



District REOPENING PLAN  
Anthony Jefferson, Superintendent

# REFLECT

AS WE REFLECT ON WHERE WE'VE BEEN

# RETHINK

Our planning process has continuously evolved around new information and guidance that we receive from the state.

# REVISE

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

# REIMAGINE

Regardless of the learning environment, AWBLA is committed to ensuring that students have an equitable experience and access to high quality instruction.



# A.W. Brown Leadership Academy

5701 Red Bird Center Dr. (Quest Campus K-8th Grade)  
6901 S. Westmoreland Road (Genesis Campus PK-5th Grade)

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Anthony Jefferson, Superintendent

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# Introduction and District Priorities

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The A. W. Brown Leadership Academy is committed to providing high quality instruction in a manner that prioritizes the health and well-being of our scholars and staff. Some things will be different as we welcome scholars back to school on August 6, 2020 remotely. As the public health crisis continues, we have been planning for the opening of the 2020-21 school year with a laser focus on the health, safety and well-being of our staff, scholars and community.

While we are planning for two different instructional environments, please know that we will follow recommendations for school opening and operations provided by the Centers for Disease Control and Prevention (CDC), the Texas Education Agency, Dallas County Health and Human Services, and state and local health officials.

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

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Our planning process has and will continuously evolve around new information and guidance received from the state. Our Task Force, Action Teams and Advisory Groups have planned with the following key priorities:

## KEY PRIORITIES

- ▶ Public Health and Safety
- ▶ Instructional Continuity
- ▶ Maintaining Workforce
- ▶ Parent Choice
- ▶ Equity
- ▶ Innovation
- ▶ Communication

## Feedback & Input: Surveys & Task Force

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In preparation for effective planning in each key area of work, it was critical to receive feedback from our families and teaching staff regarding their concerns, needs, safety measures and preferences for reopening as we plan for the fall with a lens of continuous improvement.

- ▶ [Family Survey - 633 participants](#)
- ▶ [Teacher/Staff Survey - 97 participants](#)

Family Survey - focused on seeking feedback on their scholar engagement, social emotional well being, connectivity/technology, and feedback on what improvements could be made for the fall, and what are the greatest concerns with returning to school for the 20-21 school year.

Teacher Survey - focused on seeking feedback on instructional barriers and obstacles faced during the closure, scholar engagement, scholar instructional support, communication with scholars, staff and leadership, and overall well being.

### TASK FORCE MEMBERS

▶	Anthony Jefferson	Stonie Arbuckle
▶	Judy Carroll	Kieshla Wylie
▶	Shenikwa Cager	Marshall Myers
▶	Lula Turnipseed	Dwain Thompson
▶	Tina Monroe	Akia Smith
▶	Jayson Walton	Sarah Green
▶	Sherry-Ann Agbabiaka	Felecia Paul
▶	Chavalla Arnold	Leann Cox
▶	Joyce Spears	Shameika Brice

### STAFF & TEACHER INPUT

Teachers and staff responded via an online survey to volunteer to provide feedback on plans for the return of school. In order to effectively capture feedback from teachers and staff, all members were asked to complete a more in-depth survey regarding safety measures and preferences for opening school on August 6th.

## Fall 2020: Instructional Information for Families

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This fall, AWBLA will be implementing instructional practices to provide consistency across learning environments and ensure the safety of scholars and staff.



Regardless of learning environment, AWBLA is committed to ensuring that scholars have an equitable experience and access to high quality instruction:

- ▶ Scholars will interact with instruction in two different environments (face-to-face and virtual/remote) making it necessary for teacher teams to plan instruction that is content-consistent, yet environment-specific to ensure equitable learning opportunities for all scholars.
- ▶ AWBLA will utilize the strategies and best practices associated with blended learning to design learning activities for all scholars.
- ▶ Learning experiences are designed to meet the needs and environment of the learner where they are.
- ▶ Scholars, regardless of learning environment, will engage in high quality learning experiences aligned to AWBLA curriculum and Texas Essential Knowledge and Skills.
- ▶ Scholars who begin the year in face-to-face learning at school may move into remote learning for a period of time if needed for school closure due to scholar/staff illness or county or state regulations.
- ▶ Remote and face-to-face learning environments will utilize Schoology for coursework and will follow the same grading guidelines.

## FACE-TO-FACE LEARNING (At School)

**PLEASE NOTE:** The details on this page are subject to change as directives are provided by governing authorities and/or health officials or as public health conditions change.

Scholars and teachers will attend class in-person, five days a week, with additional safety measures in alignment with state and federal guidelines and recommendations. Class sizes will depend on the number of who choose to participate in face-to-face learning. The plan is to have no more than 18 scholars in one classroom and teachers will come into the classroom and teach their lesson at their set time. **Scholars will not move unless they are going to the restroom or electives.** A number of enhanced health and safety protocols will be in place to help prevent the spread of COVID-19. The District employs a full-time registered nurse plus 2 LVNs, and 2 Clinic Assistants. Highlights include:

- ▶ This option is available to students in grades PK-8.
- ▶ In this setting, teachers will provide face-to-face instruction, learning resources and support utilizing Schoology.
- ▶ All courses will be taught by highly qualified AWBLA teachers.
- ▶ Daily progress will be verified based on the degree to which the student meets the expectations of the learning plan that the teacher presents.
- ▶ All students will participate in district/state assessments to document learning and growth.
- ▶ 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.
- ▶ Additional support for social/emotional needs of students and staff will be available.
  
