

Return to Campus Covid-19 Guidelines
Student/Parent/Staff Handbook
2021-2022

LEGACY PREPARATORY



CHARTER ACADEMY

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Introduction and LPCA Priorities

As a school district, LPCA is excited to welcome students back to school on August 9, 2021. As we face the challenges of COVID-19 and possible variants, LPCA is committed to providing the same level of excellence as it has done in the past to ensure the education of our students remains stellar. We are returning to a face-to-face, learning environments. As the Covid-19 pandemic continues, and we enter the 2021-2022 school year, we have been planning for the safety, health, and wellbeing of our students, staff, and community at large.

LPCA is planning for a robust learning environment, high impact tutoring, and a return to our Saturday School enrichment and accelerated instruction. Please keep in mind the recommendations from our local, state, and federal health organizations change frequently and our plans will be adjusted to meet the guidelines and requirements in the event of another rise in Covid-19 cases occurs. LPCA follows recommendations on school opening and operations provided by the Centers for Disease Control and Prevention (CDC), the Texas Education Agency, and state and local health officials.

Plans will continue to be flexible to accommodate any required changes, this will allow LPCA to operate under the guidelines of state and local health departments. LPCA will keep all stakeholders abreast of these changes and updates throughout the coming school year. The LPCA website and Facebook page will provide you with the most up-to-date information.

Our planning process has continued to evolve throughout the Covid-19 crisis, centered on new information and guidance that we receive from TEA. Our District Leadership Team, District Operations & Facilities Team, and Finance Department have developed a strategic plan and prioritized the areas with the best interest of students, staff, and the community in mind.

KEY PRIORITIES AND FOCUS AREAS

- ▶ Public Health and Safety
- ▶ Instructional Continuity



Maintaining Workforce

- ▶ Parent Choice
- ▶ Equity
- ▶ Innovation
- ▶ Communication



Feedback & Input: Surveys, Leadership, Operations, Facilities, and Finance Input

In an effort to effectively plan for each of the areas of priority, it was critical to receive feedback from our families and teaching staff regarding their experiences during school closure in the spring and feedback on concerns and needs as we plan for the fall with a lens of continuous improvement. We have completed those surveys and are currently working on policies and procedures that will be shared in August that address all areas of the surveys.

Parent Meetings

Parents attended multiple FaceBook live meetings with District Leadership, Content Directors, and Teachers, allowing a dialogue to begin revolving around Covid-19 concerns. Feedback was effectively captured and a FAQ was utilized to answer all questions. FAQs were posted on Facebook and the LPCA website.

In addition to the Covid-19 concerns on safety, opportunities were established for further engagement allowing parents to initiate virtual conversations in the following areas:

- ▶ [Gifted Services](#)
- ▶ [Remote Learning Student Expectations - Elementary](#)

- ▶ Remote Learning Student Expectations - Middle
- ▶ Remote Learning Student Expectations - High/Senior High
- ▶ Campus Health & Safety Protocols - Elementary
- ▶ Campus Health & Safety Protocols - Secondary
- ▶ Athletics
- ▶ Fine Arts
- ▶ Student Support Services

STAFF & TEACHER INPUT

Nearly 66% of teachers responded via online to a survey, this provided feedback on plans for the return of school and their comfort level in regards to campus safety. This allowed for an effective gathering of feedback, which assisted in the decision making process in the area of virtual instruction and professional learning.

Fall 2021 Instructional Information

This fall, LPCA will be providing all instruction on campus, implementing a highly engaging delivery of instruction, Using PBL and New Tech Network instructional practices to provide consistency across learning environments and ensure the safety of students.

Face to Face Learning



LPCA is committed to ensuring that students have an equitable learning experience and access to high quality instruction:

- ▶ Students will interact with instruction face-to-face and teachers will ensure equitable learning opportunities for all students.
- ▶ LPCA will utilize the strategies and best practices associated with blended learning to design learning activities for all students.
- ▶ Learning experiences are designed to meet the needs and environment of the learner.
- ▶ Students will engage in high quality learning experiences aligned to LPCA curriculum and Texas Essential Knowledge and Skills.

- ▶ Students may move into remote learning for a period of time if needed for school closure due to student/staff illness or county or state regulations.
 - ▶ Both the remote and face-to-face experience will utilize Google Classroom in grade K-5, and Echo in grades 6-12. The expectations for both will include the same rigorous coursework and follow the same grading guidelines.
-



FACE-TO-FACE LEARNING

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 Echo/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.
 - ▶ Gr. 6-12 students will be assigned schedules based on their course selections made last spring.
-



Virtual Learning (In the event of a school closure)

Virtual learning is a remote learning opportunity that will allow students to engage in high quality learning experiences, utilize LPCA instructional resources and meaningfully connect with their teachers and other students. 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.

