently with the teacher via the computer or other electronic devices. In this setting, teachers will provide instruction, learning resources and support through the use of See-Saw, Schoology, and Google Classroom.

### **Universal Academy student expectations for *asynchronous* learning:**

- ▶ Students will complete asynchronous activities assigned each day. Students show proof of participation in daily virtual instruction by satisfactorily completing assignments to demonstrate evidence of student learning, e.g., video, picture or activities submitted as lessons and/or completing assignments. Teachers will take a daily attendance and ensure that students are engaged in the learning process.
- ▶ Students and parents will communicate with the teacher when needing additional assistance, tutoring, etc.



## Special Populations Learning Options

### Remote English as a Second Language Instruction

The needs of our English learners will be met with ESL faculty and staff in required areas and with additional support as determined by the LPAC committee. The instructional needs of each student are different and support will be determined based on English language proficiency levels of each student. There will be a focus on language acquisition as well as content progress in order to support the progress for each English learner. Parents of ELL students will have the same learning options as all other students attending Universal Academy.

- **On-Campus Learning (In-Person and Hybrid):** ELL faculty and staff will work with small groups of students social distancing to ensure safety protocols of faculty, staff, and students.
- **Remote Asynchronous Learning:** ELL faculty and staff will work closely with the grade level teacher to support students through one-one or small group online activities and interaction through zoom lessons based on the instructional needs of the student and LPAC committee's instructional recommendations.

### Gifted and Talented Services

Students who have been identified to receive gifted and talented services will continue to receive those services in all learning environments. Students will engage with the above grade level and rigorous Problem-Based and Project-Based Learning Curriculum. Parents of gifted and talented students will have the same learning options as all other students attending Universal Academy.

- **On-Campus Learning (In-Person and Hybrid):** Gifted and talented faculty and staff will work with small groups of students social distancing to ensure safety protocols of faculty, staff, and students.
- **Remote Asynchronous Learning:** Gifted and talented faculty and staff will work closely with the grade level teacher to support students through one-one or small group online activities and interaction through zoom lessons based on the instructional needs of the student.

### Special Education and 504 Support and Services

ARD and 504 Committees will determine the unique needs of students who receive special education and 504 services. Based on the instructional needs of the students, the committees will make leaning options recommendations to the parents for the students. The nature of special education interventions will likely require a heavier concentration of supports and services, including but not limited to related services, health plans, accommodations, and modifications to ensure that individual student needs are met.

Progress will be carefully monitored and ARD and 504 Committees will convene as needed to make appropriate recommendations to meet individual student needs. This will support meaningful progress for all students based on their individual goals and programming.

In an effort to protect the health and safety of all students and staff within the educational environment, all ARD and 504 meetings will proceed via teleconference, recorded zooms, or other alternative means unless otherwise requested and agreed upon by both the parents and the District. Individualized information for students receiving special education and 504 services will be provided as it becomes available through case managers and other appropriate staff members. Parents of special education and 504 students will have the

same learning options as all other students attending Universal Academy.

For students who have selected face-to-face instruction, we want you to be aware of the continuum of services that will be provided for all students who receive special education services. These supports are in place for students who have selected to continue remote learning and for students who have selected to attend face-to-face.

- **On-Campus Learning (In-Person and Hybrid):** Special Education and 504 faculty and staff will work with their students by social distancing to ensure safety protocols of faculty, staff, and students.
- **Remote Asynchronous Learning:** Special Education and 504 faculty and staff will support students based upon their accommodations and modifications outlined in their IEPs or IAPs in a one-one or small group setting of online services. Faculty and staff will interact through zoom lessons based on the instructional needs of the student and closely monitor their academic and behavioral progress.

### **Section 504 Support**

Universal Academy acknowledges that many students with medically associated disabilities served through Section 504 are among our most vulnerable learners during the COVID-19 pandemic.

Universal Academy acknowledges that despite its best efforts, remote instruction does not replace in-class direct instruction and many students with disabilities have difficulty meeting academic, developmental, and social learning targets during the delivery of remote instruction.

### **Dyslexia Support in School**

Students that have been identified as dyslexic, will continue to receive intervention online. Dyslexia intervention will be delivered online based on the students learning needs. Dyslexia Specialists will collaborate with grade level teams for scheduling, and they will set up online activities where students can access links, videos, and assignments needed for their learning sessions.

### **Social and Emotional Learning**

Universal Academy is dedicated to supporting students socially, emotionally, equitably, and academically in both learning environments through evidence based SEL resources and strategies. When planning instruction, assessments and activities, student wellness must be a priority, taking into consideration workload, increased anxiety due to the ramifications of COVID-19, and the continued importance of positive classroom relationships. Social emotional learning is critical to meeting the varying needs of our students during these uncertain times.

- ▶ Explicit SEL instruction, resources and activities will be offered to all students and families such as coping strategies and SEL lessons for both for all students.
- ▶ In order to make sure that all students continue to feel a sense of belonging, regardless of the learning environment, teachers are committed to integrating relationship and community building opportunities into academic instruction.

**Intervention and Enrichment**

In all learning options, Intervention, enrichment, and tutorial time will be scheduled regularly for students to best meet their academic needs. During this time, students may engage in assigned group activities, project-based learning activities, small group, or individual instruction. Teachers will communicate their plan for the designated time with students.

## District Information

### Grading

Grading for all learning options will follow the same grading policy as the courses in the face-to-face environment. Universal Academy courses that earn high school credit will count in GPA calculation and class rank as specified in the Universal Academy Board Policy.

Students who have not fully engaged within the learning process regarding all learning options, including not logging into the appropriate systems or completing assignments may be subject to failure of his or her assigned courses. If students are failing due to a hardship, the district will meet individually with the parent and student to discuss the make-up assignments and proper documentation need for the hardship approval. All students who are classified as Special Education, ELL, and 504 will be required to have a Failure ARD or 504 Meeting. In addition, All students who are classified as ESL will be required to have Failure LPAC Meeting.

### Counseling

- ▶ Students in all learning environments may request to see the counselor through email for any reason
- ▶ For High School Students, counselors will contact parents as needed to verify school setting choice and academic schedules. If a change in setting is desired, counselors may be contacted by email or their office phone. Counselors will also connect with every student as soon as possible through phone or on campus to ensure that the needs of students and their families are being met and to provide resources.
- ▶ Students who have questions regarding class schedules should contact their counselors by email or phone.
- ▶ Parents that have questions or concerns may contact the school counselor or visit the for helpful information and resources listed on the Universal Academy website.
- ▶ Counselors will contact all parents regarding information about PSAT/SAT and ACT
- ▶ Counselors are available to assist students in person or virtually with college applications, letters of recommendation and sending transcripts to colleges.
- ▶ Secondary students learning in person should be encouraged to make an appointment to see their counselor through email.

This does not apply to crisis situations.

Guidance lessons are designed to promote academic success, college/career/military readiness and social emotional growth and will be delivered in classrooms following classroom safety protocol and will also be delivered to students learning from home via Zoom or Google Classroom. Lessons will also be posted on the campus website for parents and students to review at any time.

### Student Schedules (Remote Learning)

Universal Academy will implement an Asynchronous Instructional Plan. While in a remote learning environment, time management is critical to success. Students and teachers must remain in communication regarding daily schedules and assignments. **As with any traditional course, there is a risk of receiving a lower grade if a student falls behind. If students are struggling with time management and receiving low grades, teachers will be required to schedule a parent conferences with an administrator present to discuss the student's academic progress.** All parents will receive a weekly academic zoom schedule and assignments

within the grade level's Learning Management System.