- ▶ District-directed and campus-designed safety procedures will be implemented.

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## AWBLA@HOME LEARNING (Asynchronous)

AWBLA@Home is a remote learning opportunity that will allow scholars to engage in high quality learning experiences, utilize AWBLA instructional resources and meaningfully connect with their teachers and other scholars. All activities will be designed to meet the needs of the scholar in the online environment through differentiated experiences that are consistent with those of their grade-level peers attending face-to-face.

- ▶ Teachers will teach @Home (Asynchronous) scholars from their classrooms or other assigned AWBLA facilities.

- ▶ In this setting, teachers will also provide instruction, learning resources and support through the use of Schoology.
- ▶ Parents will support scholars 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, scholars, and parents as we work together to ensure each scholar is academically and socially-emotionally future ready.
- ▶ Teachers will utilize the same curriculum as scholars who attend face-to-face instruction and will design strategies for learning in the remote environment.
- ▶ Grading will be consistent with the guidelines and practices used in all face-to-face instruction.

**Remote Asynchronous Learning** is a curricular experience where scholars 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 Schoology.

AWBLA scholar expectations for *asynchronous* learning:

- ▶ Scholars will complete asynchronous activities assigned each day.
- ▶ Scholars show proof of participation in daily virtual instruction by satisfactorily completing assignments to demonstrate evidence of scholar learning, e.g., video, picture or activities submitted as lessons and/or completing assignments.
- ▶ Scholars and parents will communicate with the teacher when needing additional assistance, tutoring, etc.

**Schedule for AWBLA@Home (Asynchronous)**

While in a remote learning environment, time management is critical to success. Scholars and teachers must remain in communication regarding daily schedules and assignments. As with any traditional course, there is a risk of receiving a lower grade if a scholar falls behind. If scholars are struggling with time management, then the parent or scholar should contact the teacher for additional resources.

**AWBLA@Home Asynchronous Learning Schedule**

**Grades PK-5**

Monday	Staff Availability
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9:00AM - 9:15AM	<p><b>Teacher Availability:</b> 9:45AM - 12:00PM</p> <ul style="list-style-type: none"> <li>Teachers will upload weekly lessons to Schoology for every subject area - including Rotation Courses.</li> <li>Teachers will teach (1) <b>live</b> lesson every Friday via GoToMeeting.</li> <li>Teachers will be available to provide small-group intervention daily via GoToMeetings in 30 minute increments as scheduled.</li> <li>Teachers will be available to meet with parents via GoToMeeting in 15-30 minutes increments as scheduled.</li> </ul>
Live Morning Announcements	
9:15AM - 9:45AM	
SEL Activities	
9:45AM - 11:00AM	
Integrated ELAR & Social Studies Lesson/Activities	
11:00AM - 11:15AM	
Brain Break	
11:15AM - 12:15PM	
Integrated Math & Science Lesson/Activities	
12:15PM - 1:00PM	<p><b>Teacher Assistant Availability:</b> 9:45AM - 12:15PM</p> <ul style="list-style-type: none"> <li>Teacher Assistants will assist Pre-Kindergarten Teachers with daily tasks (calling PK Scholars, prepping and planning weekly activities, etc.)</li> </ul>
Lunch/Recess	
1:00PM - 2:00PM	
<b>Power Hour</b> Interactive Rotation Activities	
2:00PM - 4:00PM	
<ul style="list-style-type: none"> <li>Optional: extension, enrichment, and practice</li> <li>Small Group Intervention (STAFF-Led)</li> </ul>	<p><b>Teacher Assistant Availability:</b> 2:00PM - 4:30PM</p> <ul style="list-style-type: none"> <li>Teacher Assistants will be available to provide small-group intervention daily via GoToMeetings in 30 minute increments.</li> <li>Teacher Assistants will be available to provide 1-to-1</li> </ul>

	intervention daily via GoToMeetings in 30 minute increments as scheduled by parents.
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Teacher’s **AWBLA@Home** Asynchronous Schedule

**Grades PK-8**

Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM - 9:00AM				
Prep/Planning	Grade-level PLCs	Prep/Planning	Grade-level PLCs	Prep/Planning
9:00AM - 9:15AM				
Live Morning Announcements				
9:15AM - 9:45AM				
SEL Activities				
9:45AM - 12:15AM	9:45AM - 12:15AM	9:45AM - 12:15AM	9:45AM - 12:15AM	9:45AM - 11:00AM
Small-Group Instruction/ Intervention	Small-Group Instruction/ Intervention	Small-Group Instruction/ Intervention	Small-Group Instruction/ Intervention	<b>LIVE</b> Integrated ELAR & Social Studies Lesson/Activities
12:15PM - 1:00PM	12:15PM - 1:00PM	12:15PM - 1:00PM	12:15PM - 1:00PM	11:00AM - 11:15AM
Lunch	Lunch	Lunch	Lunch	Brain Break
1:00PM - 2:30PM	1:00PM - 4:30PM	1:00PM - 3:30PM	1:00PM - 3:00PM	11:15AM - 12:15PM

