



# **REOPENING**

## **SFA CHARTER SCHOOL**

An Overview of Reopening Plans  
for the 2020-21 School Year

Reopening SFA Charter School  
2020-21 School Year

**Introduction**

SFA Charter School has been planning for what return to school will look like and feel like for our students, teachers, and families. The health and safety of our school community has been our priority as we plan for reopening for the 2020-21 school year. These plans are based on guidance from Texas Education Agency, Stephen F. Austin State University, plans from other districts, as well as, federal, state, and local agencies. As guidance changes, our plans will be revised.

*We are committed to the health and safety for all so that we do not contribute to the number of new COVID-19 cases.*

**SFA Charter School Instructional Considerations** for opening in August of 2020, based on Texas Education Agency guidelines, consist of in-person learning, virtual synchronous learning, and virtual asynchronous learning.

**In-person instruction** is our traditional method of on campus, classroom learning between teachers and students interacting with one another.

**Synchronous instruction** consists of two way, real-time/live, virtual instruction between teachers and students when students are not in their classroom or on campus. Cameras, microphones, and large monitors set up in the classroom allow for teachers to instruct and students to interact with students outside the classroom or off campus. Synchronous instruction is provided through a computer or other electronic device.

**Asynchronous instruction** does not require having the teachers and students engaged at the same time. In this method, the students learn from the teachers' instruction that is not necessarily delivered in person or in real time. This type of instruction may include various forms of digital and online learning, such as prerecorded classroom video lessons.

**K-2 Instruction**

Each grade in K-2 will be grouped between grade level classrooms, music classroom, art classroom, and ECHL classroom, reducing the number of students in each space. The students will be on a rotation schedule. Within the rotation, every four days, 15-17 students will be in their classroom with their grade level teacher, receiving instruction, while 10-12 students will be in a different classroom receiving the same virtual synchronous instruction from their main classroom teacher with the support teacher, through real time/live stream technology.

**3-5 Instruction**

Each classroom in grades 3-5 will contain 22 students and a classroom teacher for in-person, on campus instruction. To best meet student needs, students may work in a remote synchronous classroom virtual lab with specific support teachers on occasion.

### **School Closure Instruction**

In the event of a closure due to COVID-19, campus models are developed with instruction continuity in mind, so we can pivot to a Remote Synchronous model for 3-5 grade students and a Remote Asynchronous model for K-2 students.

### **Arrival and Departure**

#### **Arrival**

*Student arrival times are 7:30 am - 8:00 am (Monday - Friday)*

*Lane #1 drop-off location: Main entrance labeled W1*

*Lane #2 drop-off location: North entrance labeled N3*

*Hayter Road entrance/ one-way traffic during the hours of 7:00 am - 8:15 am*

- Between the hours of 7:30 am and 8:00 am, all vehicles must enter the charter school's west parking lot from Hayter Road. During this time period, this area will be considered one-way traffic only. For drop-off purposes, the Hayter Road entrance will be divided into lane #1 and lane #2.
- First grade and kindergarten students (**including their siblings**) are assigned to drop-off lane #1. These students will enter the building through the main entrance. Once student(s) have been dropped off, drivers will exit the parking lot onto Raguet Street. Vehicles will not be allowed to exit onto Hayter Road between the hours of 7:00am and 8:15 am.
- All other charter school students (2nd, 3rd, 4th, & 5th) are assigned to drop-off lane #2. These students will enter the building through the north entrance. Once student(s) have been dropped off, drivers will exit the parking lot onto Raguet Street. Vehicles will not be allowed to exit onto Hayter Road between the hours of 7:00 am and 8:15 am.
- Prior to "dropping off" students for entrance into the building, temperatures will be taken at designated locations by charter school staff. Students who have a temperature of 100 degrees Fahrenheit or higher will not be allowed to enter the building and attend in-person instruction.