- ▶ LPCA Teachers will teach students from their classrooms or from a remote location.
- ▶ In this setting, teachers will also provide instruction, learning resources and support through the use of Echo/Google Classroom.
- ▶ Parents will support students as a “learning coach” and ensure they have access to a

device, a place to work and are engaged in virtual learning activities.

- ▶ 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 ready.
- ▶ Teachers will utilize the same curriculum as students who attend face-to-face instruction and will design strategies for learning in the virtual environment.
- ▶ Grading will be consistent with the guidelines and practices used in all face-to-face instruction.

LPCA will use Remote Synchronous Learning and Asynchronous Learning in a blended method.

Remote Synchronous Learning defined as two-way, real-time, live, instruction between teachers and students, through the computer or other electronic devices. Students enrolled in virtual learning will be assigned a virtual class schedule and must be available for live, synchronous instruction during each school day.

LPCA student expectations for *synchronous* learning:

- ▶ Students attend class on time, per their class schedule.
- ▶ Students will follow LPCA dress code.
- ▶ Students are ready to engage and learn.
- ▶ Students should have a designated, distraction-free workspace to engage in learning.
- ▶ Students will show their face on the screen to engage with the teacher virtually.
- ▶ Students will participate in the class activities, discussions and assignments.

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 Echo/Google Classroom.

LPCA 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.
- ▶ Students and parents will communicate with the teacher when needing additional assistance, tutoring, etc.

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 elementary students during Virtual learning. Parents may be needed at home to assist their student with logging into Google Classroom, monitoring their participation and progress in the learning, and ensuring completion of asynchronous activities.

Virtual Learning Design for Grades 6-12

Classes within this environment will follow the schedule of classes at the student's home campus. LPCA will structure the students' learning schedule to require students to participate in synchronous and asynchronous learning.

Teachers will structure the instructional day to follow their campus bell schedule.

Within each course/subject, teachers will plan for students to participate in synchronous and asynchronous learning.

- ▶ All courses will be offered in both settings, including advanced level courses.
- ▶ Elective courses will be delivered virtually to students regardless of attending on campus or virtually.
- ▶ Students who attend school via Virtual Learning may be required to report to campus for state assessments and college and career assessments (STAAR, PSAT, SAT, and MAP).
- ▶ Students in grades 6-12 choosing Virtual Learning may be able to participate in on-campus extra-curricular activities when they resume (in accordance with TEA and state/federal requirements).

Intervention and Enrichment for Remote Learning

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 with students their plan for the designated time.

Virtual Learning Grading

Grading for all virtual courses will follow the same grading policy as the courses in the face-to-face model. LPCA Virtual Learning courses that earn high school credit will count in GPA calculation and class rank as specified in LPCA Board Policy.

Special Education Support

ARD Committees will determine the unique needs of students who receive special education services and will make service recommendations for students attending the Virtual Learning program. The nature of special education interventions will likely require a heavier concentration of synchronous supports and services to ensure that individual student needs are met. Progress will be carefully monitored and ARD Committees will convene as needed to make appropriate recommendations to meet individual student needs. This will ensure continued growth in the general education curriculum and on IEP goals and objectives.

Instructional Roles & Learning Tools for Both Learning Environments



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

Expectations

- | | |
|----------------|--|
| Student | <ul style="list-style-type: none">▶ Be prepared for learning each day and have work and assignments completed and ready.▶ Complete coursework by deadline set by teachers.▶ Take all materials and devices home each day in order to be prepared for possible school closure. |
| Parent | <ul style="list-style-type: none">▶ Access parent resources to learn how students will navigate Google Classroom.▶ Encourage your child to have their things in their backpack/device and ready for school the night before. |
| Teacher | <ul style="list-style-type: none">▶ Meet weekly with collaborative team to plan instruction for all students.▶ Utilize the district curriculum documents and create engaging Project Based Learning and utilize curriculum provided by the Content Directors.▶ Provide a “Week at a Glance” for parents and students in Echo/Google Classroom.▶ Upload weekly instructional materials into Echo/Google Classroom.▶ Be prepared to teach daily lessons. LPCA teachers will teach from their classrooms or from a remote location. |
| | <ul style="list-style-type: none">▶ Take all materials and devices home each day in order to be prepared for possible school closure. |

Learning & Teaching Expectations

- Student**
- ▶ Attend classes according to school schedule and give your best efforts in your school assignments.
 - ▶ Be organized in your work and in getting projects completed.
 - ▶ Ask questions and communicate with your teacher.
 - ▶ Be aware of what you should be learning each day.
 - ▶ Become familiar with the structure of Echo/Google Classroom and how your teacher organizes information.
 - ▶ Turn in assignments on time.

