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2022-2023 School Year Update

For the 2022-2023 school year, TCEA has returned to 100% in-person learning for all students while continuing to observe precautionary measures to limit the spread of COVID-19 and other infectious diseases.

The following quarantine requirements are currently in place for the 2022-2023 school year:

- Enforce that [staff and students stay home](#) if:
 - They have tested positive for or are showing COVID-19 symptoms until they meet the criteria for return.
 - Students and staff who have tested positive must remain home for 5 days from the onset of symptoms or testing positive for COVID-19.
 - Return after 5 days is contingent upon being symptom free for 24 hours.
 - Students and staff in a classroom with a COVID exposure will mask for 10 days as a preventative measure to contain any spread of COVID-19.
 - They have recently had [close contact](#) with a person with COVID-19 until they meet the criteria for return.

The following health precaution has been instituted in the school to help limit the spread of COVID-19:

- Water bottle filling stations have been installed throughout the school in order to allow students and staff to fill up personal water bottles rather than using the water fountains.
- All K-6 classrooms have air filtration systems.
- Hand sanitizer stations throughout K-10 school buildings.

Student Health Needs

Administrative note: Failure to adhere to COVID-19 policies could result in administrative disciplinary actions up to and including Out-of-School Suspension and possible expulsion for repeated or flagrant violations.

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Social Distancing and Minimizing Exposure

Schools are required to:

- Provide social distancing floor/seating markings in waiting and reception areas.
- Mark 6 feet of spacing to remind students and staff to always stay 6 feet apart in lines and at other times when they may congregate.
- Provide marks on the floors of restrooms and locker rooms to indicate proper social distancing.
- Limit nonessential visitors and activities involving external groups or organizations.
- Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.
- Discontinue the use of any self-service food or beverage distribution in the cafeteria (e.g. meals and/or snacks served at school should be individually packaged and served directly to students; milk or juice may be available separately and should also be served directly to students). As always, ensure the safety of children with food allergies.

Under Plan B add the following:

- Ensure sufficient social distancing with at least 6 feet between people at all times in school facilities and on school transportation vehicles.
- Limit density of people in school facilities and transportation vehicles to no greater than 50% maximum occupancy to ensure social distancing of at least 6 feet apart between people.

Cloth Face Coverings

Schools are required to share guidance and information with staff, students, and families on the proper use, wearing, removal, and cleaning of cloth face coverings, such as [CDC's guidance on wearing and removing cloth face masks](#) and [CDC's use of cloth face coverings](#).

Wearing cloth face coverings is strongly recommended but not required. Face covering should be worn by staff and students if feasible, and are most essential in times when physical distancing is difficult.

Cloth face coverings should not be placed on:

- Anyone who has trouble breathing or is unconscious.
- Anyone who is incapacitated or otherwise unable to remove the face covering without assistance.

- Anyone who cannot tolerate a cloth face-covering due to developmental, medical, or behavioral health needs.
- Face shields are available for those not using cloth face coverings

Protecting Vulnerable Populations

Individuals who are considered high-risk for severe illness due to COVID-19 include people who:

- Are 65 years of age or older
- Have a high-risk condition that includes:
 - Chronic lung disease or moderate to severe asthma
 - Heart disease with complications
 - Compromised immune system
 - Severe obesity - body mass index of 40 or higher
 - Other underlying medical conditions, particularly if not well controlled, such as diabetes, renal failure or liver disease

Schools are required to:

- ❑ Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
- ❑ Create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work re-assignments.

Monitoring for Symptoms

Staff and students should be encouraged to self-monitor for symptoms such as fever, cough, or shortness of breath. If a student develops symptoms throughout the day, they must notify an adult immediately.

Schools are required to:

- ❑ Enforce that [staff and students stay home](#) if:
 - ❑ They have tested positive for or are showing COVID_19 symptoms until they meet the criteria for return.
 - ❑ They have recently had [close contact](#) with a person with COVID-19 until they meet the criteria for return.
- ❑ Conduct [symptom screening of any person entering the building](#), including students, staff, family members, and other visitors. Screening may be provided at the school entrance, prior to arrival at school, or upon boarding school transportation. Example screening tools:
 - ❑ Symptom Screening Checklist: Elementary School Students ([English](#), [Spanish](#)). Designed to be administered to a person dropping off a young child.