**Attendance:**

**Teachers will be required to take attendance twice a day at 10:00 a.m. and at 2:15 p.m.** Teacher will report the daily attendance to the PEIMS Department. The PEIMS Department will work closely with the District Attendance Officer, School Counselors, Attendance Committee, and administration to review high absences of students. The parents of the students who have a high number of absences will receive the appropriate Truancy letters and procedures to follow that are outlined by the district.

**Prekindergarten – 8<sup>th</sup> Grade:**

Students who attend daily zoom sessions, complete daily assignments, and engage in teacher-assigned learning apps (including, but not limited to, See-Saw, Schoology, and Google Classroom) are considered "present" and **will not** be marked absent. **Students who have not logged in or showed evidence of "being engaged in learning" each school day will be marked absent and will receive a Truancy Notice from the District Attendance Officer.**

**Attendance:**

**9<sup>th</sup> – 12<sup>th</sup>**

Beginning the Second Six-Weeks (October 12) High School students will need to login to each class (period) in Google Classroom and/or complete each daily class assignment or they **will** be marked absent. This absence can be resolved if the student engages in daily learning assigned by their teachers by 11:59 p.m. that same day.

**Students must attend their class 90% of the time to receive credit in that class, regardless of receiving a passing grade.** (For secondary students, this means 90% attendance in each class.)

The teacher defines if a student was "engaged in learning" or not. Students need to show "engagement in learning" prior to the end of each day to receive attendance credit for that day. A student cannot simply login and logout each day and expect to be counted as "present." The student must be engaged in teacher-assigned learning prior to midnight to be counted as "present" for that school day.

Parents and students will receive absence notifications via School Messenger each day and will be reminded of the opportunity to resolve that day's absence if the student engages in learning (asynchronously) before 11:59 p.m. of the same day.

**Please note that these phone calls are triggered by attendance that was taken by the teacher prior to 6:00 pm.**

If a student is engaged in asynchronous learning and completes the entire weeks' worth of learning activities on Monday and does not log in for the remainder of the week, he/she will be marked "present" on Monday **only** and counted "absent" for Tuesday-Friday.

**It is important that students understand that Universal Academy attendance is based on daily engagement, not solely the completion of assignments. State law [TEC §25.092](#) and Universal Academy Policies still require students to attend at least 90% of their classes to receive credit and be promoted. Remote attendance will count in the same manner as on-campus (face-to-face) attendance in satisfying this requirement.**

## ATTENDANCE

Attendance accountability is required for two reasons: State funding and awarding course credit. Guidelines from the [Texas Education Agency](#) were followed to create the following guidelines.

### Procedures

1. Attendance needs to be taken each day at 10:00 a.m. and 2:15 p.m. and each class period for high school. Teachers must mark absent or present for each student, each day/period.
2. **Elementary attendance** needs to be taken by 10:00am. **Secondary attendance** needs to be taken for all classes by the **end of the school day**.
3. **Asynchronous attendance should be taken by the end of the school day and then reconciled the next school day.**
4. Attendance is ultimately teacher discretion, using these attendance guidelines.
5. Teachers can always edit attendance the following school day.

<b>Scenario: In-Person and Hybrid “Physically present” during class time</b>	<b>Present</b>	<b>Absent</b>	<b>Reconcilable</b>
Physically present in class	X		
Virtually present in class (example, Zoomed into class)	X		
Not physically or virtually present in class		X	Yes, if used Asynchronous method
<b>Scenario: Asynchronous “Engaged” between 12am-11:59pm</b>	<b>Present</b>	<b>Absent</b>	<b>Reconcilable</b>
Submitted assignment on the day it was due	X		
Engaged in learning activity that was assigned on that day	X		
Communicated (email/phone) with teacher about assignment	X		
Logged into Learning Management System before 11:59 p.m. and was accessing teacher-assigned learning activity	X		
Communicated with the teacher that was engaged in learning that day via (email, phone, Daily Exit Ticket, etc.)	X		
Did not do any of the above between 12am-11:59pm		X	NO

## Remote Learning for Students

Teachers will structure the instructional day to ensure there are enough minutes devoted to each subject area, chunked into some synchronous (live) times and some asynchronous times.

- ▶ Daily synchronous time may include activities such as:
  - ▶ Read aloud
  - ▶ Small group differentiated groups based on the instructional needs of the students.
  - ▶ Number Talks
  - ▶ Community Circles/Check ins
  - ▶ Direct instruction by teacher (mini lesson)
- ▶ Daily asynchronous assignments are to be completed independently. These may include activities such as:
  - ▶ Choice boards
  - ▶ Student reading and writing
  - ▶ Writing assignments
  - ▶ Independent practice of all content areas that are TEKS Aligned to the Universal Academy Curriculum

Teachers will design small group time to differentiate instruction within the instructional block. This will require teachers to set up small group instruction schedules for students. It will be vital for teachers and parents to openly communicate the schedules for the students.

Regular communication and the partnership between teachers and parents will be crucial to the success of all students regardless of the selected learning environment. Parents may be needed at home to assist their student with logging into the online learning platforms, monitoring their participation and progress in the learning, and ensuring completion of asynchronous activities.

## Preparation for Learning

Although students may be learning in different environments, Universal Academy is committed to providing consistency in high quality instruction and learning tools for all students.

<b>Student</b>	<ul style="list-style-type: none"> <li>▶ Be prepared for learning each day and have work and assignments completed and ready.</li> <li>▶ Complete coursework by deadline set by teachers.</li> <li>▶ For face-to-face learning: Take all materials and devices home each day in order to be prepared for possible school closure.</li> <li>▶ Become familiar with the structure of online learning platforms and how your teacher organizes information.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Work closely with your child’s teacher to access parent resources to learn how students will navigate remote learning</li> <li>▶ For face-to-face learning: Encourage your child to have their things in their backpack/device and ready for school the night before.</li> <li>▶ Create a designated place in your home for your student to use as their remote classroom.</li> </ul>
<b>Teacher</b>	<ul style="list-style-type: none"> <li>▶ Meet weekly with collaborative team to plan instruction for all students.</li> <li>▶ Utilize the district curriculum documents and follow the scope and sequence provided by Universal Academy</li> <li>▶ Upload “Week at a Glance” or “Newsletter” for parents and students each week</li> <li>▶ Upload weekly instructional materials</li> <li>▶ Be prepared to teach daily lessons. Universal Academy teachers will teach from their classrooms or from an empty room assigned in another campus/district facility.</li> <li>▶ Take all materials and devices home each day in order to be prepared for possible school closure.</li> </ul>



## Learning & Teaching Expectations

<b>Student</b>	<ul style="list-style-type: none"> <li>▶ Attend classes according to school schedule (either face-to-face or remotely) and give your best efforts in your school assignments.</li> <li>▶ Participate in face-to-face learning activities or live synchronous virtual Sessions (zoom) as instructed by teachers.</li> <li>▶ Be organized in your work and in getting projects completed.</li> <li>▶ Ask questions and communicate with your teacher.</li> <li>▶ Be aware of what you should be learning each day.</li> <li>▶ Turn in assignments on time.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Access Parent Portal at any time to review view student grades. Parents may schedule a parent conference any time to discuss their child's academic progress.</li> <li>▶ Check in with student(s) to monitor completion of homework and assignments.</li> <li>▶ Discuss your child's favorite part of their day and what they learned in school.</li> <li>▶ Facilitate academic support and encouragement as a learning partner to motivate and guide your child throughout the school year in your role as a learning coach.</li> <li>▶ Provide your child with assistance on their day-to-day activities with the exception of designated independent work.</li> <li>▶ Consider creating a designated learning/study space for your child at home to learn comfortably.</li> <li>▶ Maintain communication with your child's teacher by phone, email and/or online meetings to create a learning partnership.</li> <li>▶ Monitor and ask for evidence that your child is on track with assignments and coursework.</li> </ul>
<b>Teacher</b>	<ul style="list-style-type: none"> <li>▶ Teach students how to access online learning materials</li> <li>▶ Provide face-to-face or some live synchronous (zoom) instruction and facilitate learning throughout the day.</li> <li>▶ Manage online and offline resources to provide consistency and routines for students.</li> <li>▶ Provide clear learning goals for students.</li> <li>▶ Follow the expectations established across the district</li> <li>▶ Check student assignments in a timely manner and give feedback in verbal or written form at a weekly minimum to provide next steps or necessary academic intervention/extension.</li> <li>▶ <b>Post grades in a timely manner according to district grading guidelines and policy</b>  <b>**2 Grades per week in each of the content areas</b></li> </ul>