#### **Departure**

*Departure times are 3:10 pm – 3:35 pm (Monday – Friday)*

*Lane #1 pick-up location: Main entrance labeled W1*

*Lane #2 pick-up location: North entrance labeled N3*

*Hayter Road entrance / one-way traffic during the hours of 2:35 pm – 3:45 pm*

- Between the hours of 2:35 pm – 3:35 pm, all vehicles must enter the school's west parking lot from Hayter Road. During this time period, this area will be considered one-way traffic only. For pick-up purposes, the Hayter Road entrance will be divided into lane #1 and lane #2.
- First grade and kindergarten students (**including their siblings**) will be picked up from lane #1 in front of the main entrance. Once student(s) have been picked up, drivers will exit the parking lot onto Raguet Street. Vehicles will not be allowed to exit onto Hayter Road between the hours of 2:35 pm – 3:35 pm.

- All other charter school students (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup>) will be picked up from lane #2 in front of the north entrance.
- Once student(s) have been picked up, drivers will exit the parking lot onto Raguet Street. Vehicles will not be allowed to exit onto Hayter Road between the hours of 2:35 pm – 3:35 pm.

### **Attendance**

- SFACS will be required to take daily attendance with both face-to-face, in-person instruction and virtual, at-home distance learning models.
- For face-to-face, this means students will have to be present in-person and meet engagement measures in learning each day, to be counted as present for credit purposes. Daily Engagement Measures are required for attendance. “Engagement” is defined by TEA as daily progress or completion and submission of assignments.
- For Synchronous Virtual Learning, attendance requirements (as required by the TEA) will be documented by the interactions with classroom members and the engagement level with lessons and assignments within the online platform. There will be required times for log-ins to the school platform as well as required video chat Zoom sessions. Attendance will be taken at 10:00 AM with participation in a minimum of 180 instructional minutes (not necessarily consecutive) to occur each day following the classroom schedule.
- For Asynchronous Virtual Learning, attendance requirements (as required by the TEA) will be documented through daily engagement measures. The engagement method is described below:
  - Daily progress via teacher-student interactions and completion/turn-in of assignments from student to teacher online which is not necessarily being delivered in real time, for a minimum of 180 minutes (not necessarily consecutive), must occur each day to be considered present that day. Further clarification will be provided as additional information is released by TEA.
  - There will be recommended times for log-ins to the school platform as well as required video chat Zoom sessions.
- SFACS Attendance Policy will be in place, as well as Texas Education Code (TEC) 25.092 Students must attend 90 percent of the school periods in order to be promoted to the next grade. This requirement remains in force during the 2020-2021 school year.
- Given the public health situation, student attendance may be earned through the delivery of virtual, at-home distance learning instruction.

### **Campus Visitors**

Campuses will use virtual meeting options to limit campus visitors, when possible. In accordance with University directives, face coverings are required in all indoor public areas except where otherwise marked.

- No outside visitors or parents will be allowed to enter the school during the fall semester. This will be reviewed for the spring semester.
- Virtual meetings will be available when possible.
- Visitors and employees will maintain physical distancing for meetings in smaller conference areas.

### **Cleaning & Disinfectant Protocols**

- Cleaning and disinfecting will occur nightly in every classroom, restroom, common area, and on high-touch surfaces.
- Custodians will wear masks and gloves during work hours.
- Teachers will limit the use of shared supplies. Any shared items will be sanitized between use.
- A second round of daily disinfection will take place during each school day in common areas by teachers.

### **Additional Cleaning Measure for COVID-19 Positive Cases on Campus**

- If a classroom or facility is closed due to COVID-19 spread, CDC-approved disinfectant will be used to clean.
- SFACS will contact the environmental Health, Safety and Risk Management Department to initiate a deep cleaning process.
- Custodial staff will disinfect classrooms, restrooms, and additional areas in the entire building.

### **Instructional Commitment**

We are asking families to commit to either on campus, in-person instruction or virtual (remote, at-home) instruction for each child attending SFACS for the 2020-2021 school year for the first nine weeks of school. Each family will fill out and submit a commitment form for each child attending SFACS for the 2020-2021 school year by September 4<sup>th</sup>, 11:59 p.m., to assist the district in planning for the school year. SFACS will default to in-person instruction for individuals who do not submit a commitment form. For any questions, please email [sfacharterschool@sfasu.edu](mailto:sfacharterschool@sfasu.edu) .