- ❑ Symptom Screening Checklist: Middle and High School Students or Any Person Entering the Building ([English](#), [Spanish](#)). Designed to be administered to any person middle-school-aged or older, including students, staff, families, or visitors.
- ❑ Conduct daily [temperature screenings](#) for all people entering the school facility or boarding school transportation (see note on optional parent/guardian attestation).
 - ❑ Fever is determined by a measured temperature of 100.4 degrees Fahrenheit or greater.

Handling Suspected, Presumptive or Confirmed Positive Cases of COVID-19

Schools are required to:

- ❑ Post signage at the main entrance requesting that people who have been symptomatic with fever and/or cough not enter. Examples of signage such as [Know Your Ws/Stop if You Have Symptoms flyers](#) (English: [Color](#), [Black & White](#); Spanish: [Color](#), [Black & White](#)).
- ❑ Educate staff, students, and their families about the signs and symptoms of COVID-19, when they should stay home and when they can return to school.
- ❑ Establish a dedicated space for symptomatic individuals that will not be used for other purposes.
- ❑ Immediately isolate symptomatic individuals to the designated area at the school, and send them home to [isolate](#).
- ❑ Ensure any symptomatic student remains under the visual supervision of a staff member who is at least 6 feet away. The supervising adult should wear a cloth face covering or a surgical mask.
- ❑ Require the symptomatic person to wear a cloth face covering or a surgical mask while waiting to leave the facility.
 - ❑ Cloth face coverings should not be placed on:
 - ❑ Anyone who has trouble breathing or is unconscious
 - ❑ Anyone who is incapacitated or otherwise unable to remove the face covering without assistance.
 - ❑ Anyone who cannot tolerate a cloth face-covering due to developmental, medical, or behavioral health needs.
- ❑ Require school nurses or delegated school staff need to provide direct patient care to wear appropriate Personal Protective Equipment (PPE) and perform hand hygiene after removing PPE. Refer to the Infection Control Supplies Checklist for type of PPE needed.
- ❑ Implement cleaning and disinfecting procedure following [CDC guidelines](#).
- ❑ Have a plan for how to transport an ill student or staff member home or to medical care.
- ❑ Adhere to the following process for allowing a student or staff member to return to school.
 - ❑ If a person has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.
 - ❑ If a person is diagnosed with COVID-19 by a medical professional based on a test or their symptoms or does not get a COVID-19 test but has had symptoms,

they should not be at school and should stay at home until they (or a family member if younger child) can answer YES to the following three questions:

1. Has it been at least 10 days since the individual first had symptoms?
2. Has it been at least 3 days since the individual had a fever (without using fever-reducing medicine)?
3. Has it been at least 3 days since the individual's symptoms have improved, including cough and shortness of breath?

Screening Flow Chart

- ❑ Suggest aligning with child care guidance: "Notify local health authorities of confirmed COVID-19 cases among children and staff (as required by NCGS 130A-136)"
- ❑ Ensure that if a person with COVID-19 was in the school setting while infectious, school administrators coordinate with local health officials to notify staff and families immediately while maintaining confidentiality in accordance with FERPA, NCGS 130A-143, and all other state and federal laws.
- ❑ If a student/employee has been diagnosed with COVID-19 but does not have symptoms, they must remain out of school until 10 days have passed since the date of their positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.
- ❑ If a student/employee that has been diagnosed with COVID-19 or has been presumed positive by medical professionals due to symptoms, they are not required to have documentation of a negative test in order to return to school.
- ❑ If a student/employee has been determined to have been in close contact with someone diagnosed with COVID-19, they must remain out of school for 14 days since the last date of exposure unless they test positive. In which case, the exclusion criteria above would apply. They must complete the full 14 days of quarantine, even if they test negative.
- ❑ Provide remote learning options for students unable to be at school due to illness or exposure.

Operations

Operations - School Nutrition

Plan A - Minimum Social Distancing

- Follow HACCP and Guidance from the Cumberland County Health Department as well as the USDA.

Considerations

- Personnel
 - Will wear masks/face shields, when necessary
 - Will practice social distancing, when possible
 - Will wear gloves and follow protocols/procedures for washing hands while wearing gloves.
- Work Area/Kitchen
 - Will be cleaned, sanitized and disinfected before and after meal preparation/cooking
 - Will be disinfected routinely
 - Will prepare, cook and serve meals following Hazardous Analysis Critical Control Points (HACCP) Procedures
- Meals
 - Breakfast will be eaten in the classroom
 - Lunch will be eaten in the cafeteria
 - Students will be requested to pre-order breakfast and lunch meals
 - All students will be encouraged to participate in the School Breakfast Program and the National School Lunch Program.
 - Meals will be picked up through the kitchen.
 - Students in K-10 will be served by EC Aides and/or kitchen staff for their Offer vs. Serve
 - School Nutrition will provide cups of water to students upon request.
 - Students will be given adequate time to wash and sanitize their hands prior to meal service.
 - Students are to be given adequate time to sanitize their eating space before and after eating
 - TCEA recommends that parents send students with bottled water or water bottles as a beverage option.