## Support and Intervention

**Student** ▶ **Attend intervention/tutorial sessions as established by your teacher or school. Including services for special education, 504, dyslexia, ELL and gifted and talented.**

**Parent** ▶ Allow your child to attend intervention/tutorial sessions as needed. **Including services for special education, 504, dyslexia, ELL, and gifted and talented.**

▶ Assist in supporting your child’s needs by establishing and managing the daily schedule communicated by the teacher.

▶ Help your child own their learning. Provide support and encouragement and expect your children to do their part.

**Teacher** ▶ Provide intervention or tutorial sessions as needed.

▶ **Follow student IEPs / 504 accommodations in all learning environments. Follow all ELL LPAC accommodations in all learning environments**

▶ **Use data to pinpoint students’ specific needs for enrichment and intervention.**

▶ **Monitor student progress with fidelity according to recommendations.**

▶ **Provide and communicate office hours or conference period for student/parent support.**

▶ **Attend and participate in professional learning.**

## Technology

**Device** ▶ **Parents may request technology devices for their students. Parents may be required to pay a deposit fee before technology resources can be issued to the students.**

**Instructional Platform** ▶ All teachers may use See-Saw, Schoology, and Google Classroom as their primary learning management system and communication tool for the 2020-2021 school year.

▶ Assignment submissions for all learning options may be used through an online platforms to eliminate unnecessary contact and shared materials.

## Information

### Online Resources

- ▶ All teachers in PK-12 will be enhancing instruction through the use of online resources to engage students in high quality learning experiences.
- ▶ Students will have access to online resources, textbooks and materials through Universal Academy. Parents may have the option to pick-up consumable and hard-back textbooks from the school at any time

### Communication

- ▶ Communicating with teachers:
  - ▷ All teachers will establish and communicate office hours or conference times when they are available to meet with parents and answer student questions.
  - ▷ Contact information will be provided at the beginning of each week.
- ▶ Use of student email:
  - ▷ Students in grades 9-12 will be provided a district managed email account beginning in the fall of 2020.
  - ▷ These accounts should be utilized for all communication directly between teachers and students.

### Technology

- Universal Academy recognizes the need to ensure all students have reliable access to adequate technology resources on and off campus in order to fully participate in academic programming.
- ▶ Students and families are expected to follow guidelines for care and use in order to ensure these public resources are effectively maintained.
  - ▶ Relevant notifications, instructions, procedures, policies, and processes are available on the Universal Academy website.

## Return to School Protocols

The National Pandemic, COVID-19 is an ever-changing situation. Due the uncertainty of the spread of the virus, the district may need to change protocols at any time to address specific needs and circumstances in order to protect the health and safety of students, employees, and the community. Please note, health guidance cannot anticipate every unique situation. As a result, Universal Academy will continue to consult available guidance through governmental agencies and other information deemed relevant to monitor the situation. The district will comply with applicable federal and state employment and disability laws, workplace safety standards and accessibility standards to address individual needs.

It is important to remember the virus that causes COVID-19 can be spread by infected persons who have few or no symptoms. Even if an infected person shows no symptoms or is only mildly ill, the people they spread it to may become seriously or fatally ill, especially for persons 65 years of age or older with pre-existing health conditions placing them at higher risk. Because of the hidden nature of this threat, Universal Academy expects all employees, students, and families to rigorously follow the practices that are guided by the federal, state, and local authorities.

### Preparation for the Opening of School

Universal Academy will ensure all staff, resources and supplies are prepared for opening school, including but not limited to assigning sufficient staff to carry out re-opening, ensuring proper training and stocking inventory of necessary supplies, such as personal protective equipment (PPE).

The Centers for Disease Control and Prevention (CDC) provides guidance, recommendations, and resources to assist with plans and protocols for health and safety. Before schools re-open, Universal Academy will implement health and safety plans that include:

- ▶ Ensuring adequate supply inventory (e.g., PPE, cleaning supplies, hand sanitizer, etc.)
  - ▶ Cleaning with products approved by governing authorities and per guidelines from the Environmental Protection Agency
  - ▶ Ensuring compliance with CDC, Health and Human Services, the Texas Education Agency, and other jurisdictional policies
  - ▶ Providing communication of procedures and expectations upon entering facilities and throughout buildings
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## Protocols for Screening and Isolation

All staff and visitors will screen for COVID-19 symptoms daily. Families must screen their students for COVID-19 symptoms before they enter the building.

### Screening Protocol

- ▶ Faculty and staff will be required to complete a self-screening process each day upon entering a Universal Academy building, and the district may require further screening of employees at any time based on current state and federal guidelines.  
**Faculty and Staff will have their temperature checked before they can enter the classroom.**
- ▶ All visitors and district personnel will sign in at each campus. However, Universal Academy will limit the number of visitors on campus. **In the event the campus may close due to lab-confirmed cases, NO VISITORS WILL BE ALLOWED ON CAMPUS at anytime during the day of closure.**
- ▶ A parent or guardian will be required to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents should also take their child's temperature daily. Additional screening may be conducted during the school day.
- ▶ Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the below conditions for re-entry are met. **If anyone has a fever and/or symptoms of COVID-19 when they arrive on campus, they will be sent home immediately and may not return for 10 days and be fever free for 24 hours without fever reducing medication.**
- ▶ **Faculty, staff and students should not enter campuses or district buildings if any of the following apply. The individual is:**
  - ▷ Sick with symptoms that could be COVID-19. Symptoms to watch for: fever (100°F or higher), cough, shortness of breath/difficulty breathing, chills, muscle pain, headache, sore throat, fatigue, congestion/running nose, nausea/diarrhea, new loss of taste or smell.
  - ▷ Has a confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.
  - ▷ Has a household member who is awaiting COVID-19 test results, or who is awaiting their own test results.
  - ▷ Students will have their temperature checked daily.
- ▶ Ongoing reminders about COVID - 19 symptoms and health checks will be provided in employee and family communication.
- ▶ Teachers will monitor students and refer them to the nurse if symptoms are present. Any student visiting the campus clinic will have their temperature checked.

### Isolation Protocols

- ▶ For students displaying symptoms of COVID-19 feeling feverish, the school nurse will provide a clinical assessment in an isolation space separate from the area used to see students who are not displaying symptoms of COVID-19.
- ▶ Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus has contacted the parent/guardian.
- ▶ Other students will be removed from the classroom and taken to an alternate location on campus so that the classroom surfaces can be cleaned/disinfected immediately.