- Parent**
- ▶ Access Skyward to view student grades.
 - ▶ Check in with student(s) to monitor completion of homework and assignments.
 - ▶ Discuss your child's favorite part of their day and what they learned in school.
 - ▶ 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.
 - ▶ Provide your child with assistance on their day-to-day activities with the exception of designated independent work.
 - ▶ Consider creating a designated learning/study space for your child at home to learn comfortably.
 - ▶ Maintain communication with your child's teacher by phone, email and/or online meetings to create a learning partnership.
 - ▶ Monitor and ask for evidence that your child is on track with assignments and coursework.

- Teacher**
- ▶ Teach students how to access learning materials through Echo/Google Classroom.
 - ▶ Manage online and offline resources to provide consistency and routines for students.
 - ▶ Provide clear learning goals for students.
 - ▶ Follow the expectations established across the district for Echo/ Google Classroom.

- ▶ 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.
- ▶ Post grades in a timely manner according to district grading guidelines.

Support and Intervention

Student	<ul style="list-style-type: none">▶ Attend accelerated Instruction/high impact tutorial sessions as established by your teacher or school.
Parent	<ul style="list-style-type: none">▶ Allow your child to attend accelerated instruction/high impact tutorial sessions as needed.▶ 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	<ul style="list-style-type: none">▶ Provide accelerated instruction or high impact tutorial sessions as needed.<ul style="list-style-type: none">▶ Follow student IEPs / 504 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.

LEARNING TOOLS FOR BOTH ENVIRONMENTS

	Information	Resources
Device	<ul style="list-style-type: none">▶ (All devices and accessories are sanitized before they are assigned to students).	Technology Device Support Request

Instructional Platform

- ▶ All teachers, grades K-12, will utilize Echo/Google Classroom as their primary learning management system and communication tool for the 2020-2021 school year.
- ▶ Echo/Google Classroom will use a similar structure by grade level in order to provide consistency for all students and classes.
- ▶ Assignment submissions: Student assignments will be submitted through online platforms to eliminate unnecessary contact and shared materials.

[How to access LPCA Virtual Resources](#)

Parent Access

- [Echo](#)

- [Google Classroom](#)

[Links to other applications](#)

	Information	Resources
Online Resources	<ul style="list-style-type: none"> ▶ All teachers in K-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 and materials. ▶ No resources, platforms or apps requiring student fees or an associated cost to the family will be required at any time. 	
Communication	<ul style="list-style-type: none"> ▶ Communicating with teachers: <ul style="list-style-type: none"> ▶ 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 semester and posted in all Echo/Google Classrooms. ▶ Use of student email: <ul style="list-style-type: none"> ▶ Students in grades K-12 will be provided a district managed email account and Google Drive beginning in the fall of 2020. ▶ These accounts should be utilized for all communication directly between teachers and students. 	
Technology	<p>LPCA 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. LPCA is preparing for Virtual Learning and possible school closures due to COVID-19 as follows:</p> <ul style="list-style-type: none"> ▶ Learning devices and/or WiFi hotspots will be provided as needed. ▶ No deposit is required. ▶ 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 LPCA website. 	



Return to School Protocols

The following are the return to onsite work protocols for LPCA campuses and administration buildings. Since this is an ever-changing situation, 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, LPCA 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, LPCA expects all employees, students and families to rigorously follow these practices.

Preparation for the Opening of School

LPCA 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, LPCA 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

Protocols for Screening and Isolation

General

All students and staff will be screened for fever 100.4 and above. Those with fever will be separated from their class and sent home.