Response to Intervention PD	Small-Group Instruction/ Intervention	<b>Staff Professional Learning &amp; Planning</b> <ul style="list-style-type: none"> <li>• Training, Team Meetings &amp; Collaboration</li> <li>• Planning</li> </ul>	Special Services PD	<b>LIVE</b> Integrated Math & Science Lesson/Activities
3:00PM - 4:30PM			3:00PM - 4:30PM	12:15PM - 1:00PM
Staff Meeting			STAFF PD	Lunch
				1:30PM - 4:30PM
				Curriculum Meeting

## Rotation Teacher's **AWBLA@Home** Asynchronous Schedule

### Grades PK-5

Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM - 9:00AM				
Prep/Planning	Grade-level PLCs	Prep/Planning	Grade-level PLCs	Prep/Planning
9:00AM - 9:15AM				
Live Morning Announcements				
9:15AM - 9:45AM				
SEL Activities				
9:45AM - 12:15AM				
Small-Group Intervention				

12:15PM - 1:00PM	12:15PM - 1:00PM	12:15PM - 1:00PM	12:15PM - 1:00PM	12:15PM - 1:00PM
Lunch	Lunch	Lunch	Lunch	Lunch
1:00PM - 2:00PM	1:00PM - 2:00PM	1:00PM - 2:00PM	1:00PM - 2:00PM	1:00PM - 2:00PM
<b>Power Hour</b>	<b>Power Hour</b>	<b>Power Hour</b>	<b>Power Hour</b>	<b>LIVE Power Hour</b>
Interactive Rotation Activities	Interactive Rotation Activities	Interactive Rotation Activities	Interactive Rotation Activities	Interactive Rotation Activities
3:00PM - 4:30PM	2:30PM - 4:30PM	2:30PM - 4:30PM	3:00PM - 4:30PM	2:30PM - 4:30PM
Staff Meeting	Small-Group Intervention	Staff Professional Learning & Planning	STAFF PD	Curriculum Meeting

Teacher Assistant's **AWBLA@Home** Asynchronous Schedule  
**Grades PK-5**

Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM - 9:00AM				
Prep/Planning	Grade-level PLCs	Prep/Planning	Grade-level PLCs	Prep/Planning
9:00AM - 9:15AM				
Live Morning Announcements				
9:15AM - 9:45AM				
SEL Activities				

9:45AM - 12:15AM				
Small-Group Intervention				
12:15PM - 1:00PM				
Lunch	Lunch	Lunch	Lunch	Lunch
1:00PM - 2:00PM	1:00PM - 4:30PM	1:00PM - 4:30PM	1:00PM - 2:30PM	1:00PM - 2:00PM
Small-Group Intervention				
3:00PM - 4:30PM			3:00PM - 4:30PM	2:00PM - 4:30PM
Staff Meeting			STAFF PD	Curriculum Meeting

## *AWBLA@Home* Asynchronous Learning Schedule

### **Grades 6th-8th**

Monday	Staff Availability
9:00AM - 9:15AM	<b>Teacher Availability:</b> 9:45AM - 12:00PM  <ul style="list-style-type: none"> <li>Teachers will upload weekly lessons to Schoology for every subject area - including Rotation Courses.</li> <li>Teachers will teach (1) <b>live</b> lesson every Friday via GoToMeeting.</li> </ul>
Live Morning Announcements	
9:15AM - 9:45AM	
SEL Activities	
9:45AM - 11:00AM	
Integrated ELAR & Social Studies Lesson/Activities	
11:00AM - 11:15AM	

Brain Break	<ul style="list-style-type: none"> <li>Teachers will be available to provide small-group intervention daily via GoToMeetings in 30 minute increments as scheduled.</li> <li>Teachers will be available to meet with parents via GoToMeeting in 15-30 minutes increments as scheduled.</li> </ul>
11:15AM - 12:15PM	
Integrated Math & Science Lesson/Activities	<p><b>P.S./C.S. Availability: 9:45AM - 12:15PM</b></p> <ul style="list-style-type: none"> <li>P.S./C.S. will assist (6th-8th) Teachers with daily tasks (calling scholars, prepping and planning weekly activities, etc.)</li> </ul> <p><b>P.S./C.S. Availability: 2:00PM - 4:30PM</b></p> <ul style="list-style-type: none"> <li>P.S./C.S. will be available to provide small-group intervention daily via GoToMeetings in 30 minute increments.</li> <li>P.S./C.S. will be available to provide 1-to-1 intervention daily via GoToMeetings in 30 minute increments as scheduled by parents.</li> </ul> <p><b>P.S. stands for permanent sub and C.S. stands for campus support.</b></p>
12:15PM - 1:00PM	
Lunch/Recess	
1:00PM - 2:00PM	
<b>Power Hour</b> Interactive Rotation Activities	
2:00PM - 4:00PM	
<ul style="list-style-type: none"> <li>Optional: extension, enrichment, and practice</li> <li>Small Group Intervention (STAFF-Led)</li> </ul>	