- ▶ 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 of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- ▶ **Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until those areas have been cleaned and sanitized. Schools may close the entire campus up to 5 days due to lab-confirmed cases. In the event of school closure, all students will return to remote learning.**
- ▶ District communication will be provided to the individuals who came into close contact with a student or staff member with a confirmed positive COVID-19 test result. Additional communication will be shared with the entire campus community.
- ▶ Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.
- ▶ **Students and staff who have tested positive for COVID-19 or are experiencing symptoms of COVID-19 will be permitted to return to school when:**
  - ▷ They are 24 hours fever-free without using fever-reducing medication; **AND**
  - ▷ Improved symptoms (cough, difficulty breathing, etc.); **AND**
  - ▷ 10 days have passed since symptoms began
- ▶ **If a student or staff member has symptoms that could be COVID-19 and wants to return to school prior to meeting the above criteria, they must obtain a medical professional's note clearing them for return based on an alternative diagnosis or receive a negative PCR or antigen test.**

## **Protocols for Personal Protective Equipment (PPE)**

Schools are required to comply with the governor's executive order regarding the wearing of masks. Faculty, Students and Staff are expected to wear face coverings during school hours. This requirement is subject to change.

- ▶ Masks include non-medical grade disposable face masks and cloth face coverings that cover the nose and mouth. **Masks with exhalation valves or vents will not meet this requirement. Faculty, Staff, and Students may not wear political, religious, social justice or racial justice masks to Universal Academy at any time.**
- ▶ Staff and students will appropriately wear face coverings.
- ▶ Faculty, Staff, and Students will wear masks in hallways, common areas and during arrival and dismissal. Faculty, Staff, and students may wear both masks and face shields in the classroom.
  - ▷ Students will not be required to wear face coverings while eating but will be distanced 6 feet apart to the greatest extent possible.
  - ▷ Students will be required to wear masks during recess and PE classes when social distancing of at least 6 feet between students is not possible.
- ▶ Students will wear face coverings at all times while at school. Limited exceptions include:
  - ▷ Students will be required to wear masks during recess and PE classes when social distancing of at least 6 feet between students is not possible.
  - ▷ It may be impractical for students to wear masks or face shields while participating in some non-athletic or other extracurricular activities.

- ▶ Students will not be required to wear face coverings while eating but will be distanced 6 feet apart to the greatest extent possible.
  - ▶ **Individual needs regarding face coverings will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.**
  - ▶ Additional protective equipment will be provided to school nurses for use in the clinic. This includes gowns, gloves, medical grade face masks and face shields.
  - ▶ Students and staff will be provided with a reusable face covering. Families will be responsible for daily cleaning and requested to supply a student face covering should the one provided by the school become unusable or lost. Additionally, staff will be provided with a full-face shield that may be worn during instruction.
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## **Protocols for Campus Visitors**

Campus staff should utilize virtual meetings to limit campus visitors. At this time, parents should contact the school via e-mail and phone to communicate with school personnel. Access to the campus by parents will be limited to the front office and will be subject to additional screening procedures and PPE requirements listed below. District personnel who require access beyond the front office will wear a face covering.

### **Visitor Screening/PPE Requirements**

- ▶ All visitors will be subject to screening by way of a symptom screening form before entering any Universal Academy facility. Visitors will be required have their temperature checks upon entering the building.
  - ▶ Volunteers are not allowed to visit campuses at this time (including mentors, college representatives, guest speakers, etc.).
  - ▶ Virtual tools will be used to conduct meetings such as PTO meetings, ARDs, LPAC, etc.
  - ▶ If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.
  - ▶ All individuals entering the building will be required to wear face coverings.
  - ▶ Visitors will stand behind the shield guard installed at reception desks.
  - ▶ Any Individuals permitted to proceed beyond the reception area must follow all safety and campus protocols.
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## **Protocols for Disinfecting and Hand Sanitizing**

Frequent disinfection and hand sanitization will ensure health and wellness of the faculty, staff, and students.

### **Hand Washing/Sanitizing Expectations**

- ▶ Hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria and in common areas throughout the campus.
- ▶ Staff and students will be expected to regularly wash or sanitize their hands.
- ▶ Requirement for hand washing and/or use of Universal Academy provided hand sanitizer:

### Elementary & Secondary

- ▶ Teachers must provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day.
- ▶ Habitual and thorough hand washing after recess, before eating and following restroom breaks.

### **Sanitizing Expectations**

- ▶ Staff and students will have access to a multipurpose cleaning solution to sanitize work surfaces and shared supplies as needed throughout the day.
- ▶ Staff will limit the use of shared supplies when possible.

### **Disinfecting Expectations**

- ▶ Staff will have access to disinfectant solutions to disinfect high-touch and working surfaces and shared objects frequently.
- ▶ Staff will limit the use of shared supplies when possible.

## **Protocols for Campus Cleaning and Disinfecting**

**Frequent cleaning and disinfection will support a healthy learning and work environment for students and staff. Each campus will be broken into Cleaning Zones. A custodial staff will be assigned to each zone to ensure the cleaning and disinfecting processes are continual throughout the school day.**

### **Daily Campus Cleaning**

- ▶ Each classroom and restroom will be cleaned and disinfected ongoing daily by custodial staff.
- ▶ All high-touch areas will be disinfected throughout the day by custodial staff including classroom doorknobs and high-touch services.
- ▶ Custodians will be expected to wear PPE (masks and gloves) during work hours.
- ▶ Cafeteria tables will be disinfected after breakfast and between lunch periods by custodial staff.
- ▶ Staff will have access to disinfectant solutions to use on working surfaces, shared objects, and high-touch areas after use and during breaks in instruction, or as needed.

### **Restrooms**

- ▶ Campus staff will develop plans based on their individual restroom capacity to limit the number of students that enter the bathroom at one time.
- ▶ Elementary campuses could consider the scheduling of whole class restroom breaks to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
- ▶ Increased disinfecting by custodial staff will occur throughout the school day.
- ▶ Staff and students must wash hands with soap and water prior to exiting the restroom.
- ▶ Visuals indicating proper handwashing techniques and social distancing will be displayed to consistently reinforce this practice



## Protocols for Common Areas and Meetings

Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, conference rooms and other meeting rooms.

- ▶ All students and staff will be required to use hand sanitizer when entering and exiting common areas.
- ▶ Classes/grade levels will sign up to reserve common areas.
- ▶ Campuses will develop schedules and follow protocols for the use of common areas, including how to sanitize the space between use. When needed, students will bring personal supplies from the classroom.
- ▶ Campuses will develop procedures for spaces to be disinfected before and after use.
- ▶ The number of students in a common area will be based on the ability to safely social distance.
- ▶ Visual reminders will be displayed for social distancing throughout common areas. Informational graphics and markers will be posted to help with 6 ft. social distancing.
- ▶ The use of virtual meetings/videoconferencing is preferred when possible, including PTO meetings, ARDs, LPAC, booster club meetings and events.
- ▶ When necessary, administration must create a plan for PTO visitation and areas of use for meetings to adhere to COVID-19 district, campus, and CDC safety protocols.
- ▶ If meetings must be held in person, all social distancing protocols will be implemented:
  - ▷ Facial coverings
  - ▷ Six-foot social distancing when possible
  - ▷ Limiting the sharing of materials/supplies

## Protocols for Positive COVID-19 Cases on a Campus

The following protocols will be used in addition to the aforementioned daily campus cleaning and disinfecting protocols, along with nightly disinfecting of all high touch areas and horizontal surfaces such as desktops, floorings, tabletops, countertops, and workspaces:

- ▶ **Universal Academy will immediately close for 5 days when notified of lab-confirmed cases. At this time, NO Visitors will be allowed on campus and parents will be contacted immediately regarding early dismissal by carpool and bus transportation. In the event of a confirmed case, the identified classroom, workspace, or area will be disinfected by the custodial staff with an electrostatic sprayer.**
- ▶ If a facility is closed due to multiple confirmed cases, the custodial staff will disinfect classrooms, restrooms, athletics, fine arts areas, and all additional areas throughout the school facility with an electrostatic sprayer.