Screening Protocols

- ▶ Staff will be required to complete a self-screening process prior to entering a LPCA building, and the district may require further screening of employees at any time based on current state and federal guidelines. Staff are expected to sign in any time they are accessing a District facility/building.
- ▶ Parents must ensure they do not send a child to school on campus if the child has a lab-confirmed positive case of COVID-19 symptoms.
- ▶ Staff and students should not enter campuses or district buildings if any of the following apply. The individual is:
 - ▶ Sick with a fever of 100.4°F or higher by mouth.
 - ▶ 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.
 - ▶ When in doubt check the Current CDC Guidelines: [View current CDC recommendations.](#)
 - ▶ Nurses/Medics will track students and staff when the following situations present:
 - ▶ Test positive for Covid-19
 - ▶ Quarantine due to exposure of Covid-19
 - ▶ Placed in Isolation due to Covid-19
- ▶ Teachers will monitor students and refer them to the nurse if they have a fever.

Isolation Protocols

- ▶ For students feeling feverish, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home.
- ▶ 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 (go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.

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 the non-porous surfaces in those areas can be disinfected.
 - ▶ District communication will be provided to the students who came in contact with a student or staff member displaying COVID-19 symptoms.
 - ▶ Students and staff who have tested positive for COVID-19 will be permitted to return to school when:
 - ▶ They are 24 hours fever-free without using fever-reducing medication;
 - ▶ Improved symptoms (cough, difficulty breathing, etc.);
 - ▶ 10 days have passed since symptoms began.
-

Protocols for Personal Protective Equipment

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

- ▶ Masks are not required on school campuses, but are highly encouraged.
 - ▶ Students will remain 3ft apart at all times.
 - ▶ Requests for accommodations should be submitted to campus administration.
 - ▶ Additional protective equipment will be provided to school nurses for use in the clinic.
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Protocols for Campus Visitors

Campus staff should consider utilizing virtual meeting options to limit campus visitors.

Visitor Screening/PPE Requirements

▶ Parents are discouraged from entering the campus and will not be allowed beyond the front office area the first few weeks of school. As we evaluate the safety and welfare of our students, and our campuses, we will lift restrictions in phases. This will be communicated, and updated in our weekly Parent Newsletter.

Volunteers are not allowed to visit campuses at this time, but will be phased in (including mentors, college representatives, guest speakers, etc.).

- ▶ ARDs, LPAC, 504, and parent meetings will be held face-to-face.
- ▶ All visitors will be subject to screening by way of a temperature check before entering any LPCA facility.
- ▶ If visitors have fever, 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 encouraged to wear face coverings, but it is not required.
 - ▶ 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 students and staff.

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.
- ▶ Paper towels will be provided near all doors to use for all high-touch areas.
- ▶ Staff and students will be expected to regularly wash or sanitize their hands.
- ▶ Requirement for hand washing and/or use of LPCA-provided hand sanitizer:

Elementary & Secondary

- ▶ 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, a minimum of 20 seconds.

Disinfecting Expectations

- ▶ Staff will have access to disinfectant solutions to sanitize high-touch and working surfaces and shared objects frequently.
 - ▶ Staff will limit the use of shared supplies when possible.
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Protocols for Campus Cleaning and Disinfecting

Frequent cleaning and disinfection will support a healthy learning and work environment for students and staff.

Daily Campus Cleaning

- ▶ Each classroom and restroom will be cleaned and disinfected.
- ▶ All high-touch areas will be disinfected throughout the day.
- ▶ Custodians will be expected to wear PPE (gloves) during work hours.
- ▶ Cafeterias will resume full service for breakfast or lunch.

- ▶ Staff and students will have access to disinfecting items to sanitize working surfaces, shared objects, and high-touch areas after use and during breaks in instruction.

Restrooms

- ▶ Staff should supervise and limit the number of students that enter the bathroom at one time to comply with health agency recommendations and social distancing.
 - ▶ The scheduling of whole class restroom breaks is recommended to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
 - ▶ Increased disinfecting will occur throughout the school day. Staff and students must wash hands with soap and water prior to exiting the bathroom. Proper handwashing techniques will be taught to all students, and consistently reinforced.
-

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.
 - ▶ There will be procedures for students to sanitize their spaces before and after usage.
 - ▶ Number of students in a common area will be based upon social distancing practices. ▶
- Visual reminders will be displayed for social distancing throughout common areas. Informational graphics and markers will be posted to help with 3 ft. social distancing.
- ▶ When necessary, administration must create a plan for PTA/booster visitation and areas of use for meetings to adhere to COVID-19 district, campus, and CDC safety protocols.
 - ▶ Three feet of social distancing when possible.
 - ▶ Limiting the sharing of materials/supplies
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Protocols for Positive COVID-19 Cases on Campus

- ▶ If a classroom or facility is closed due to COVID-19 spread, quaternary disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to defog and disinfect.
- ▶ Custodial staff will defog and disinfect classrooms, restrooms, athletics, fine arts areas and all additional areas throughout the school facility.