Plan B - Moderate Social Distancing

- More restrictions for social distancing and reduced density, students will continue to dine in classroom
- Follow HACCP and Guidance from the Cumberland County Health Department as well as the USDA.

Considerations

- Personnel
 - Will wear masks or face shields
 - Will practice social distancing, when possible

- Will wear gloves and follow protocols/procedures for washing hands while wearing gloves.
- Work Area/Kitchen
 - Will be cleaned, sanitized and disinfected before and after meal preparation/cooking
 - Will be disinfected routinely
 - Will prepare, cook and serve meals following Hazardous Analysis Critical Control Points (HACCP) Procedures
 - Will prepare and package frozen breakfast and lunch as take home meals following HACCP Procedures for students who are learning remotely.
- Meals
 - Breakfast and lunch will be eaten in the classroom
 - Students will be requested to pre-order breakfast and lunch meals
 - All students will be encouraged to participate in the School Breakfast Program and the National School Lunch Program.
 - Meals will be picked up through the kitchen, practicing social distancing.
 - Students in K-8 will be served by EC Aides and/or kitchen staff for their Offer vs. Serve
 - School Nutrition will provide cups of water to students upon request.
 - Students will be given adequate time to wash and sanitize their hands prior to meal service.
 - Students are to be given adequate time to sanitize their eating space before and after eating
 - TCEA recommends that parents send students with bottled water or water bottles as a beverage option.
 - On rotation days of A/B, students will be given meals (breakfast and lunch) to be taken home at the end of the day following the Cumberland County Department of Public Health guidelines.
 - Example: A student is on the A rotation. At the end of Monday, the student will be given a prepackaged bag, consisting of breakfast and lunch, for Tuesday.
 - When leaving on Wednesday, the student will be given a prepackaged bag, consisting of breakfast and lunch, for Thursday.
 - Example Two: A student is on the B rotation. At the end of Tuesday, the student will be given a prepackaged bag, consisting of breakfast and lunch, for Wednesday.
 - When leaving on Thursday, the student will be given TWO prepackaged bags, consisting of breakfast and lunch, for Thursday and Monday.
 - For Friday Rotations, students will receive food their final school day of the week.
 - In all, students will receive five days of meals during the week (10 meals total, consisting of five breakfast meals and five lunch meals)

Plan C - Remote Learning Only

- Suspend in-person service. Students will receive meals by drive-thru.
- Follow HACCP and Guidance from the Cumberland County Health Department as well as the USDA.
- *This plan will also cover our 100% virtual students who wish to be provided school meals.*

Considerations

- Personnel
 - Will wear masks or face shields
 - Will practice social distancing, when possible
 - Will wear gloves and follow protocols/procedures for washing hands while wearing gloves.
- Work Area/Kitchen
 - Will be cleaned, sanitized and disinfected before and after meal preparation/cooking
 - Will be disinfected routinely
 - Will prepare and package frozen breakfast and lunch as take home meals following HACCP Procedures for students who are learning remotely.
 - Will store packaged meals in the designated cooler for drive-thru pick up.
- Meals
 - Meals will be available via drive-thru service between the hours of 8:00am and 3:00pm on serving days.
 - Meals will be served on Mondays, covering Monday through Friday.

Operations - Facilities

Plan A - Minimal Social Distancing

***This is all students in school**

- **Considerations**
 - Arrange seating to NCDHHS recommendation of at least 6 feet apart, when feasible.
 - Assign Seating to help track virus spread should a student or staff member test positive for COVID.
 - Cafe may be converted into smaller instructional spaces by using social distancing and, if applicable, portable wall panels.
 - Signage posted based on guidance on CDC and Cumberland County Health Department
 - EPA approved disinfectant as well as other cleaning chemicals are used.
 - Custodians wear face masks and disposable gloves while carrying out all cleaning and disinfection.
 - Trash receptacles will be stored in storage areas when not in use.
 - Physical barriers, like plexiglass, will be used where necessary.
 - Bathrooms will be monitored for the need for additional barriers between sinks where social distancing is not possible.