## Campus Closure Staging: COVID-19 Campus Response Protocol

<p><b>LEVEL 1 Prevention</b></p>	<ul style="list-style-type: none"> <li>▶ Illness prevention measures are in place             <ul style="list-style-type: none"> <li>▷ Social distancing</li> <li>▷ Face Coverings</li> <li>▷ Frequent hand washing/sanitizing</li> <li>▷ Frequent cleaning of common areas and high-touch surfaces</li> </ul> </li> <li>▶ Limited visitor access, NO Visitors will be allowed on campus</li> <li>▶ Monitoring illness trends in the community and applicable local, state, or federal guidance, rules, and regulations</li> </ul>
<p><b>LEVEL 2 Mitigation</b></p>	<ul style="list-style-type: none"> <li>▶ Confirmed case of COVID-19 at a campus</li> <li>▶ Notification to Dallas County Health Services and the Texas Education Agency (TEA)</li> <li>▶ Communication sent to all teachers, staff, and families of the campus regarding self-monitoring, illness prevention, and staying home when ill</li> <li>▶ Individuals identified as close contacts personally contacted and asked to self-quarantine for 14 days and moved to remote learning</li> <li>▶ Affected area is closed for deep cleaning unless more than 7 days have passed since individual was on campus</li> </ul>
<p><b>LEVEL 3 Modified Operations</b></p>	<ul style="list-style-type: none"> <li>▶ Outbreak (2 or more linked cases) of COVID-19 in a specific area of a campus</li> <li>▶ Collaboration with Dallas County Health Services</li> <li>▶ Communication sent to all teachers, staff, and families of the campus regarding self-monitoring, illness prevention, and staying home when ill</li> <li>▶ Students and staff in that area as well as any other identified close contacts and asked to self-quarantine for 14 days and moved to remote learning and work</li> <li>▶ <b>Affected area is closed for deep cleaning unless more than 7 days have passed since individual was on campus</b></li> </ul>
<p><b>LEVEL 4 Facility Closure</b></p>	<ul style="list-style-type: none"> <li>▶ Outbreak (2 or more linked cases) of COVID-19 <u>continued increase in cases in a school or number of teachers/staff in quarantine impacts ability to provide on-site instructions</u></li> <li>▶ Collaboration with Dallas County Health Services</li> <li>▶ District-wide communication to staff and parents regarding self-monitoring, illness prevention, and staying home when ill</li> <li>▶ School will be closed 5 days to allow for deep cleaning and case investigation</li> <li>▶ School may be closed longer than 5 days if ordered by Dallas County Health Services</li> <li>▶ Any students and staff determined to be in close contact with lab positive individuals asked to self-quarantine for 14 days and moved to remote learning and work</li> <li>▶ All in-person school activities canceled</li> </ul>
<p><b>LEVEL 5 District Closure</b></p>	<ul style="list-style-type: none"> <li>▶ In response to lawfully authorized federal, state, or local orders</li> <li>▶ District-wide communication and updates provided to staff, parents, and community</li> <li>▶ District non-school facilities may be closed for a period of time</li> <li>▶ All students and staff move to remote learning and work</li> <li>▶ Disinfection of all facilities and buses</li> <li>▶ All auxiliary areas such as playgrounds and athletic fields closed</li> <li>▶ Extracurricular activities canceled</li> </ul>

**\*Due to the ever-changing issues in relation to COVID-19, the COVID-19 Campus Response Protocol is subject to revision at any time subject to district discretion and/or local, state, or federal guidance, rules, and regulations.**

# Campus Health & Safety Protocols

## COVID-19 Training

On the first day a student attends school on campus, school systems must provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system. To include the practice of covering coughs and sneezes with a tissue, and if not available, to cover cough or sneeze with their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

Safety Training for Protocols & Procedures	
<b>Student</b>	<ul style="list-style-type: none"> <li>▶ Students will participate in training specific to newly adopted health and safety protocols.</li> <li>▶ All students will be trained on information about COVID-19 screening, identification of symptoms, prevention of spread, and sanitation of work areas.</li> <li>▶ If a student is experiencing symptoms they need to immediately notify a teacher.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Parents are asked to talk to their students about COVID-19 symptoms and prevention strategies.</li> <li>▶ Parents are asked to read all campus and District communication about health and safety protocols and to reinforce with their children.</li> </ul>
<b>Faculty/Staff</b>	<ul style="list-style-type: none"> <li>▶ Teachers attend training and develop classroom procedures consistent with TEA, Universal Academy, and government guidance.</li> <li>▶ All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas.</li> <li>▶ All staff will monitor students that exhibit symptoms and will be required to notify the nurse.</li> </ul>

## School Arrival & Dismissal

**Arrival:** When possible, separate entrances will be utilized for car riders, bus riders, walkers, and daycares. All staff will be utilized for duty to maintain a line of sight in hallways and distancing of hallway cohorts. Students will go straight to the designated areas set by each campus. **Parents will not be allowed to walk students to classrooms.**

**Dismissal:** Campuses will designate staggered dismissal groups. Staggering the groups of walkers, car riders, bus riders or grade level will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time. Sanitizer stations will be placed throughout the building and students will be encouraged to sanitize hands prior to exit. Sibling connections at Elementary campuses will be done outside the building. Separate exits will be utilized for car riders, bus riders, walkers, and daycares. Parents picking up students during the day will be required to follow all visitor screening protocols, in addition to following all standard check-out procedures. **Office staff will sign the student out, documenting both the time the student left the building, as well as the time the parent requested for early dismissal.**

## Bus Transportation

As schools reopen, students using school bus transportation services will follow revised protocols. Starting at the time when students arrive at their designated bus stop and board the school bus, the new safety and sanitizing protocols will need to be followed. Beginning October 13, route information for general education bus routes will be available to parents.

### Transportation COVID-19 Protocol: Parent Information

Universal Academy Transportation Department offers the following guidance to parents and caregivers regarding school bus transportation for daily bus routes as well as field trips. Efforts will be made to limit the number of students on bus routes when possible. FARE busing will be available. Although the district is implementing the safety protocols and disinfecting efforts described below, families are encouraged to drop students off, carpool or walk with their student to school to reduce possible exposure on buses.

***The district requires all drivers and students to wear masks while on the school bus.***

***Students will be required to sit in their assigned seat, according to the bus driver's seating chart. This is important in the event that there is a positive COVID-19 case as it will support contact tracing and notification to families. Designated rows will be coded by number and color to make them easily identifiable for students of all ages. Students from the same household will be asked to sit together.***

### **General Education/Special Needs/Shuttle Loading and Unloading Procedures Bus Stop Expectations**

- ▶ Students are expected to practice social distancing while waiting for and approaching the school bus.

- ▶ Students should NOT share food, drinks, or personal devices.

### **Morning Boarding Bus Procedures**

- ▶ Students should practice social distancing as they approach and board the bus.
- ▶ Use hand sanitizer (provided near the bus stairwell).
- ▶ Seating: Students will be seated starting from the back seats, then toward the front.
  - ▷ Considerations for siblings & younger students mixed with older students.
- ▶ Bus in motion rules: Standard Universal Academy bus rules apply.
- ▶ Students should NOT share food, drinks, or personal devices.

### **Unloading at Campus**

- ▶ Unloading will start from the front to the back.
- ▶ Students should practice social distancing and follow campus guidelines.