# Teacher's **AWBLA@Home** Asynchronous Schedule

## Grades PK-8

Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM - 9:00AM	8:00AM - 9:00AM	8:00AM - 9:00AM	8:00AM - 9:00AM	8:00AM - 9:00AM
Prep/Planning	Grade-level PLCs	Prep/Planning	Grade-level PLCs	Prep/Planning
9:00AM - 9:15AM	9:00AM - 9:15AM	9:00AM - 9:15AM	9:00AM - 9:15AM	9:00AM - 9:15AM
Live Morning Announcements	Live Morning Announcements	Live Morning Announcements	Live Morning Announcements	Live Morning Announcements
9:15AM - 9:45AM	9:15AM - 9:45AM	9:15AM - 9:45AM	9:15AM - 9:45AM	9:15AM - 9:45AM
SEL Activities	SEL Activities	SEL Activities	SEL Activities	SEL Activities
9:45AM - 12:15AM	9:45AM - 12:15AM	9:45AM - 12:15AM	9:45AM - 12:15AM	9:45AM - 11:00AM
Small-Group Instruction/ Intervention	Small-Group Instruction/ Intervention	Small-Group Instruction/ Intervention	Small-Group Instruction/ Intervention	<b>LIVE</b> Integrated ELAR & Social Studies Lesson/Activities
12:15PM - 1:00PM	12:15PM - 1:00PM	12:15PM - 1:00PM	12:15PM - 1:00PM	11:00AM - 11:15AM
Lunch	Lunch	Lunch	Lunch	Brain Break
1:00PM - 2:30PM	1:00PM - 4:30PM	1:00PM - 3:30PM	1:00PM - 3:00PM	11:15AM - 12:15PM
Response to Intervention PD	Small-Group Instruction/ Intervention	<b>Staff Professional Learning &amp; Planning</b> <ul style="list-style-type: none"> <li>• Training, Team Meetings &amp; Collaboration</li> </ul>	<b>Special Services PD</b>	<b>LIVE</b> Integrated Math & Science Lesson/Activities
3:00PM - 4:30PM			3:00PM - 4:30PM	12:15PM - 1:00PM
Staff Meeting			STAFF PD	Lunch

		<ul style="list-style-type: none"> <li>• Planning</li> </ul>		1:30PM - 4:30PM
				Curriculum Meeting

## Elective Teacher's *AWBLA@Home* Asynchronous Schedule

### Grades 6th-8th

Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM - 9:00AM				
Prep/Planning	Grade-level PLCs	Prep/Planning	Grade-level PLCs	Prep/Planning
9:00AM - 9:15AM				
Live Morning Announcements				
9:15AM - 9:45AM				
SEL Activities				
9:45AM - 12:15AM				
Small-Group Intervention				
12:15PM - 1:00PM				
Lunch	Lunch	Lunch	Lunch	Lunch
1:00PM - 2:00PM				

<b>Power Hour</b>	<b>Power Hour</b>	<b>Power Hour</b>	<b>Power Hour</b>	<b>LIVE Power Hour</b>
Interactive Elective Activities	Interactive Elective Activities	Interactive Elective Activities	Interactive Elective Activities	Interactive Elective Activities
3:00PM - 4:30PM	2:30PM - 4:30PM	2:30PM - 4:30PM	3:00PM - 4:30PM	2:30PM - 4:30PM
Staff Meeting	Small-Group Intervention	Staff Professional Learning & Planning	STAFF PD	Curriculum Meeting

**P.S./C.S *AWBLA@Home* Asynchronous Schedule**  
**Grades 6th-8th**

Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM - 9:00AM				
Prep/Planning	Grade-level PLCs	Prep/Planning	Grade-level PLCs	Prep/Planning
9:00AM - 9:15AM				
Live Morning Announcements				
9:15AM - 9:45AM				
SEL Activities				
9:45AM - 12:15AM				
Small-Group Intervention				
12:15PM - 1:00PM				

Lunch	Lunch	Lunch	Lunch	Lunch
1:00PM - 2:00PM	1:00PM - 4:30PM	1:00PM - 4:30PM	1:00PM - 2:30PM	1:00PM - 2:00PM
Small-Group Intervention				
3:00PM - 4:30PM			3:00PM - 4:30PM	2:00PM - 4:30PM
Staff Meeting			STAFF PD	Curriculum Meeting

**Attendance for @Home (Asynchronous)**

Scholars who login to the AWBLA Schoology\* each day and engage in teacher-assigned learning apps (including but not limited to Schoology) are considered “present” and **will not** be marked absent. scholars who have not logged in by 3:00 pm each school day **will** be marked absent. This absence can be resolved if the scholar engages in daily learning assigned by their teachers via the AWBLA Schoology by 11:59 p.m. that same day.

Parents and scholars will receive absence notifications via School Messenger after 6:00pm each day and will be reminded of the opportunity to resolve that day’s absence if the scholar engages in learning before 11:59 pm of the same day via AWBLA Schoology. ([Notifications may be controlled by parents via Parent Portal.](#))

Any absences recorded, but resolved by the scholar before 11:59 p.m on the same day, will be reconciled based on login records of the AWBLA Schoology.

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

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

*\*Scholars should access all learning resources via the AWBLA Schoology, so that we have accurate accounting of their logins and duration of engagement on a particular learning app.*

### **@Home (Asynchronous) Design for Grades PK-8**

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

- ▶ Daily synchronous time may include activities such as:
  - ▷ Read alouds
  - ▷ Small group reading instruction
  - ▷ Number Talks
  - ▷ Community Circles/Check ins
  - ▷ Direct instruction by teacher (mini-lesson)
- ▶ Daily asynchronous assignments are to be completed independently. These may include activities such as:
  - ▷ Choice boards
  - ▷ scholar self-selected reading and writing
  - ▷ Writing assignments
  - ▷ Independent practice

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 scholars. It will be vital for teachers and parents to openly communicate the schedules for the scholars.