- A practice of review of all facility usage by external entities will be put in place. Only essential use of any facility by an external group would be considered for approval in exceptional circumstances.

- **Classroom Size and Space**

- Require students to keep personal belongings separated from others in:
 - Individual containers
 - Cubbies
 - Room specific assigned areas
 - Lockers
 - Etc.
- Allow students and staff to bring personal water bottles or containers from home, or allow access to water fountains to refill personal bottles or disposable cups, etc.
 - Do not allow students to drink directly from water fountains; refill containers only.
 - Do not allow students to share water bottles, cups, etc.
- Alternate recess schedule to reduce numbers of students on playground
- Designate school personnel to disinfect playground equipment between student usage.
- Each classroom will have access to adequate hand sanitizer in pump form, as well as sanitizer wipes that can be used to sanitize high-touch surfaces.
- Provide adequate classroom materials for individual student use, or limit use of materials to small groups that can be disinfected between group usage.
- Label technology and assign to individual students to prevent passing of devices.
- Instruct, and reinforce regularly, all students in proper hand washing with soap and water for at least 20 seconds.
- Instruct, and reinforce regularly, older students and staff on the safe use of 60% alcohol hand sanitizer.
- Remove unnecessary items from classrooms to add additional square footage per room.
- Adjust student seating in the classroom to allow for maximum physical space available.
- Align all student desks and tables in the same direction to avoid students facing each other.
- Student seating at tables may utilize only one side of the table to avoid face to face.
- Colored tape MAY be applied in classrooms to identify a 6 foot distance between desks.
- Reconfigure class changes, master schedule, time schedules, etc, to limit large numbers of students mixing at the same time.

- **Signage**

- Signage will be directional and informational

- Signage meets CDC recommendations as well as ADA recommendations
- No existing required signage or safety signage is covered.
- Signage is posted in all highly visible locations, with a variety of safety information:
 - Entrance and Exits
 - Restrooms - “Wash Hands”
 - Throughout the buildings in hallways, foyers, commons areas, offices, and on floors and walls as applicable
 - USDA “And Justice For All” poster in the foyer of the school
 - Each Entrance door will have the “Know Your W’s” Sign
 - Signage reminds students to wash hands, and, if applicable, wear a face mask, 6 foot social distancing, and “Stand Here” signs spaced out at 6 foot intervals.
- **Cleaning, Disinfecting, and Sanitizing**
 - School has purchased cleaning supplies, equipment, bulk containers of disinfectant/sanitizer, and spray bottles to apply cleaners in buildings.
 - Sanitizer wall pump dispensers will be installed in all classrooms, offices, near the entrance and exit, near all bathrooms, and throughout the building.
 - School Business Manager and Janitorial staff will monitor inventory and distribution of products.
 - Staff will be trained in the proper use of sanitizer
 - School will have a documented cleaning schedule for all rooms for school day, and requirements for evening cleanings.
 - Restocking bathrooms during the school day with all necessary products, and spot cleaning sinks, toilets, urinals, and tile floors will be constant.
 - Janitorial Contract Company will visit the school monthly, to ensure a complete walkthrough of the building is met.
 - Business Manager will identify opportune times for custodial use of disinfectant on “high touch” areas, such as door knobs/push bars, handrails, countertops, and water fountains/dispensers during the school day.
 - Thorough disinfectant treatment of all classrooms, offices, cafe, kitchen, restrooms, water fountains, and hallways will be performed by custodial staff every evening prior to the facility being secured for the night.
 - All custodial staff must:
 - Be trained in proper operation of the disinfectant
 - Demonstrate the most effective method of using the disinfectant around the school
 - Teachers are reminded that students are not allowed to share soft toys, stuffed animals, or other items that cannot be easily cleaned or disinfected.
 - Entrance and exit thresholds must be cleaned and disinfected throughout the day.
 - Cleaners and supplies are stored in a dry secure location with limited access to them.