### **General Health and Safety Guidelines**

- SFACS will require employees and students to stay home, if ill.
- Campus staff will be trained in COVID-19 safety protocols.
- Medical-grade disinfectants will be used for deep cleaning of campus.
- Students, teachers, staff and essential campus visitors/volunteers will be instructed to sanitize and/or wash their hands frequently.
- Physical distancing and safety signage will be added throughout school facilities.
- SFACS will prevent any individual who fails the health screening criteria from being admitted to the campus, until they meet the criteria for re-entry to the campus.

### **Handwashing and Hand Sanitizers**

- Students and employees will be trained in proper hand washing protocols to prevent COVID-19 and the spread of germs.
- Alcohol-based hand sanitizer will be available throughout the campus.
- Employees will be instructed to regularly wash or sanitize their hands.
- Teachers will supervise student handwashing for 20 seconds throughout the day; in addition, students will be required to wash hands after using the restroom and before eating.
- Handwashing stations are available in classrooms.

### **Health Pre-Screening for Staff and Students**

- Students will have their temperatures taken daily before coming into the building. Anyone with a fever of **100 degrees Fahrenheit or higher** will **NOT** come into the building.
- Teachers are expected to take their own temperatures daily before arriving. Anyone with a fever of **100 degrees Fahrenheit or higher** should **NOT** come into the building.
- Students and teachers will be prescreened for any of the following COVID-19 symptoms prior to coming into school:
  - Feeling feverish or a measured temperature greater than or equal to 100 degrees Fahrenheit
  - Loss of taste or smell
  - Cough
  - Difficulty breathing
  - Shortness of breath
  - Headache
  - Chills
  - Sore throat
  - Shaking or exaggerated shivering
  - Significant muscle pain or ache
  - Diarrhea
- Teachers will monitor students and contact parents if symptoms are present.
- SFACS will have access to a touch-free, forehead thermometer to check/verify temperatures and will immediately send anyone with a **100 or higher** temperature to the school health clinic for a temperature verification and parents will be contacted.
- Teachers and students will be required to report to the principal if a) they have come into close contact with an individual who is lab-confirmed with COVID-19; or b) they themselves have COVID-19 symptoms.
- SFACS will pre-screen all contracted employees and essential visitors/workers before they are allowed entrance on campus.

### **Commit to an Option for Learning**

SFACS commits to providing the following learning options for families, as we go into the 2020-2021 school year:

1. Your child can return to school and receive in-person instruction (subject to university or government orders).
2. Your child can receive virtual, at-home learning instruction.

While our school is offering two options, our families will have to **commit to choosing one of these options for the First Nine Weeks**. Both of these options will continue to require students to use digital tools within learning.

We will continue to evaluate the progress of our return to school for SFACS and will monitor the impact COVID-19 has on our district as the year begins. This will allow our school to make recommendations for learning for the Second Nine Weeks and review what instruction may look like then.

### **Information for Families to Consider Prior to Choosing an Option**

## **Curriculum, Instruction and Assessment Practices**

### **Our School will provide the following:**

- All learning will be provided by highly qualified, SFACS teachers.
- There will be a focus on high levels of rigor within instruction, alignment of skills/standards, equitable access to learning, accountability standards concerning attendance, opportunities for feedback and interactions, and aligned grading expectations.
- There will be a focus on specific support for social and emotional needs of students and staff.
- The district will use a variety of formative and summative assessment tools to document and measure academic and social emotional student growth.
- The district may need to cluster/group SFACS teachers together within our campus in order to support in person and virtual learning needs. This could mean your child is learning at times from more than one teacher based on our needs within grade levels or programs of instruction.
- Students/Families will have the option of changing from-or-to either option of in person or virtual at home learning at the end of the nine week grading period. If your child becomes ill or needs to be quarantined during this time, you will need to contact SFACS for further guidance. The child may continue with virtual, at-home learning during this time and will be in attendance for school.

### **Flexibility Due to Health and Safety Needs - COVID-19**

SFACS families must also understand we are bound to county, state and federal law/health guidelines and will follow any directives or specific recommendations that will benefit the health and safety of our students and staff.

This could mean that our school may need to move temporarily to a virtual model (some students coming in for in-person instruction on various school days to lower class sizes) or full, at-home virtual learning (students having instruction taking place only at home) during the 2020-2021 school year.