Campus Health & Safety Protocols



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

- Student**
- ▶ Students will participate in training specific to newly adopted health and safety protocols.
 - ▶ All students will be trained on information about COVID-19, identification of symptoms, prevention of spread, and sanitation of work areas.
 - ▶ If a student is experiencing symptoms they need to immediately notify a teacher.

- Parent**
- ▶ Parents are asked to talk to their students about COVID-19 prevention strategies.

- Teacher/Staff**
- ▶ Teachers attend training and develop classroom procedures consistent with TEA, District and CDC guidance.
 - ▶ All staff will be trained on COVID -19, prevention of spread, and sanitation of work areas.
 - ▶ All staff will monitor students and notify the nurse if a student is ill or has a fever.

School Arrival & Dismissal

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

Dismissal : The Plano campus will designate dismissal groups. Staggering the groups of walkers, car riders, or grade level will help manage scholar movement in the building and decrease the risk of potential crowding outside at dismissal time. Sanitizer stations will be placed at each exit and scholars will be encouraged to sanitize hands prior to exit. Mesquite West Elementary scholars who do not have any siblings in middle or high school will be picked up at the front entrance of the elementary campus. Mesquite sibling connections for the elementary scholars will be done in the Mesquite West Middle School Gym. Middle School scholars with no siblings at the elementary will be dismissed at the Mesquite West High School. A map will be provided prior to the start of the school year as pick up lanes have changed. Parents will not be permitted to enter the campus or walk up to find their scholars.

Walkers

Student

- ▶ It is recommended that walkers keep social distance while walking to and from school.
- ▶ Students will be asked to avoid large groups or gatherings with other students on the campus before or after school.
- ▶ Students will be asked to immediately leave campus and begin walking home at the end of the school day.

Parent

- ▶ Parents are encouraged to talk with their child about the health benefits of social distancing.
- ▶ Parents should follow campus guidance on 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. All parents will be required to use the Driveline, students will be dismissed to their vehicle.

Teacher/Staff

- ▶ 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.
- ▶ Teachers will assist in monitoring students to prevent large groups from congregating.

Driveline

Student

- ▶ 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.
- ▶ Students or volunteers will not be allowed to open doors or assist with Driveline arrival.
- ▶ Students will remain at a social distance while waiting to be picked up in the Driveline area. Students will not congregate in large groups with other students on the campus when dismissed from school at the end of the day.

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.

Teacher/Staff

- ▶ Assigned staff supervises student arrival, 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.

Bike Rack

Student

- ▶ Students will use every other space in the bike rack to keep distance when arriving at school.
- ▶ Students will immediately leave campus and begin riding their bike home at the end of the school day.
- ▶ Students are not to congregate in large groups with other students on the campus when dismissed from school at the end of the day.
- ▶ It is recommended that students keep social distance while riding their bike home.

Parent

- ▶ Parents are encouraged to talk with their child about the health benefits of social distancing.
- ▶ Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from school.

- Teacher/Staff**
- ▶ Teachers assigned to supervise this area will ensure students use every other space in the bike rack for use.
 - ▶ Teachers assigned to supervise this area will ensure students use every other space in the bike rack for use.

General Building Arrival

- Student**
- ▶ Wash hands or use hand sanitizer upon arrival.
 - ▶ Campuses must plan for entry, exit, and transition procedures that reduce large group gatherings (of students and/or adults) in close proximity.

- ▶ Students will be assigned to report to a specific area and will be expected to adhere to schedules for morning arrival.
- ▶ Students are expected to stay seated until they are dismissed by a staff member.
- ▶ Students can utilize the bathroom, but the number of students that enter will be limited to 2 students at a time. Students must observe social distancing while in the bathroom.
- ▶ Students must wash hands after leaving. If the bathroom door is not propped, students are encouraged to use paper towels when opening a door.

- Parent**
- ▶ Parents are encouraged to talk with their child about the health benefits of washing/sanitizing their hands.
 - ▶ Parents are expected to provide their own PPE for their child (if they plan to use any). Parents are encouraged to talk with their child about the health benefits of social distancing at school.

Teacher/Staff

- ▶ Staff members will be assigned to supervise students who report to multiple areas for morning arrival.

- ▶ Staff will dismiss student cohorts using staggered student release into halls from these areas.