- Any cleaning in classrooms or high traffic areas during the school day must take place when no students or staff members are present for a period of at least 30 minutes.
 - Trash receptacles will be staged in hallways during meal times to ensure all trash from meals is contained and removed in a timely manner.
 - Should a classroom be the site of a verified infection, the entire room, storage areas, lockers (when applicable), entryway, etc is closed and the teacher and students will relocate until the area is thoroughly deep cleaned.
- **Water and Ventilation Systems**
 - Since administration, cafeteria staff, and janitorial staff have continued to report to work since school closed, the water systems, bathroom facilities, and ventilation systems have continued in use for some amount of time each weekday as programmed in the usual manner.
 - Administration and janitorial staff regularly check all ventilation systems and water systems in the building and specifically in classrooms for proper operation:
 - Any issues are reported immediately to the business manager.
 - If necessary, the classroom is moved until proper operation is restored.
 - Opening windows and doors, as feasible, increase the movement of fresh air in enclosed spaces such as classrooms and offices.
 - Students and staff are encouraged to bring their own water bottles and refill these at water fountains or water dispensers where available.
- **Social Distancing**
 - 6 foot social distancing decals and signs are applied in hallways, foyers, common areas, entrances, exits, hallway walls, etc. to remind students, staff, and parents to maintain safe spaces in lines and other times.
 - In order to encourage distancing, bathrooms with multiple sinks may have only certain sinks operational or a screen placed between sinks.
 - Limited access to school buildings/facilities is required in Plans A, B, and C.
 - Best practice is to cease all activities involving outside groups/organizations until an evaluation is released by the governor, or local health department, to adjust.
 - Consistent, posted protocol for visitors and parents:
 - Contacting the main office prior to entering the building under non-emergency conditions.
 - A Face Mask must be worn.
 - All visitors, including parents, must be screened at entrance.
 - All visitors, including parents, must report directly to the main office.
 - No visitors are allowed beyond the main office/foyer area. If a meeting is required, one can be scheduled via Zoom.
 - No parents are allowed beyond the main office without prior approval of the principal and directly escorted by a school staff member.

- Avoid activities that bring together large groups of people such as assemblies, in-person field trips, large groups of students on the playground, in the cafe (when not used as a multi-purpose classroom), etc.
 - Plexiglass shields are installed around the school reception desk, cashier in kitchen, and any other high visitor traffic office areas.
 - Administration will have logistical plans in place that promote social distancing behavior by students and staff in all areas of the school.
 - Portable signage in car rider dropoff/pickup areas, entrances into the building used by students, staff, visitors, and parents all share the same basic messaging for 6 ft distancing, wearing a face covering, and what to do if an individual is experiencing virus symptoms.
 - 6 ft social distancing “Stand Here” floor decals will be applied in all offices and waiting areas.
 - 6 ft social distancing floor decals will be applied in all hallways, foyers, commons, and other areas to discourage congregating.
 - Specifically colored floor tape will be placed in bathrooms to identify proper distancing in these facilities, which will also limit the number of individuals in these spaces at the same time.
 - Building entrances will have “Enter Only” or “Exit Only” to reduce as much face to face meetings as possible.
 - Restrooms and classrooms generally only have one door, so teachers/administrators will reach some agreement to monitor these areas to avoid as much congregating and face to face situations as feasible.
 - Administrators will design class scheduling and student cohort/teacher movement associated with scheduling to reduce mixing groups of students and large numbers of students moving in hallways at the same time.
 - Reducing the use of classroom space by different cohorts of students during the day is also another administrative strategy that increases the effectiveness of distancing.
 - All staff will be trained the first week of mandatory work days on proper response to incidents involving health and wellness of students and staff.
- **Use of School Building and Facilities**
 - Visitors to the school will be limited to the main office and front foyer area of the school. Parents will be limited to the main office and front foyer area, or, with approval, another designated part of the building. Only TCEA Staff will be allowed beyond the main office and foyer area. Signage will be placed to reinforce this message.
 - Access to the building by non-essential visitors and activities involving external groups or organizations is prohibited or limited, depending on specific circumstances.
 - Requests by an external entity to use the school are referred to the Superintendent for evaluation and response.
 - School facility use permits to external groups or organizations are NOT permitted during Plan A, B, or C.

- Only possible exception might be an established binding agreement which was in place prior to March 13, 2020
- Any such agreement will be evaluated by district administration and require the approval of the superintendent to continue.
- Any exception to the non-use of the facility by external entities would also require a deep cleaning and disinfecting of the facility involved, building entrance/exit, and restrooms prior to school resuming.