Regular communication and the partnership between teachers and parents will be crucial to the success of elementary scholars during the @Home (Asynchronous) remote learning. Parents may be needed at home to assist their scholar with logging into Schoology, monitoring their participation and progress in the learning, and ensuring completion of asynchronous activities.

### **Intervention and Enrichment for Remote Learning**

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

### **AWBLA @Home (Asynchronous) Grading**

Grading for all remote courses will follow the same grading policy as the courses in the face-to-face model.

### **Special Education Support**

A.W.Brown Leadership Academy scholars receiving special education services will have access to Schoology, instructional resources and will connect with their teachers and other scholars in accordance with FAPE ( A Free and Appropriate Public Education). Progress will be carefully monitored and appropriate recommendations will be made to meet individual scholar needs. Grading for all remote courses will follow the same grading policy as the courses in the face-to-face model. As with any educational experience, safety, health, and accessibility are the districts priority.

ARD Committees will determine the unique needs of scholars who receive special education services and will make service recommendations for scholars attending the @Home (Asynchronous) remote program. Progress will be carefully monitored and ARD Committees will convene as needed to make appropriate recommendations to meet individual scholar needs. This will ensure continued growth in the general education curriculum and on IEP goals and objectives. All accommodations and modifications according to the scholars Individualized Education Plans (IEPs) will be provided in a Face to Face or Virtual environment.

### **Scholars will be provided supports as specified in their Individual Education Plans (IEP):**

- Small group instruction (Face-To-Face or Virtually)
- Supplemental materials will be provided (via mail or Schoology)
- Social/Emotional Wellbeing support (Face-To-Face or Virtually)
- Student and Parent Consults (Face-To-Face or Virtually)
- Inclusion Support (Face-To-Face or Virtually)
- Integration of Technology Support (Face-To-Face or Virtually)
- Speech Therapy (Face-To-Face or Virtually)
- Related Services to meet the needs of scholars such as Occupational Therapy, Orientation & Mobility, and Physical Therapy (Face-To-Face or Virtually)

# Instructional Roles & Learning Tools for Both Learning Environments

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

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## INSTRUCTIONAL ROLES FOR BOTH ENVIRONMENTS

### Preparation for Learning Success

<b>Scholar</b>	<ul style="list-style-type: none"><li>▶ Be prepared for learning each day and have work and assignments completed and ready.</li><li>▶ Complete coursework by deadline set by teachers.</li><li>▶ For face-to-face learning: Take all materials and devices home each day in order to be prepared for possible school closure.</li></ul>
<b>Parent</b>	<ul style="list-style-type: none"><li>▶ Access parent resources to learn how scholars will navigate Schoology.</li><li>▶ For face-to-face learning: Encourage your scholar to have their things in their backpack/device and ready for school the night before.</li><li>▶ For AWBLA @Home (Asynchronous): Create a designated place in your home for your scholar to use as their remote classroom.</li></ul>
<b>Teacher</b>	<ul style="list-style-type: none"><li>▶ Meet weekly with collaborative team to plan instruction for all scholars.</li><li>▶ Utilize the district curriculum documents and follow the scope and sequence provided by the academic services department.</li><li>▶ Upload “Week at a Glance” for parents and scholars in Schoology.</li><li>▶ Upload weekly instructional materials into Schoology.</li><li>▶ Be prepared to teach daily lessons. AWBLA @Home (Asynchronous) teachers will teach from their empty classrooms or from an empty room assigned in another campus/district facility.</li><li>▶ Take all materials and devices home each day in order to be prepared for possible school closure.</li></ul>

## Learning & Teaching Expectations

### Scholar

- ▶ Attend classes according to school schedule (either face-to-face or remotely) and give your best efforts in your school assignments.
- ▶ Participate in face-to-face learning activities or live synchronous virtual sessions as instructed by teachers.
- ▶ 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 Schoology and how your teacher organizes information.
- ▶ Turn in assignments on time.

### Parent

- ▶ Access Parent Portal (grades K-8) to view scholar grades.
- ▶ Check in with scholar(s) to monitor completion of homework and assignments.
- ▶ Discuss your scholar'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 scholar throughout the school year in your role as a learning coach.
- ▶ Provide your scholar with assistance on their day-to-day activities with the exception of designated independent work.
- ▶ Consider creating a designated learning/study space for your scholar at home to learn comfortably.
- ▶ Maintain communication with your scholar's teacher by phone, email and/or online meetings to create a learning partnership.
- ▶ Monitor and ask for evidence that your scholar is on track with assignments and coursework.

**Teacher**

- ▶ Teach scholars how to access learning materials through Schoology.
- ▶ Provide face-to-face or live asynchronous instruction and facilitate learning throughout the day.
- ▶ Manage online and offline resources to provide consistency and routines for scholars.
- ▶ Provide clear learning goals for scholars.
- ▶ Follow the expectations established across the district for Schoology.
- ▶ Check scholar 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.