Breakfast and Lunch

Students may have breakfast and lunch in their assigned classroom the first two weeks of school. The process will then transfer back to the cafeteria.

Microwaves will not be provided due to the opportunity for cross contamination with a high-touch device. Hand sanitizing stations will be available at entrances and exits of the teachers' lounge.

Seating & Directions

Student

- ▶ 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 and after eating meals.
- ▶ Students are encouraged to read and adhere to the expectations and posted directional prompts/signs to ensure for proper social distancing.

Parent

- ▶ At this time, due to COVID-19, mealtime visitors will not be permitted in the school. We will evaluate reinstating the visits in the Fall.
- ▶ 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.
- ▶ Parents should talk to their students about COVID-19 symptoms and prevention strategies.

Teacher/Staff

- ▶ Signs will be posted on the walls and floor to ensure appropriate social distancing.
- ▶ A seating plan for students will be followed for social distancing.
- ▶ Staff supervises students during meals, directs students to seats, and ensures that students maintain desired social distance.
- ▶ A seating plan for students will be followed for social distancing.
- ▶ Teachers will monitor students while in the cafeteria to ensure social distancing.

- ▶ Staff will ensure to maintain a student consistent cohort for “in person” lunches.

Standard Classroom Procedures

Classroom protocols and procedures will include expectations regarding not sharing school supplies, social distancing, no or limited group work and hand washing or sanitizing, etc. Teachers will ensure high-touch areas in the classroom are sanitized periodically throughout the day. Each classroom will be outfitted with the following:

- ▶ 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.
- ▶ Access to disinfectant to sanitize working surfaces.
- ▶ Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus.
- ▶ Technology should be utilized when students are involved in collaborative work.
- ▶ Group or pair work can be implemented while maintaining safe, physical distancing.
- ▶ In classroom spaces that allow it, place student desks a minimum of three feet apart.
- ▶ In classrooms where students are regularly three feet of one another, schools should plan for more frequent hand washing and/or hand sanitizing and should consider whether increased airflow from the outdoors is possible.
- ▶ The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 12-ft of social distancing from other classroom groups.

Classroom Training

Student	<ul style="list-style-type: none"> ▶ Students should wash their hands or use hand sanitizer upon entering each classroom. ▶ Students will participate in training specific to newly adopted health and safety protocols.
Parent	<ul style="list-style-type: none"> ▶ Parents are asked to read all school communication regarding health and safety protocols. ▶ Parents should talk to their students about COVID-19 symptoms and prevention strategies. ▶ Parents are asked to check their child for temperature and COVID-19 symptoms prior to sending them to school each day. If a child is displaying symptoms, please do not send the child to school. Notify the school nurse or office
Teacher/Staff	<ul style="list-style-type: none"> ▶ Teachers/staff should be stationed outside their door to provide adequate supervision of their classroom and hallway. ▶ Teachers will receive training to deliver classroom lessons on health protocols.

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 that want to use hand sanitizer should use it 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 a personal classroom snacks as long as they are not shared.

Teacher/Staff

- ▶ Multiple locations of hand sanitizer, tissues, and trashcans will be available in several locations throughout classrooms and common areas to limit student and staff movement.
- ▶ Teachers will post signs with clear class protocols that are consistent with CDC guidelines and school-wide.
- ▶ Teachers will limit student movement within the classroom such as turning in assignments, and 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 eliminate the sharing of items such as school supplies so that one student is using an item.
- ▶ Teachers should clean supplies after each use by 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 will no longer prop doors open as ventilation upgrades will be utilized during class. Limit the number of students touching door handles touch doors or handles.

Water Fountains

Mitigate the use of water fountains.

Water Fountain Usage

Student	<ul style="list-style-type: none"> ▶ 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. Students will not be permitted to drink directly from the water fountain. This may be allowed at a later date.
Parent	<ul style="list-style-type: none"> ▶ 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	<ul style="list-style-type: none"> ▶ Develop and demonstrate how students should fill water bottles instead of drinking directly from the water fountains. ▶ Monitor that students take water bottles home to be cleaned.

Administrators provide training for staff on guidelines and procedures associated with outdoor play and student activities. Presently playground are in use. Administrators will develop a schedule for students to access the playground equipment (weather permitting, please refer to heat index handout and cold weather guidelines). Teachers will monitor students to ensure safety guidelines are followed. Campuses will consider limiting the number of students per recess group. Staggered schedules and consistent cohorts will be utilized. (Allow small groups of students to play together while maintaining at least 3 ft. of social distancing. Develop structured games that take into account social distance protocols) Playground equipment will be sanitized throughout the day.