Plan B - Moderate Social Distancing

***This is 50% of students in school**

***All requirements in Plan A apply in addition to the following requirements:**

- **Classroom Size and Space**

- Administration will complete the scheduling process as usual.
- Administration will identify which 50% of students will attend school on “A” Day.
- Administration will identify which 50% of students will attend school on “B” Day.
- Attention will be given to ensure siblings are scheduled to attend school on the same days.
- Classroom seating arrangements are based strictly on 6 foot distancing between desks or tables on all sides of each seat. Whether this requirement allows the 50% number of students on the “A” or “B” day class roster is determined by the size of the room.
- The total number of desks or tables the size of the room allowed with the 6 foot distancing might be less than the 50% number of students.
- Additional instructional spaces will be necessary to meet the space requirements that create smaller groups of students.
- Smaller number of students in the classroom should enhance efforts to maintain proper distancing as well as reducing face to face interactions.
- Large spaces such as the cafeteria and theater will be used as overflow, creating smaller spaces to address the need for more teaching spaces.
- Administrators must be creative in the use of the personnel at the schools as class rosters are set up and certified and classified staff assignments are made to best meet the needs of students, staff, and overall learning environments.
- Administrators may also investigate the feasibility of more teacher movement than student movement when addressing the possible “mixing of groups” issues involved in class changes.

- **Signage**

- All signage requirements in Plan A apply in Plan B.
- Signage will be consistent in message, type and style throughout the building.

- **Cleaning, Disinfecting and Sanitizing**

- All cleaning, disinfecting and sanitizing requirements in Plan A apply in Plan B.
- Additional focus will be placed on:
 - Soap and water are always available in all bathrooms.

- Hand sanitizer pump dispensers in every classroom and office.
 - Wall mounted dispensers are mounted in school entrances, outside bathrooms, in hallways, and the cafe.
 - High-touch surfaces are disinfected during the school day more often
 - The building will be disinfected nightly
 - Janitorial Staff will participate in ongoing training sessions
 - Administration and Janitorial company will receive regular feedback on the cleanliness and safety of the school.
- **Social Distancing**
 - All social distancing requirements in Plan A apply in Plan B.
 - Additionally in Plan B:
 - The 6 foot distancing will be strictly enforced in all instructional and non-instructional settings.
 - Access to playground equipment is limited to only the number of students and staff where the 6 foot distancing requirement can be strictly maintained.
 - All multi-use playground equipment (such as balls, hula hoops, scooters, etc) normally shared between students is not permitted.
 - Any type of equipment, structure, etc. on the playground that cannot be disinfected after use by each student are not allowed to be accessed by students at all.
- **Use of School Building and Facilities**
 - All use of school building and facilities requirements in Plan A apply in Plan B.
 - If necessary due to changing health conditions, the exception(s) approved by the superintendent for external groups during plan A will be cancelled, or postponed by the school indefinitely.

Plan C - Remote Learning

- **Under this plan, the Administration will identify “essential personnel” that will work during the school day.**
 - The school will be closed to students.
 - Remote learning is in effect.
 - Face masks and gloves will be mandatory for kitchen staff deemed essential.
 - Janitorial staff will continue to maintain cleanliness in the school and complete the minor repairs, and duties such as filter cleanings, changing light bulbs, and replacing ceiling tiles.
 - Deep cleaning using concentrated disinfectant solution will take place in all bathrooms, hallways, commons, kitchen, offices and any classroom used once per week.
 - Small area disinfecting will take place daily, at the end of each day, in offices, work areas, kitchens, and any other area that essential staff may congregate.

Transportation and Safety

We currently do not offer transportation for our families. All students are transported to the school by their parents and/or guardian. In the event that students are allowed to participate in field trips, the following precautions will be taken for each plan.

- ***Students will be screened prior to boarding the bus; screenings will occur before students enter the building.***
- ***Driver will consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe***
- Hand sanitizer (with at least 60% alcohol) will be available on all transportation systems.
- Seating areas will be marked to indicate where students should sit in order to implement social distancing.
- Teachers will load students from back to front when possible and not outweighed by other considerations such as age and unload students from front to back.
- The teacher(s) will provide choreograph procedures with written instructions for drivers, attendants, parents, and students. They will also create a seating map of where everyone will be sitting on the bus in the event that contact tracing has to be conducted.
 - For example, the driver will enter and sit while students enter the bus.