## LEARNING TOOLS FOR BOTH ENVIRONMENTS

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	Information	Resources
<b>Device</b>	All scholars will be offered a Chromebook (grades 3-8) and Tablets (PK-2) to use in either learning environment.	
<b>Instructional Platform</b>	<ul style="list-style-type: none"> <li>▶ All teachers, grades PK-8, will utilize Schoology as their primary learning management system and communication tool for the 2020-2021 school year.</li> <li>▶ Schoology will use a similar structure by grade level in order to provide consistency for all scholars and classes.</li> <li>▶ Assignment submissions: For both environments, scholar assignments will be submitted (as much as possible) through online platforms to eliminate unnecessary contact and shared materials.</li> </ul>	<a href="#">Schoology Summaries (for parents/guardians)</a>

	Information	Resources
<b>Online Resources</b>	<ul style="list-style-type: none"> <li>▶ All teachers in PK-8 will be enhancing instruction through the use of online resources to engage scholars in high quality learning experiences.</li> </ul>	<a href="#">Using Schoology</a>

- ▶ Scholars will have access to online resources, textbooks and materials through AWBLA Schoology, the district's single sign-on platform.
- ▶ No resources, platforms or apps requiring scholar fees or an associated cost to the family will be required at any time.

### **Communication**

- ▶ Communicating with teachers:
  - ▷ All teachers will establish and communicate office hours or conference times when they are available to meet with parents and answer scholar questions.
  - ▷ Contact information will be provided at the beginning of each six weeks and posted in Schoology.
  - ▷ Class Dojo
  - ▷ Schoology
- ▶ Communicating with parents:
  - ▷ AWBLA website (Current District Information)
  - ▷ Power Announcements (District-Wide Notification)
  - ▷ Class Dojo (Day to Day communication)
  - ▷ Schoology (Daily Assignments)
- ▶ Use of scholar email:
  - ▷ scholars in grades 6-8 will be provided a district managed email account beginning in the fall of 2020.
  - ▷ These accounts should be utilized for all communication directly between teachers and scholars.

## **Technology**

AWBLA recognizes the need to ensure all scholars have reliable access to adequate technology resources on and off campus in order to fully participate in academic programming and is preparing for @Home (Asynchronous) and possible school closures due to COVID-19 as follows:

Prior to taking the learning device home, students will be instructed and evaluated on proper use and care. Students must follow the AWBLA Responsible Use Guidelines.

### **Technology**

**Scholar Code of Conduct**

- ▶ Parents and scholars are required to sign a “Use Agreement”
- ▶ Modifying or changing device settings and/or internal or external configurations without appropriate permission is prohibited.
- ▶ Electronic files sent, received, viewed or stored anywhere in the computer system are available for review by any authorized AWBLA staff for any purpose
- ▶ Modifying or changing device settings and /or internal or external configurations without appropriate permission is prohibited.
- ▶ Personal information such as, but not limited to, last name, home address, phone numbers, email addresses, or birth dates must not be placed on the device or shared online.
- ▶ Using obscene, threatening or disrespectful language in any electronic communication tool is prohibited.

**Disclaimer:**

While AWBLA uses technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for the District to absolutely prevent such access. Despite our best efforts and beyond the limits of filtering technology, a student may run across some material that is objectionable.

AWBLA has a 3-layer approach when students are using the Internet.

- ▶The device is automatically routed through AWBLA’s filter for appropriate content which provides the first layer.
- ▶The second layer is the monitoring of an adult
- ▶The third layer is where the scholar should use their digital responsibility skills when using a device.

**Responsible Use and Care**

- ▶The device will never be left unattended on the bus, in the cafeteria, in the gym or any other public place.
- ▶The device is to be treated as a valuable object. It should not be thrown, purpose dropped, or abused. It will never be placed on the roof or hood of a car, on the sidewalk or street, or imperiled in any way that may cause it to be crushed or thrown to the ground.
- ▶The device will not be used in or near proximity of water, household chemicals, or other liquids that could damage its electronic components.
- ▶The device will be protected from the environment to prevent rain, snow, ice, excessive heat, and/or cold.

## Equipment

- ▶Pencils, pen tips, and other pointed objects will never be used on the screen.
- ▶The device will be kept away from siblings and pets at all times.
- ▶Parents and students agree to return the device and all components to the school in the same condition the device was issued to the student.
- ▶AWBLA Assigns to Scholar to use of the following equipment and accessories
- ▶

Equipment	Damaged Equipment Cost	Lost/Stolen Equipment
Lenovo Chromebook	\$100-\$200	\$199
Chromebook Charger	\$33.24	\$33.24
Chromebook Case	\$39.74	\$39.74
Chromebook 10e Tablet	\$100-\$200	\$215

## Return to School Protocols

Following are the return to onsite work protocols for AWBLA campuses, Central and Business 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 scholars, employees and the community. Please note, health guidance cannot anticipate every unique situation. As a result, AWBLA 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, AWBLA expects all employees, scholars and families to rigorously follow these practices.

## Preparation for the Opening of School

AWBLA 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, AWBLA will implement health and safety plans that include:

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

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## Protocols for Screening and Isolation

### General

All scholars and staff will be screened for COVID-19 symptoms daily and individuals with symptoms will be separated and sent home.

### Screening Protocols

- ▶ Staff will be required to complete a self-screening process prior to entering an AWBLA building and the district may require further screening of employees at any time based on current state and federal guidelines. Staff will be expected to sign-in when accessing an AWBLA building.
- ▶ A parent or guardian will be required to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents will need to take their child's temperature daily. Additional screening may be conducted during the school day including temperature checks prior to entry to the building/classroom.
- ▶ Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the below conditions for re-entry are met.