### **Afternoon Campus Boarding Bus Procedures**

- ▶ Students are expected to practice social distancing as they approach and board the bus.
- ▶ Use hand sanitizer (provided near stairwells).
- ▶ Seating: Students will be seated starting from the back seats then toward the front.
  - ▷ Considerations for siblings & younger students mixed with older students.
- ▶ Bus in motion rules: Standard Universal Academy bus rules apply.
- ▶ Students should NOT share food, drinks, or personal devices.

### **Unloading at Bus Stop**

- ▶ Unloading will start from the front to the back.
- ▶ Students are expected to practice social distancing and avoid gathering in groups.
- ▶ Students should NOT share food, drinks, or personal devices.

### **Disinfecting Protocol**

#### **Between each AM & PM Campus drop-off**

- ▶ School bus drivers, bus assistants and staff will be spraying and wiping down seats and high-touch items with disinfecting spray.
- ▶ Bus seating areas will be disinfected after each bus route, particularly high-touch surfaces such as bus seats, steering wheels, knobs, and stairway handrail.
- ▶ Weather conditions permitting, various bus windows and the roof hatch will be opened to allow outside air to circulate in the bus.

### **Daily Deep Disinfecting Process**

- ▶ Buses will be deep cleaned each week using a disinfectant sprayer.

### **Bus Arrival & Dismissal**

#### **Student**

#### **Arrival**

- ▶ Students will load and unload the bus at staggered times at the direction of the bus driver.
- ▶ As students depart from the bus, they should immediately walk into the building and designated area for morning arrival.

	<ul style="list-style-type: none"> <li>▶ Students will not congregate with other students after exiting the bus.</li> <li>▶ Students are expected to maintain appropriate social distance guidelines as they enter the building and report to designated waiting areas.</li> </ul> <p><b>Dismissal</b></p> <ul style="list-style-type: none"> <li>▶ Students will wait in a designated "pre-loading" area for each bus to arrive.</li> <li>▶ Students will load onto the bus at staggered times at the direction of the bus driver.</li> <li>▶ Students will maintain current social distance guidelines as they load and are seated for the duration of the bus ride home.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ When possible, parents should help with student supervision at the bus stop.</li> </ul>
<b>Faculty/Staff</b>	<ul style="list-style-type: none"> <li>▶ Assigned staff will supervise student arrival and dismissal, ensure that students are wearing masks and direct students to waiting areas.</li> <li>▶ Staff will ensure social distancing during arrival and dismissal.</li> <li>▶ During dismissal, teachers will supervise designated pre-loading areas for students waiting for the bus to arrive.</li> </ul>
<b>Walkers</b>	
<b>Student</b>	<ul style="list-style-type: none"> <li>▶ It is recommended that walkers keep social distance and use a face covering while walking to and from school.</li> <li>▶ Students will not be permitted to congregate before and after school.</li> <li>▶ At the end of the school day, students must leave campus immediately and begin walking home.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Parents are encouraged to talk with their child about the health benefits of social distancing.</li> <li>▶ Parents should follow campus guidance on how to pick up their child.</li> <li>▶ Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from campus.</li> </ul>
<b>Faculty/Staff</b>	<ul style="list-style-type: none"> <li>▶ Assigned staff supervises student arrival and dismissal, ensures that students are wearing masks, directs students to waiting areas and encourages that students maintain desired social distance between students.</li> <li>▶ Teachers will assist in monitoring students to discourage large groups from congregating.</li> </ul>
<b>Carpool</b>	
<b>Student</b>	<ul style="list-style-type: none"> <li>▶ As students exit their car, they will be expected to keep social distance when walking toward the building entry. Students will not congregate with other students on the campus when walking to school.</li> </ul>

- ▶ **Faculty and staff will not be allowed to open doors or assist with car pool arrival. However, using an electronic thermometer, they will check each students' temperature before they enter the building. Students must exit their cars wearing a masks.**
- ▶ Students will remain at a social distance while waiting to be picked up in the carpool area. Students will not congregate in large groups with other students on the campus when dismissed from school at the end of the day. **Students must wait for their rides wearing a masks.**

**Parent**

- ▶ Parents should assist their own child with exiting the car.
- ▶ Parents should follow pick up protocols regarding how to pick up their child.
- ▶ Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from campus.

**Faculty/Staff**

- ▶ Assigned staff supervises student arrival, ensures that students are wearing masks, directs students to waiting areas and encourages that students maintain desired social distance between students.
- ▶ Assigned staff supervises student dismissal, directs students to waiting areas and encourages that students maintain desired social distance between students.

**General Building Arrival****Student**

- ▶ Wash hands or use hand sanitizer upon arrival.
- ▶ Students must adhere to campus entry, exit, and transition procedures to reduce large group gatherings in close proximity.
- ▶ Students will be assigned to report to a specific area and will be expected to adhere to schedules for morning arrival.

- ▶ It is required that students and staff wear masks when entering the building and waiting in the designated waiting area.
- ▶ **When using the cafeteria, students should choose seats that leave empty space (seats) between seats.**
- ▶ Students are expected to stay seated until they are dismissed by a staff member.
- ▶ Students will have access to use the restroom while they are in the cafeteria, gym, or any other area as they wait to go to their classroom. Students and staff will follow the campus procedures developed to maintain proper social distancing.

**Parent**

- ▶ Parents are encouraged to talk with their child about the health benefits of wearing a mask at school.
- ▶ Parents are encouraged to talk with their child about the health benefits of social distancing at school, as well as the health benefits of washing their hands, and/or using hand sanitizer.

- Teacher/Staff**
- ▶ Campus staff is required to complete the self-screening questions located On the Universal Academy Website.
  - ▶ Staff members will be assigned to supervise students who report to multiple areas for morning arrival (gym, cafeteria, large spaces).
  - ▶ Staff are required to have masks on when entering the building and will monitor to ensure that they ensure that students are wearing masks in the hallways and in classrooms.
  - ▶ Staff will dismiss student using staggered student release into halls from these areas.

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## Cafeteria

Based on building capacity and student enrollment, campus administration will determine areas that may be utilized for lunch. These areas could include classrooms, the library, or other large areas within the school building.

Teachers will monitor the cafeteria and hallways to promote social distancing practices. **Depending on the number of students in the school, students may have meals in both the cafeteria and in classrooms.** Physical distance will be provided around each occupiable seat, if possible.

Staff will reinforce social distancing and signage will be posted to define traffic patterns in the cafeteria. Microwaves will not be provided in the cafeteria due to the opportunity for cross contamination with a high-touch device. **Hand sanitizing stations will be available at entrances and exits of the cafeteria.**

No third-party food deliveries will be accepted at any campus. **TBD**

### Seating & Directions

- Student**
- ▶ Students will be expected to follow campus guidelines for cafeteria procedures.
  - ▶ Students will be seated according to a seating plan for students consistent with social distancing guidelines
  - ▶ All students are expected to wash hands or use hand sanitizer prior to entering the cafeteria.
  - ▶ Students are encouraged to read and adhere to the expectations and posted directional prompts/signs to ensure for proper social distancing.
  - ▶ At schools with open lunch, students are required to wash hands or use hand sanitizer upon their return to school.



**Parent**

- ▶ Mealtime visitors will not be permitted in the school cafeterias.
- ▶ Parents are encouraged to speak to their children about safety protocols and social distancing.
- ▶ Parents are asked to read and be familiar with all school communication regarding health and safety protocols.
- ▶ **When sending a lunch to school with students, include only items that students will not need assistance opening.**

**Teacher/Staff**

- ▶ Signs will be posted on the walls and floor to ensure appropriate social distancing in cafeteria lines.
- ▶ A seating plan for students will be followed for social distancing.
- ▶ Assigned staff will supervise and monitor students in cafeteria lines, direct students to open seats, and ensure that students maintain desired social distance.
- ▶ Staff will maintain the same class group for “in person” lunches daily.