We will continue to closely monitor the needs of our SFACS teachers, students and families, as well as taking guidance and next steps from the state and the Texas Education Agency (TEA) as we go into the school year.

### **Intervention Services (Special Education/504/etc.)**

SFACS will continue to work with families so that students with disabilities have access to a free and appropriate public education (FAPE). We will continue to work with families so that, to the greatest extent possible, each student with a disability can be provided the educational and related services identified in the student's individualized education program (IEP) or Section 504 Plan.

### **Health and Safety**

- Intervention Services staff will be trained in COVID-19 safety protocols.
- Additional PPE for staff as well as additional sanitization procedures will be in place to support students in classrooms.
- Students will be taught good handwashing techniques and provided frequent opportunities to wash their hands with prompting when necessary.

## **Instruction**

- Students will continue to be supported consistent with their IEP/504 Plan. Students who receive the majority of their services through the general education setting will continue to receive access to their IEP goals, accommodations and modifications provided by special education and general education staff. Students served in a special education setting will continue to receive individualized, modified and/or alternate curriculum as appropriate.
- Students served through Section 504 will continue to receive accommodations and services identified in their Individual Accommodation Plan.
- Small group instruction and interventions will be provided either in person or through virtual at home learning. In-person instruction will occur with proper safety precautions, limited group size and sanitation protocols. Virtual Interventions will include direct access to the interventionist as well as access to relevant individualized digital resources to reinforce the target skill.
- Virtual, at home intervention will be scheduled in advance with the teacher. Students will be expected to be available at their assigned intervention or small group time for synchronous learning.

## **Dyslexia Services**

- Students will have a scheduled time according to his/her individualized plan. Students will be expected to be available at their assigned service time.
- Dyslexia services will be provided both in-person and virtually.
- Small group instruction and interventions will be provided either in-person or virtually, at home. In-person, face-to-face instruction will occur with proper safety precautions, limited group size and sanitation protocols. Virtual Interventions will include direct access to the teacher as well as access to relevant individualized digital resources to reinforce the target skill.

## **Specialized Services**

- Direct Related and/or Instructional Services (speech therapy, occupational therapy, direct psychological services, and/or vision services) will be provided in person or via virtual platform and may include a combination of virtual lessons and activities. In-person instruction will occur with proper safety precautions, limited group size and sanitation protocols. Virtual services will include direct access to the therapist, facilitator, or interventionist as well as access to relevant individualized digital resources to reinforce the target skill.
- Consultative Services may occur through parent training, teacher training, observation and feedback as well as access to online resources.

## **ARD/504 Meetings**

- We will continue to hold required ARD/504 Meetings using a virtual platform to allow for meaningful participation and collaborative decision making.
- If at any time you have questions about your child's IEP/504 Plan or services and wish to convene an ARD/504 meeting to discuss, please contact your child's teacher or principal.
- IEP/504 Plan amendments may be considered on a case-by-case basis to align virtual, at home instruction.



- TEA has provided a guidance document on compensatory strategies and services.
- Consideration will be given to each individual student's progress on his or her IEP/504 Plan. Baseline data and acquisition of skills will determine if students are in need of additional COVID-19 response services.

### **Evaluations**

- We will continue to provide Full and Individual Evaluations and 504 evaluations to the maximum extent possible.
- Remote data collection, physical distance observation, teacher and parent interviews and checklists can be conducted remotely.
- The administration of a standardized test in a non-standardized way affects the validity of the assessment. For that reason, critical components of the evaluation may not be completed remotely in order to come to an eligibility determination.
- Safety precautions will be taken when in-person assessment is required for eligibility determination. Safety precautions include clear barriers, face masks/shields, hand sanitizer and cleaning protocols.

### **Lunch Safety**

- SFACS plans to utilize classrooms for student meals.
- Physical distancing around occupiable seats will be maintained within the students' consistent cohort for in-person lunch.
- Teachers will be trained in COVID-19 safety protocols.
- Teachers will be wearing masks/face shield and gloves while serving students.
- The classroom tables and high-touch areas will be disinfected before lunch is served.
- Supervised handwashing will take place prior to lunch service. Hand sanitizers will be located near the lunch tables and serving area.
- Birthday treats must be individually wrapped, single serve items delivered to the office prior to the classroom scheduled lunchtime.
- No parents/visitors during lunch at least for the fall semester.