- ▶ Staff, scholars and visitors should not enter campuses or district buildings if any of the following apply. The individual is:
  - ▷ Sick or has been sick in the past 14 days. Symptoms to watch for: feeling feverish or a measured temperature greater than or equal to 100° F or higher, cough, shortness of breath/difficulty breathing, chills, shaking or exaggerated shivering, significant muscle pain or ache, headache, sore throat, new loss of taste or smell or diarrhea.
  - ▷ Has a confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19.  
Close contact is defined as:
    - a. Being directly exposed to infectious secretions (e.g. being coughed on while not wearing a mask or face shield); or
    - b. Being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield; if either occurred at any time in the last 14 days at the same time the infected individual was infectious.
 Individuals are presumed infectious at least two days prior to symptom onset, or in the case of asymptomatic individuals who are lab confirmed with COVID-19, two days prior to the confirming lab test.

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.
- ▷ Has traveled internationally or on a cruise in the past 14 days. These individuals must follow current CDC self-quarantine recommendations.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Teachers will monitor scholars and refer them to the nurse if symptoms are present.

### Isolation Protocols

- ▶ For scholars displaying symptoms of COVID-19 or who are feeling feverish, the school nurse will provide a clinical assessment to determine if and when a scholar needs to be sent home.
- ▶ Scholars 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 scholars 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 school at AWBLA is lab-confirmed to have COVID-19, AWBLA must notify Dallas County 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).
- ▶ AWBLA will close off areas that are heavily used by the individual with the lab-confirmed case (scholar, teacher, or staff) until the non-porous surfaces in those areas can be disinfected.
- ▶ District communication will be provided to the scholars who came in contact with a scholar or staff member displaying COVID-19 symptoms.
- ▶ Staff members displaying COVID-19 symptoms will follow district protocols including isolation from scholars and other staff members.
- ▶ Scholars, staff and visitors who have had close contact with an individual who is lab-confirmed with COVID-19 must remain off campus until the 14-day incubation period has passed.
- ▶ Individuals who have tested positive for COVID-19 will be permitted to return to school when:
  - ▶ At least 3 days (72 hours) have passed since fever-free without using fever-reducing medication;
  - ▶ Improved symptoms (cough, difficulty breathing, etc.);
  - ▶ AND at least 10 days have passed since symptoms first began.

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

## Clinics

- ▶ Our campus clinics are staffed with an LVN and a Clinic Assistant
- ▶ Medication will be administered by the LVN/RN. In the event that the nurse is not available, medication will be administered by the trained Clinic Assistant.

- ▶ All medication administration will occur in the clinic.
- ▶ Both clinics offer sufficient space to separate ill and well scholars.
- ▶ Due to the risk of exposure during an aerosol generating procedure such as a nebulizer treatment, parents will be asked to provide an inhaler with a spacer for their scholar in lieu of albuterol for administration via nebulizer.

In the event the scholar's condition necessitates use of a nebulizer:

- ▶ Health Services personnel (HSP) will wear a face mask (as well as eye protection, gloves and a gown) during treatment.
- ▶ Upon set-up of nebulizer, have HCW's maintain a safe distance ( 6 feet or greater) possibly outside the door.
- ▶ If unoccupied and confirmed cleaned and disinfected since last use, the isolation room will be used to facilitate the nebulizer treatment. Both areas being used for isolation prove the opportunity for the door to be closed and for the HSP to stand outside the door while monitoring the scholar. Once completed, the custodial staff would be asked to clean and disinfect the area.

## Protocols for Personal Protective Equipment

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

- ▶ Masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.
- ▶ Staff and scholars will appropriately wear face coverings at all times.
- ▶ Per the CDC, mask use for children over the age of 2 is recommended to slow COVID-19 spread. AWBLA will adhere to CDC recommendations and require use of face masks for all staff and scholars.
- ▶ It may be impractical for scholars to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities.
- ▶ Scholars will not be required to wear face coverings while eating but will be distanced 6 feet apart.
- ▶ Individual needs regarding face coverings will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.
- ▶ Additional protective equipment will be provided to school nurses for use in the clinic.

- ▶ Scholars and staff should provide their own face covering. In the event that the staff member or scholar does not have one available for use, the district will provide one.

## Protocols for Campus Visitors

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Campus staff will utilize virtual meeting options to limit campus visitors. All visitors who enter the building will be required to wear a face covering. Outside lunches or other scholar related drop off items will not be accepted.

### Visitor Screening/PPE Requirements

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

## Protocols for Disinfecting and Hand Sanitizing

Frequent disinfection and hand sanitization will ensure health and wellness of scholars and staff.

### Hand Washing/Sanitizing Expectations

	<ul style="list-style-type: none"> <li>▶ Hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria and in common areas throughout the campus.</li> <li>▶ Paper towels will be provided near all doors to use for all high-touch areas.</li> <li>▶ Staff and scholars will be expected to regularly wash or sanitize their hands.</li> </ul>
<p>Requirement for hand washing and/or use of AWBLA-provided hand sanitizer</p>	<ul style="list-style-type: none"> <li>▶ Provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day.</li> <li>▶ Habitual and thorough hand washing after recess, before eating and following restroom breaks.</li> </ul>
<p><b>Disinfecting Expectations</b></p>	<ul style="list-style-type: none"> <li>▶ Staff will have access to disinfectant solutions to sanitize high-touch and working surfaces and shared objects frequently.</li> <li>▶ Staff will limit the use of shared supplies when possible.</li> </ul>