Guidelines for Outdoor Play

- ▶ Students must maintain social distancing while lining up to return to class and sanitize or wash hands before re-entering.
- ▶ All students and staff will be required to wash their hands or use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.
- ▶ While in the classroom, brain breaks will be implemented as needed, at the discretion of the campus/teacher.

Elementary Specialized Classrooms/Areas

Elementary Specials-On Campus (Subject to Change)

- Music** ▶ Music classes will resume and implement social distancing and use of hand washing/sanitizing

PE ▶ All PE classes resume and implement social distancing and use of hand washing/sanitizing

Art ▶ Art classes will resume, social distancing and implement the use of hand washing/sanitizing

- ▶ Students will avoid sharing equipment, utensils and supplies as much as possible.
- ▶ Students should complete cleaning protocols and sanitize their areas in between use.
- ▶ Art equipment will be sanitized and wiped down after each use.

Secondary Specialized Classrooms & Extracurricular

All extracurricular practices and contests will be conducted following safety protocol provided by guidance from LPCA and TEA. This will include group sizes, sharing & sanitizing of equipment, locker room usage, etc.

It will be the responsibility of the parent to transport their student to/from practice sessions, rehearsals, games, and on-campus contests. Extracurricular activities will be offered on campus in a face-to-face environment.

All students will communicate with Coaches, Directors or Instructors to notify them of any exposure or positive tests. This information will be reported to the Campus Director and Nurse/Medic.

Secondary Specialized Classrooms and Extracurricular Programming

Physical

Education

- ▶ PE will resume face-to-face, and implement social distancing and use of hand washing/sanitizing
- ▶ 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 limited.
- ▶ Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- ▶ Procedures will be implemented in the locker rooms to limit social distancing.
- ▶ Equipment will be disinfected after each use.
- ▶ Activities requiring multiple students to touch or handle the same equipment will be limited.
- ▶ Sanitizing areas and access to handwashing will be provided.

Athletics

- ▶ Similar to summer & strength conditioning, practices and contests will follow protocols established by TEA & LPCA.
- ▶ Coaches will provide an orientation of protocols and expectations for students at the beginning of their respective season(s).
- ▶ Specific entrances and exits of athletic facilities will be utilized by students for appropriate separation and distancing. Signage will serve as a visual cue and reminder for students.
- ▶ Student-athletes will be assigned to groups for the purposes of maintaining proper distancing and capacity in locker rooms to dress before and after practice sessions.
- ▶ Athletic equipment and uniforms will be issued to athletes. These items will be taken home each day. Practice uniforms will be laundered at home. Game issued uniforms will be laundered at campus with coaching staff following proper protocols (subject to change depending on LPCA & TEA guidelines).
- ▶ Equipment used during practices will be sanitized frequently during practice sessions.
- ▶ Athletic areas will be frequently disinfected during the week with an electrostatic misting tool.
- ▶ Athletes will not be allowed to socially congregate before, during, or after practices/workouts.
- ▶ Attendance at scrimmages and games for spectators is yet to be determined and will be communicated as this information becomes available from the TEA. This may also impact ticket sales and seating configurations.

- ▶ Parents and students will be expected to provide timely notification of any health concerns to their coach and athletic trainer (if applicable). Communication, quarantine and proper disinfecting will occur in the event of a confirmed diagnosis.
- ▶ Water breaks will occur in small groups while using disposable cups. Coaches will organize water breaks with safety and efficiency in mind. Athletes on teams with smaller numbers such as volleyball and basketball may bring their own reusable water bottle clearly marked with their name. Sharing of water or sports drinks will not be allowed at any time.

Cheer

- ▶ Practices and will be conducted following safety protocol provided by guidance from LPCA & TEA. This will include group sizes, sharing & sanitizing of equipment, locker room usage, etc.
 - ▶ Students are expected to maintain social distancing in all activities and should avoid congregating in groups.
 - ▶ Students will enter the locker room to change on a staggered schedule.
 - ▶ Students will be asked to wash or sanitize their hands before and after class.
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- ▶ Equipment, will be disinfected/wiped down after each class period by the teacher.
 - ▶ During center work and across the floor students should maintain at least 3 feet apart, but preferable 6-8 ft. between each other. Cheer students will be encouraged to bring their own water bottle and a personal towel to wipe perspiration.
 - ▶ Cheer students will not share equipment/props (i.e. pom poms, megaphones, etc.)
 - ▶ Students will be encouraged to wear appropriate attire and will rotate through the dressing rooms in small groups to change before/after class. If a student isn't comfortable using the shared dressing room space they can participate in class while wearing the clothes they wore to school.