Plan A

- All students, teachers, chaperones, drivers must wear face coverings when they are or may be within 6 feet of another person on a bus or other transportation vehicle, unless the person (or family member, for a student) states that an exception applies.
- Prior to picking up students the bus driver will sign off stating that they have cleaned and disinfected transportation vehicles prior to the trip and does this on a regular basis.
 - The driver will ensure that the bus is cleaned after students get off the bus, prior to them returning to the bus to come back to the school.
- The driver will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children and adequate ventilation when staff use such products.
- The driver will keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- The Driver will clean, sanitize, and disinfect equipment including items such as handrails, seat belts, hard seats, arm rests, light and air controls, doors, windows, door handles and other equipment used to transport students to and from their field trip.

Plan B (is a continuation of plan A with the following precautions)

- No more than one passenger can be seated per school bus seat (considerations for family members to share one seat).
- No more than two passengers can be seated in a contracted vehicle.

Safety Drills (Plan A and B)

Code Red

- During drill please ensure that students are six feet apart as much as possible; however, please share with students that in the event of a real emergency social distancing will not be observed.

Tornado/ Severe Weather Emergency (Plan A and B)

- During drills, please have students practice social distancing while lining up and traveling to and from the classroom, as well as to their locations.
- When classrooms arrive at their location please ensure that there is social distance between students in the classroom as well as between each individual classroom.

Fire/ Bomb Threat

- During drills, please have students practice social distancing while lining up and traveling to and from the classroom, as well as to their locations.
- When classrooms arrive at their location please ensure that there is social distance between students in the classroom as well as between each individual classroom.

Instructional Planning

Instructional Programs

As The Capitol Encore Academy reopens and consideration is made to meet the needs of students, we have three plans in place to ensure continuity of educational services. These plans are the foundation for a successful and agile academic school year. The three plans are:

- Plan A: Minimal Social Distancing
- Plan B: Moderate Social Distancing (A/B Schedule)
- Plan C: Remote Learning Only

Plan A: Minimal Social Distancing

Plan B: A/B Schedule

Plan C: Remote Learning Plan

Under Plan C, no students are allowed in the school facilities. Students in grades K-2 will participate in remote learning through SeeSaw and students in grades 3-8 will participate in remote learning through Google Classroom.

Professional Development

Teachers

Teachers will engage in professional development on remote learning Tuesday, August 11, 2020, through Friday, August 21, 2020, and continue throughout the school year. Professional development opportunities are listed on our school-wide calendar.

We have designated model teachers to serve as digital leaders in our school community due to their command of offline/online resources.

Teacher Leaders						
Google Classroom	SeeSaw	SchoolNet	iReady	Zoom	TLAC	Second Step
Arts Integration	EBLI	Google Meets				ABE
	Pond					

Parents

We will host professional development for parents to ensure they are knowledgeable of instructional resources. We will record these sessions and make them available for parents who are not able to attend.

Date	Topic	Location	Grade Level
	Google Classroom		
	SeeSaw		
	Powerschool		
	Zoom		
	TLAC		

Communication

Teachers

Teachers will continuously communicate school news & announcements with parents and students through Class Dojo.

The school principal will release a principal's post to teachers weekly to keep the faculty and staff informed. Also, teachers will be involved in PLCs every Wednesday. School announcements will be made during PLC meetings.

Parents & Students

The school will use Class Dojo, the school's website, and the school's Facebook page to continuously update, inform, and engage parents and stakeholders. The various platforms will help us to effectively develop the plan and to efficiently communicate the plan.

Staff Roles and Expectations

K-4 Teachers

- Attendance
 - Teacher will take attendance in powerschool daily
 - Roll call will begin at 7:50am
 - Students may be marked present if work is submitted or if they attend a live zoom session
- Lesson Plans

- Lesson Plans are due on Thursday of the week prior for Monday and Tuesday and on Monday for Wednesday through Friday if that week.
- Blended Learning
 - Grades 3-8 teachers provide 1 lesson plan for both virtual students and in-person students. All students complete the same lesson plan, with the in-person students “small group” work being directly with the teacher vs a zoom lesson, and the teacher is physically present in the classroom to redirect students as appropriate.
- Flipped Classroom (Homework)
 - Time Frame:
- Assessments
 - Students will complete unit assessments
 - Students will be placed in intervention groups based on assessment data
- Grades & Grading
 - Teachers must submit 2 grades from each subject weekly into Powerschool
- Instructional Practices
- Parent Communication (Accessibility)
- SEL
 - SEL lesson will be taught during intervention time every Monday
- EC Students
- Illness/Injury (Students & Teacher)
- Teacher Workdays