### **Personal Protective Equipment (PPE) and Masks**

- All SFACS employees will wear PPE, to include gloves, face coverings, masks or shields, as needed.
- Desk dividers may be used as necessary in classrooms to protect students in close proximity to other students.
- The Texas Education Agency will provide PPE for use as needed, including disposable masks, reusable masks, gloves, thermometers, hand sanitizer and adult face shields.

### **Masks**

The use of face coverings will be determined by the rate of community transmission of COVID-19 and the health recommendations associated with each level. The district will rely on guidance from the Department of State Health Services (DSHS) and local health agencies, as well as, any executive orders or directives from Governor Greg Abbott or SFASU.

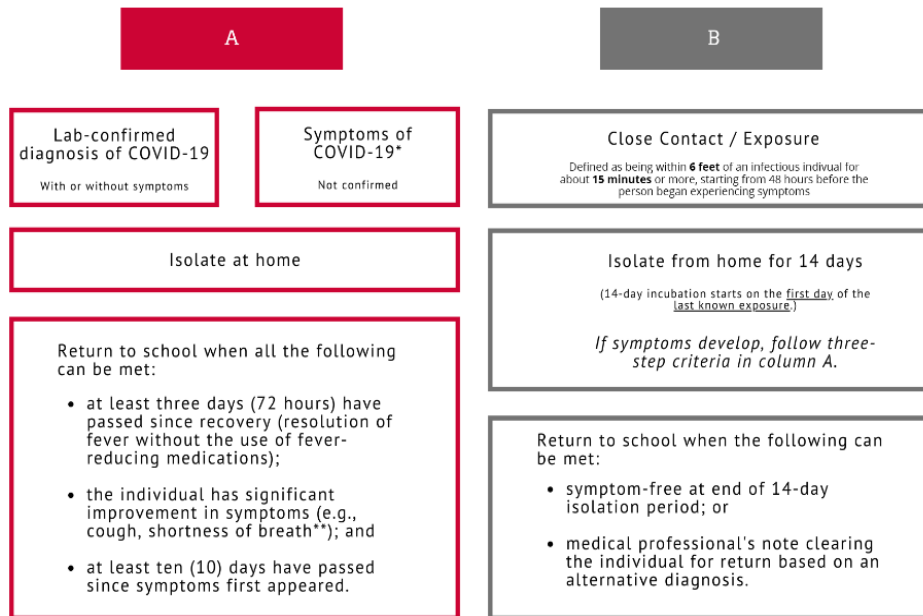
- **School employees must wear face coverings.**

- **Students must wear face coverings, as feasible, especially when physical distancing is difficult, including in classrooms.**
- Parents of students with health issues preventing the wearing of a face covering, will provide written documentation to the principal/504 coordinator.
- Implement increased physical distancing measures

<b>Student with Symptoms/Possible COVID-19/Confirmed Positive Case</b>
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| <ul style="list-style-type: none"> <li>• Any student who shows COVID-19 symptoms while at school must be immediately separated.</li> <li>• Call secretary and send to school health clinic with medical form specifying COVID-19 symptoms, or have child stay at home if not at school.</li> <li>• Nurse/secretary will confirm COVID-19 symptoms and call the parent to pick up an ill student.</li> <li>• Parents should be prepared to pick up ill students within 30 minutes of notification.</li> <li>• Parents picking up ill students will wait in the ECRC Lobby. Staff will accompany students to the Lobby and check out students per established protocol. Parents will receive a COVID-19 information sheet with recommendations and return to school guidelines.</li> <li>• Nurse/secretary will notify the campus administrator, who will alert the SFA Health Services/Clinic for instruction on procedures and contact tracing if needed.</li> <li>• Administrator will inform the Environmental Health Safety and Risk Management Department to initiate the deep cleaning process.</li> <li>• Administrator will generate parent email notification of possible COVID-19 exposure.</li> <li>• Teacher and secretary will follow up with email to check on student well-being and share the email with campus administration.</li> <li>• A student will be counted in attendance by meeting the virtual learning engagement requirements outlined in the Attendance section.</li> <li>• School will follow the CDC guidance below for return to school.</li> </ul> |
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## SFACS will follow CDC guidance for individuals confirmed/exposed to COVID-19:



### Physical Distancing

- Teachers and students will be trained in proper physical distancing.
- Signage will be provided to help assist teachers and students with physical distancing in common spaces and hallways.
- Physical Distancing becomes a personal responsibility of each individual attending school or coming to our SFACS facility. Anyone causing a disruption or unwilling to follow SFACS safety protocols will be asked to leave the premises immediately.
- Whenever possible throughout the day, teachers and students will remain six feet apart. NOTE: it may not be unrealistic that teachers and students can maintain six feet of physical distancing at all times, especially in classrooms.

### Social-Emotional Support/Mental Wellness

- SFACS counselor will be trained in COVID-19 safety protocols.
- Our counselor must wear a mask or face shield when meeting in-person with students.
- The counselor will develop strategies and support for students, families and school members.
- Our counselor will develop a referral system for individuals who need targeted support.

### Technology

- Kindergarten-5th Grade students will have access to campus technology devices for in-person instruction.
- SFACS staff will be available to assist teachers and students with technology support.
- Technology items will be sanitized before the devices are distributed to students.

### Classroom Environments

- Desks or tables will be physically distanced as much as instructionally possible.
- Group or partner work can be implemented while maintaining physical distancing. Facial coverings will be worn during group gatherings.
- The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain physical distance from other classroom groups.
- Whenever possible, teachers and students will maintain consistent cohorts of people to minimize the spread of the virus.
- The recommended procedures will be applied to classroom settings, including special education services locations, when possible and appropriate. Students' individual needs will be addressed on a case-by-case basis.

### **Common Areas**

- Common areas include spaces that are used for meetings and collaboration. This includes flexible spaces, campus libraries, conference rooms, and other meeting rooms.
- Teachers and students will be required to travel hallways staying to the right side. Use of common areas will be scheduled with areas sanitized between use.
- The use of virtual meetings will be considered, when possible.
- In-person meetings will maintain physical distancing and facial coverings will be required during in-person meetings.

### **Restrooms**

- Proper handwashing techniques will be taught to students and consistently reinforced.
- After a restroom break, students will be required to wash their hands before returning to the designated work area.
- SFACS will comply with health agency recommendations and physical distancing as it relates to restrooms.
- Visual reminders will be added to all restroom and handwashing areas.

### **Transitions**

- Where possible, one-way traffic throughout campus corridors will be established.
- Walking pathways throughout the building will be designated "stay to the right." This includes the entrance and exit doors.

### **Recess**

- Playgrounds will be limited to one grade level at a time with classroom groups scheduled to areas. Staggered schedules can be used when needed.
- Students and teachers will be required to use hand sanitizer or wash their hands before entering the playground and upon exiting the playground.
- "Mask breaks" will be implemented as needed.

### **Specials**

- Students will be provided their own art supplies.
- Music equipment will be sanitized and wiped down after each use.
- Specials will be provided in the classroom or outdoors.

### **Physical Education**

- Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.
- Any activities bringing students into close physical contact will be avoided.
- Visual markers will be on the gym floor as reminders of physical distancing rules.
- Equipment will be disinfected after each use.
- Activities requiring multiple students to touch or handle the same equipment will be avoided.
- Sanitizing areas and access to handwashing will be provided.

**Administrative Spaces: Offices, Conference Rooms, Reception**

When possible, meetings will be conducted virtually. However, if the need arises to meet in person, participants will follow campus guidelines:

- Facial coverings or masks must be utilized.
- Visitors will use a designated spot for physical distancing at the reception desk.
- Hand sanitizer will be provided in front office spaces.
- Employees will disinfect all shared machines/materials between use, within the workroom and kitchen area.
- Distances of six feet will be provided between occupied seats and workspaces.
- Office area will be limited to office personnel unless an emergency arises.  
Teachers should contact office members through email or phone.