Fine Arts

- ▶ Large group practice sessions, and rehearsals will adhere to social distancing guidelines provided by an authorized entity (e.g.,LPCA & TEA.).
- ▶ Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (e.g., LPCA & TEA)
- ▶ Concerts/performances may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., LPCA, TEA, etc.) including but, not limited to the number of attendees, and the orientation of concerts.

Art

- ▶ Students will refrain from sharing materials.
- ▶ Students will follow all protocols for handwashing and sanitizing.

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 LPCA, and CDC guidelines in regards to games, practices, etc.
- ▶ Any school wide events that are approved to be held on campus must adhere to requirements outlined by LPCA & TEA. (Examples: grade level pep rallies, assemblies, performances, etc.) Some athletic events may be live streamed and/or occur virtually when possible.
- ▶ Campus club meetings will resume and follow social distance protocols as well as washing of hands/sanitizing
- ▶ PTA must collaborate with and seek approval from campus/district administration prior to any event that is planned.

- ▶ Back to school and transitional events will be planned in a manner that minimizes large congregation of people in one spot.

On- and Off-Campus Student Activities

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

On-Campus

- ▶ PTA event and fundraising information is pending.

Activities

- ▶ After school club information is pending.
- ▶ In-person assemblies will be held in the fall.
- ▶ Meet the teacher, open house, parent conferences, etc. will resume
- ▶ Assigned classroom parent will be allowed to attend class parties

Field Trips

- ▶ Off-campus field trips will be scheduled as appropriate to meet curricular need while maintaining proper social distancing practices.
- ▶ Virtual field trips and in person field will be considered as often as possible.

Off-Campus

Activities

- ▶ Campuses will limit students from leaving campus after school prior to travel or start of extra-curricular or co-curricular activities when possible.
- ▶ Student participation in academic contests (Math and Science Team, Robotics, Academic Pentathlon) will only be attended if specific guidance is provided by an authorized entity (e.g., Host site, LPCA & TEA, etc.).
- ▶ Special Education Instruction guidance will be followed to ensure these learning environments are available to our students per ARD/IEP recommendations.

School Wide Events

- Any school wide events that are approved to be held on campus need to adhere to social distancing requirements outlined by LPCA & TEA (Examples: grade level pep rallies, assemblies, performances, etc.)
- ▶ School wide events will be live streamed and/or occur virtually.
 - ▶ To limit larger gatherings, or hold events outdoors.

Classroom Transitions, Hallways & Lockers

- Elementary**
- ▶ Students are encouraged 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.
 - ▶ When possible, it is recommended that students make transitions outside of the building.
 - ▶ Students will not be assigned a locker. Students will be permitted to bring backpacks to class.
 - ▶ Students and staff will avoid gathering in large groups during passing periods.

- Secondary**
- ▶ Students are expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
 - ▶ Students and staff must avoid gathering in large groups during passing periods.
 - ▶ Staggered releases from each class will be organized to limit the number of students in the hallway during transitions.
 - ▶ In two-way halls students are expected to stay to the far right of the hall when walking.
 - ▶ 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.

Emergencies and Drills

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

Emergency Evacuation Protocols

- ▶ An administrator will provide instructions via intercom 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 may 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.

Cleaning/Sanitizing/Disinfecting Agents

Cleaning-Sanitizing-Disinfecting Agents (and links to MSDS information sheets) used by LPCA Custodial Services

- ▶ **Disinfecting Multi-Surface 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

- ▶ **Neutral Non-Acid Bowl & Bathroom Disinfectant Cleaner (COVID-19 Rated):** Primary use is for bathroom floors, stalls/partitions, urinals and toilets.

- ▶ **Heavy Duty Floor Cleaner:**

Used for mopping and auto-scrubbing of non-carpeted, non-restroom floors (VCT and concrete flooring):

- ▶ Hallways, cafeteria, clinic

- ▶ **Deep Cleaning. (COVID-19 Rated)**

Used upon special request (multiple cases of flu, report of staph, MRSA, etc.) to disinfect:

- ▶ A grade-level area
- ▶ Wing of a building
- ▶ Locker room

Information in this document is subject to change based on guidance and mandates from TEA, County Health Officials, CDC, and the LPCA School Board of Trustees.