5-8 Teachers

- Attendance
 - Teacher will take attendance in powerschool daily
 - Roll call will begin at 7:50am
 - Students may be marked present if work is submitted or if they attend a live zoom session
- Lesson Plans
 - Lesson Plans are due on Thursday of the week prior for Monday and Tuesday and on Monday for Wednesday through Friday if that week, with links attached.
 - Lesson Plans are completed on the Lesson Plan Skeleton Shared Google Document
 - Minimum requirements include: Guided Practice teacher video with accompanying “practice” for students, independent practice activity for students, exit ticket
- Blended Learning
 - Grades 3-8 teachers provide 1 lesson plan for both virtual students and in-person students. All students complete the same lesson plan, with the in-person students “small group” work being directly with the teacher vs a zoom lesson, and the teacher is physically present in the classroom to redirect students as appropriate.
- Flipped Classroom (Homework)

- Flipped lessons should be provided at least twice per week during digital instruction, and at least 4 times per week for in-person instruction, and should be no longer than 10-minutes (4-7 minutes recommended)
- Assessments
 - Students will complete standards-based unit assessments on SchoolNet (as appropriate)
 - Students will be placed in intervention groups based on assessment data, which will be monitored with pre and post-test data chats with instructional coaches
- Grades & Grading
 - Teachers must submit a minimum of 2 grades from each subject weekly into Powerschool
 - Assignments submitted by students will be reviewed by the teacher within 4 instructional days, with appropriate comments/grades submitted to student.
 - All grades submitted are not to be entered into Powerschool. As a standards-based school, students are encouraged to practice and have opportunities to correct work prior to standards-mastery monitored.
 - At least 2 standards-based assignments per unit should be used as a benchmark for student standards-mastery to inform instruction, as monitored by instructional coach on data spreadsheets and through data chats.
- Instructional Practices
 - Grade 3 - 8 teachers will participate in monthly professional development and professional learning community activities to learn and practice effective instructional practices
- Parent Com
 - Teachers will respond to Dojo messages from parents/guardians within 24 hours of receiving the message.
 - Teachers will respond to Dojo and email messages from parents/guardians immediately during their scheduled "office hours".
- Teacher Workdays
 - Teachers will attend mandatory teacher work days and complete the assigned work within a reasonable time frame (TBD by the presenters).

Teacher Assistants

- Attendance

Non Teaching positions

- Attendance
- Respond to parent calls and emails within 48 hours
- Continue child-nutrition needs
- Make contact with the parents of enrolled students that are not engaged in remote learning
- Make check-in contact with at risk families
- Continue enrollment procedures

Equity and Excellence

Access to technology and broadband

- To ensure that all students have equal munication (Accessibility)
- SEL
- EC Students
- Illness/Injury (Students & Teacher)
- Teacher Workdays

Arts Teachers

- Attendance
- Lesson Plans
- Blended Learning
- Flipped Classroom (Homework)
- Assessments
- Grades & Grading
- Instructional Practices
- Parent Communication (Accessibility)
- SEL
- EC Students
- Illness/Injury (Students & Teacher)
- Teacher Workdays

EC Teachers

- Attendance
- Lesson Plans
- Blended Learning
- Flipped Classroom (Homework)
- Assessments
- Grades & Grading
- Instructional Practices
- Parent Communication (Accessibility)
- SEL
- EC Students
- Illness/Injury (Students & Teacher)
- Teacher Workdays

MTSS Teachers

- Attendance
- Lesson Plans
- Blended Learning
- Flipped Classroom (Homework)
- Assessments
- Grades & Grading
- Instructional Practices
- Parent Communication (Accessibility)
- SEL
- EC Students
- Illness/Injury (Students & Teacher)access to technology, they will be assigned their own school issued laptop. In addition to using their laptops at school, students will have the option to either leave it at the school, in the care of the teacher, or take it home and bring it back each day.

Teacher expectations:

- Every student will have a laptop/charger checked out to them.
 - They don't have to take them home but they will be responsible for them during school usage.
- Every student will bring their laptop and charger to school daily; fully charged.
- If a student's laptop is broken, please reach out our Dean of Students, Mr. Brantley.
 - Teacher task (K-4)
 - Have laptop cart beside you each morning
 - Take laptop and charger from student
 - Older grade level teachers can assign laptop slots for each student and have them place it there.
 - Ensure you have laptop assignment number on cart for quick reference (I.E. Thomas has #23 so it goes into slot 23.
 - Plug in as time allows (during thresholding)
 - Be prepared to roll cart to art class for art teachers to use with students if need be.