**Meal Information:** Universal Academy Food and Nutritional Services Department will follow all Texas Department of Agriculture (TDA) regulations.

**Face-to-Face  
Breakfast &  
Lunch**

- ▶ Lunch will be provided daily on scheduled school days.
- ▶ Breakfast will be provided on scheduled school days at participating campus sites.
- ▶ Students will enter serving lines and have a selection of menu items to choose from daily. **TBD**
- ▶ Menu items will be placed in pre-packaged containers for students to take to designated locations within the school building.
- ▶ Students will be charged based on their eligibility status.
  - ▷ District charge policy will be enforced.
- ▶ Online payments and prepayments are preferred methods of payment.

## **Curbside Meals**

- ▶ Students must be enrolled in Universal Academy.
- ▶ Breakfast and lunch curbside meals will be available on scheduled school days at designated campus sites throughout the district. The designated campus may not be the student’s home campus.
- ▶ Curbside meals will be available during scheduled meal pickup times.
- ▶ Parents/guardians must provide their student’s ID number when picking up meals whether the student is present or not. Students are not required to be present for meal pickup.
- ▶ Student lunch accounts will be charged based on their eligibility status (free, reduced or paid).
  - ▷ District meal charge policy will be enforced.
- ▶ Online payments and prepayments are preferred methods of payment. Cash and checks will also be accepted.

## Standard Classroom Procedures

In this section, classroom training, setup and protocols will include procedures for students and teachers. Teachers will ensure students are trained and students will be expected to follow all campus and classroom expectations.

All classrooms will be outfitted with:

- ▶ Visual reminders of distancing requirements will be in all classrooms marking off areas for common spaces and distancing best practices.
- ▶ Refillable alcohol-based hand sanitizer stations, masks, and teacher shields
- ▶ Access to disinfectant to disinfect working surfaces for teacher use.
- ▶ Access to multipurpose cleaner to sanitize working surfaces for student and teacher use.
- ▶ Technology should be utilized when students are involved in collaborative work.

### Classroom Training

**Student** ▶ Students will participate in training specific to newly adopted health and safety protocols.

**Parent** ▶ Parents are asked to read all school communication regarding health and safety protocols.

**Faculty/Staff** ▶ Teachers will ensure high-touch areas in the classroom are disinfected and sanitized throughout the day.

### Classroom Setup

**Student**

- ▶ Students will be expected to adhere to class and school-wide protocols that are consistent with CDC guidelines.
- ▶ Students will avoid sharing school supplies and will sanitize shared items after each use.
- ▶ Students will sit one per table when it is possible.
- ▶ Students will use hand sanitizer at the beginning of class. If a sink is available in the classroom, students should wash their hands at the beginning of class.
- ▶ Students may bring personal snacks as long as they are not shared.

**Faculty/Staff**

- ▶ Hand sanitizer, tissues and trash cans will be available throughout classrooms and common areas.
- ▶ Teachers will post signs with clear class protocols that are consistent with CDC guidelines and school wide.
- ▶ Teachers will set up classrooms so that student desks (or seats at a table if tables are used) will be spread out to socially distance, or plexiglass dividers will be in place.
- ▶ Teachers will limit student movement within the classroom such as turning in assignments, materials being passed out, etc.
- ▶ **Teachers will create assigned seating arrangements to ensure social distancing.**

- Consistent with TEA guidance, all student desks should face the same direction.
- ▶ Teachers will create systems to limit the sharing of items such as school supplies so that no more than one student is using an item.
  - ▶ Teachers will assist students with sanitizing shared materials and supplies after each use by a student.

### Classroom Arrival

- Students**
- ▶ After washing hands or using hand sanitizer, students are asked to immediately sit down in their assigned seat.
  - ▶ Students should avoid touching high-touch areas if possible.
- Teacher/Staff**
- ▶ Teachers should keep classroom doors in locked mode and then prop doors open to allow for additional ventilation during class and in between classes so students do not touch doors or handles.

### Classroom Sanitizing

- Students**
- ▶ Students in PK-12 will assist with sanitizing their own work surfaces, including face shields as appropriate, under teacher supervision at the beginning and end of each class period.

- Teacher/Staff**
- ▶ Staff will supervise and assist as students sanitize their work surfaces (including face shields as appropriate), shared objects and high-touch areas after use and during breaks in instruction, or as needed.
  - ▶ Teachers should keep classroom doors in locked mode and then prop doors open to allow for additional ventilation during class and in between classes so students do not touch doors or handles.

## Water Fountains

**Faculty and Staff will not be allowed to use the water fountains. They will need to bring their personal water bottle to school each day.**

### Water Fountain Usage

- Student**
- ▶ Students are expected to bring their own reusable water bottle for use throughout the day and expected to take water bottles home to be cleaned on a daily basis.
- Parent**
- ▶ Parents are asked to secure a reusable water bottle for their child to bring to school on a daily basis.
  - ▶ Parents are asked to assist students, as needed, to clean water bottles on a daily basis.

**Teacher/Staff**

- ▶ Monitor that students take water bottles home to be cleaned.

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## Recess

Campus administrators will establish procedures associated with outdoor play and outdoor activities. Teachers will monitor students to ensure safety guidelines are followed. Campuses will limit the number of classes per recess group. Staggered schedules and classroom groups will be utilized. Campuses may develop structured games to accommodate social distancing. Students will not be allowed to use the playground equipment until further notice from administration.

**Guidelines for Recess/Outdoor Play**

- ▶ Students will wear masks during outdoor activity unless maintaining 6 feet of social distancing. Students must maintain social distancing while lining up to return to class.
- ▶ All students and staff will be required to wash their hands or use alcohol-based hand sanitizer before recess and when returning to their classroom.

## Specials

**Music**

- ▶ Students will be required to wear a mask or other facial covering at all times in the music classroom.
- ▶ Appropriate social distancing measures will be followed where possible.
- ▶ Individual manipulative packets will be provided to minimize the sharing of materials.
- ▶ Musical instruments, mallets and other equipment will be sanitized and wiped down after each use.

**PE**

- ▶ Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.
- ▶ Students will be required to wear masks during PE classes when social distancing of at least 6 feet between students is not possible.
- ▶ Any activities bringing students into close physical contact, or requiring multiple students to touch or handle the same equipment will be avoided
- ▶ PE equipment will be disinfected and wiped down after each use. Students should disinfect equipment after each use.
- ▶ Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- ▶ Students should avoid touching their face at all times, but especially while

	<p>playing games.</p> <ul style="list-style-type: none"> <li>▶ Sanitizing areas and access to handwashing will be provided.</li> </ul> <p>If enrolled in a PE class, students should bring tennis shoes to participate in class activities.</p>
<b>Art</b>	<ul style="list-style-type: none"> <li>▶ Students will be required to wear masks in the art classroom.</li> <li>▶ Appropriate social distancing measures will be followed.</li> <li>▶ Individual art supplies will be provided to avoid sharing equipment, tools and materials as much as possible.</li> <li>▶ Students should complete cleaning protocols and sanitize their areas in between use.</li> <li>▶ Art materials will be sanitized and wiped down after each use.</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>▶ Visual reminders will be added and furniture rearranged to help students maintain social distancing while in the library.</li> <li>▶ Students and staff will wash/sanitize hands upon entering and after visiting the library.</li> <li>▶ High-touch surfaces (e.g., tabletops, chairs, door handles, etc.) will be disinfected regularly.</li> <li>▶ Occupancy will be limited.</li> </ul>

## **Extracurriculars Activities**

**Universal Academy Administrators have cancelled all extracurricular practices and contests on campus at this time.** (updated, November 2, 2020)

## Health Protocols

### Mask Usage

- ▶ It is our expectation that all students follow the Universal Academy mask wearing guidance when possible.
- ▶ We understand that not all students will be able to wear a mask initially due to their developmental stage and/or disability.
- ▶ Teachers will work with students to teach the skill of wearing a mask both in the classroom and in the public spaces of the school building.
  - ▷ **For Special Education Students,** The ARD committee can develop a plan for students based on individual needs/circumstances when it is clear that mask wearing will be a challenge.

- ▷ If the student is struggling to wear a mask and no progress is evident, a goal or accommodation can be put into place. When progress is evident, teachers should continue teaching and modeling the skill.
- ▷ The discussion may include sharing information about the specific reason(s), positive behavior supports for home and school to encourage mask-wearing, whether it is safe for the student to attend school without a mask, and/or consideration of alternate forms of learning, when appropriate.
- ▷ Medical documentation/input may be required in some cases.

### Glove Use

#### Indications for use:

- ▶ Gloves may be worn during activities that involve contact with another individual.

#### Directions:

- ▶ A new set of gloves should be worn when moving from one person to another, but only if direct contact with the person's clothing, body, or hair is made.

### Handwashing

#### Indications for use of soap and water:

- ▶ When hands are visibly soiled.
- ▶ After using the toilet.
- ▶ Before and after contact activities, contact with bodily fluids, and/or during breaks (if hand washing is not possible, then see hand sanitizer use).

**Directions:**

- ▶ Wet hands with water and apply one “push” or “pull” of soap from the dispenser.
- ▶ Wash the entire hand surface extending above the wrists, between fingers, around and under nails and over knuckles. Do not forget to wash your dominant thumb.
- ▶ Use friction with a rotary motion, covering front and back of hands.
- ▶ Wash for a minimum of 15 seconds.

- ▶ Rinse hands and forearms thoroughly under running water, holding hands so direction of water flow is downward from wrist to fingertips.
- ▶ Remove a paper towel without touching the dispenser and pat or blot hands thoroughly dry.
- ▶ If the sink is not equipped with a knee or foot control, turn off faucets by gripping them with a dry paper towel.

### Use of Alcohol Based Wipes, Hand Gel, or Foam

#### Indications for use of alcohol-based product (if washing hands is not an option):

- ▶ Before and after eating or handling food.
- ▶ Before and after wearing utility, exam, or sterile gloves.
- ▶ After direct contact with a student or another staff member.
- ▶ After tending to any personal need (coughing, blowing nose, combing hair).

#### Directions:

- ▶ When using foam or gel, dispense a small golf ball size of foam, or dime size for gel into the palm of the hand.
- ▶ Rub the product or wipe over the entire surface of hands/gloves, between fingers, under nails, over knuckles, both thumbs and wrist.
- ▶ Rub alcohol-based hand gel or foam until it disappears.
- ▶ The alcohol-based hand gel or foam kills approximately 99% of the microorganisms, but it does not remove soil.

### Disinfectant Use

#### Maximizing use of disinfecting supplies:

- ▶ Antibacterial wipes are currently in more limited supply whereas spray disinfectant is more available at many campuses.
- ▶ Wipes can be used for jackets or disinfecting safety equipment or on electronics. Disinfecting spray should not be used on people or electronics.
- ▶ Spray disinfectant and paper towels can be used to clean surfaces, cool down areas, and common areas.
- ▶ When using disinfectant spray, spray the surface then wipe down the areas.
- ▶ Disinfectant spray should be used in cool down areas after the student has left the area.



## School Events and Activities

### Guidelines for School Wide Events/Activities

- ▶ Campuses are prohibited from planning large attendance events such as all-school assemblies, parties, socials, pep rallies, etc. that bring large groups of students together at one time until further notice.
- ▶ Administration will follow all Universal Academy, TEA, and CDC guidelines in regard to games, practices, etc..
- ▶ To limit larger gatherings, campus club meetings should be held virtually.
- ▶ PTO must collaborate with and seek approval from campus/district administration prior to any event that is planned.

## On- and Off-Campus Student Activities

### On/Off Campus Activities, Field Trips & School-Wide Events

#### On-Campus Activities

- ▶ PTO event and fundraising information is pending.
- ▶ All after school club information is pending.
- ▶ No in-person assemblies will be held in the fall.
- ▶ Meet the teacher, open house, parent conferences, etc. will be held virtually.

- ▶ No class parties or birthday treats will be allowed at this time and any performances may be held virtually.

#### Field Trips

- ▶ Off-campus field trip information is pending.
- ▶ Virtual field trips will be considered as often as possible.

#### Off-Campus Activities

- ▶ Student participation in academic contests will only be attended if specific guidance is provided by an authorized entity (e.g., Host site, Universal Academy, TEA, the CDC, etc.)

#### School-Wide Events

- ▶ To limit larger gatherings, school wide events (pep rally, open house, back to school events, assemblies, PTO events, etc.) should be held virtually or postponed. School events will be limited to sanctioned activities only.

## Hallways and Lockers

### Classroom Transitions, Hallways

- ▶ Students are expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
- ▶ Where possible, one-way traffic throughout campus corridors will be established.
- ▶ In two-way halls students are expected to stay to the far right of the hall when walking.
- ▶ Lockers may be utilized if students access the lockers at staggered times.
- ▶ **During the 2<sup>nd</sup> Six-Weeks of school, students attending school in person, will stay in their homeroom classroom during the entire school day. For Grade Level departmentalization, teachers will rotate classes, the students will not rotate.**
- ▶ Students and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.

- ▶ Staggered releases from each class will be organized to limit the number of students in the hallways.
  - ▶ In two-way halls students are expected to stay to the far right of the hall when walking.
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- ▶ Visual markers will be developed to help students maintain physical distances and adhere to established campus traffic flow in hallways.
  - ▶ Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.
  - ▶ Students and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.

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## Emergencies and Drills

Universal Academy will continue to follow the Standard Response Protocol (SRP) and its emergency actions of Lockout, Lockdown, Evacuate and Shelter.

### Emergency Evacuation Protocols

- ▶ An administrator will provide instructions prior to drill, notifying staff and students that a drill is commencing and that one designated group will delay exiting their classroom for a specific period of time (60 to 90 seconds, as determined by the principal) in order to allow social distancing by reducing pedestrian load in hallways and exit points. At the conclusion of the drill, Groups will stagger their re-entry to the building to maintain social distancing.  
**Note:** this process can be implemented for other drills or campus activities where reducing hallway load is needed. After each drill, staff and students will be reminded that in an actual emergency, they must exit/evacuate without delay and without a staggered exit/evacuation.
- ▶ **Actual Emergencies:** Administration will emphasize that social distancing will not be required during an actual emergency such as a fire, lockdown, shelter for dangerous weather, evacuation, etc.

## Sanitizing and Disinfecting Agents

### Cleaning-Sanitizing-Disinfecting Agents used by Universal Academy Custodial Services

▶ **A COVID-19 Rated Cleaner:**

Primary use is for cleaning and sanitizing horizontal and vertical surfaces:

- ▷ Student desks, classroom work areas
- ▷ Cafeteria tables
- ▷ Handrails
- ▷ Countertops
- ▷ Push-bars on doors
- ▷ High-touch items

▶ **A COVID-19 Rated Cleaner:**

Primary use is for bathroom floors, stalls/partitions, urinals, and toilets.

Hallways, cafeteria, clinic

Grade-level area

Locker Room