# Protocols for Campus Cleaning and Disinfecting

Cleaning of all AWBLA facilities will include:

- ▶ Special attention to specific high use areas such as door handles, knobs, and buttons will be cleaned periodically throughout the day.
- ▶ Daily cleaning with the safest and most effective products as approved by the Center for Disease Control (CDC) and the EPA.
- ▶ An AWBLA operational strategy to prevent the spread of COVID-19 that includes the requirement of each campus to apply GermBlast on a consistent basis.
- ▶ Highly touched surfaces will be treated with a protective polymer that stops growth of microorganisms for up to 90 days.
- ▶ Germblast treatment that is registered with the EPA and approved for contact services.
- ▶ Weekly spraying of all AWBLA facilities inclusive of buses, classrooms, cafeterias, and other areas.
- ▶ The ability of classroom teachers to leave out any items they want disinfected like computer keyboards, math manipulatives, books, etc.
- ▶ Disinfectant treatment that does comply with the Center for Disease Control (CDC) guidelines regarding disinfecting facilities while allowing scholars to engage in classroom activities.
- ▶ All AWBLA campus janitors will receive training on the deep cleaning of a facility or a specific site within a facility should a confirmed case of COVID-19 be identified.
- ▶ Classrooms will be provided with CDC approved cleaning wipes and Lysol spray.
- ▶ Continue to use the CDC guidelines and recommendations to ensure the safest and most current practices for cleaning and disinfecting.

## RESTROOMS

- ▶ Staff will limit the number of scholars that enter the restroom at one time.

	<ul style="list-style-type: none"> <li>▶ Scheduling of whole class breaks will be implemented to reduce co-mingling of scholars across various classes to ensure teacher monitoring and social distance guidelines.</li> <li>▶ Periodic disinfecting in restrooms will occur throughout the day.</li> <li>▶ Staff and scholars must wash their hands with soap and water prior to exiting the restroom.</li> <li>▶ Proper handwashing signs will be posted in all restrooms.</li> <li>▶ Handwashing procedures will be taught and consistently reinforced by staff members.</li> <li>▶</li> </ul>
<b>Daily Campus Cleaning</b>	<ul style="list-style-type: none"> <li>▶ Each classroom and restroom will be cleaned and disinfected.</li> <li>▶ All high-touch areas will be disinfected throughout the day.</li> <li>▶ Custodians and Cafeteria Staff will be expected to wear PPE (masks and gloves) during work hours.</li> <li>▶ Cafeterias will be disinfected between lunch periods.</li> <li>▶ Staff and scholars will have access to disinfecting items to sanitize working surfaces, shared objects, and high-touch areas after use and during breaks in instruction.</li> </ul>

## **Protocols for Facility/Area/Classroom with 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.

# Protocols for Common Areas and Meetings

## Common Areas

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

- ▶ All scholars 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, scholars will bring personal supplies from the classroom.
- ▶ There will be procedures for scholars to sanitize their spaces before and after usage.
- ▶ Number of scholars 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 6 ft. social distancing.
- ▶ The use of virtual meetings/video conferencing will be used for ARDs, PLC's, parent conferences, faculty meetings and other meetings as determined.
- ▶ When necessary, administration must create a plan for areas of use for meetings to adhere to COVID-19 district, campus, UIL and CDC safety protocols.
- ▶ If meetings must be held in person, all social distancing protocols will be implemented:
  - ▷ Facial coverings
  - ▷ Six-foot social distancing when possible
  - ▷ Limiting the sharing of materials/supplies

# Campus Health & Safety Protocols

## Training

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

Safety Training for Protocols & Procedures	
<b>Scholar</b>	<ul style="list-style-type: none"> <li>▶ Scholars will participate in training specific to newly adopted health and safety protocols.</li> <li>▶ All scholars will be trained on information about COVID-19 screening, identification of symptoms, prevention of spread, and sanitation of work areas.</li> <li>▶ If a scholar is experiencing symptoms they need to immediately notify a teacher.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Parents are asked to talk to their scholars about COVID-19 symptoms and prevention strategies.</li> </ul>
<b>Teacher/Staff</b>	<ul style="list-style-type: none"> <li>▶ Teachers attend training and develop classroom procedures consistent with TEA, District and CDC guidance.</li> <li>▶ All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas.</li> <li>▶ All staff will monitor scholars that exhibit symptoms and will be required to notify the nurse if a scholar is showing any symptoms.</li> </ul>

## School Arrival & Dismissal

All car riders, bus riders, walkers and daycares will utilize the front entrance. 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 allowed to walk scholars to classrooms.

## Arrival & Dismissal Protocols & Procedures

### Arrival

- ▶ **All scholars and staff will enter the main entrance into the building so they can be scanned** by the thermal camera to facilitate temperature checks.
- ▶ If a staff member has a temperature or is experiencing COVID-19 symptoms, the staff member will be required to immediately go home
- ▶ All staff will be required to wear face masks or shields most of the school day (must be worn when in a room or space with others). Scholars will also be asked to wear a face covering during most of the school day, especially when social distancing is difficult.
- ▶ **QUEST:** All K-4 scholars will enter the building and be directed to the auditorium and all 5-8 scholars will be directed to the gym.
- ▶ **GENESIS:** All staff and K-5 scholars will enter the building through the main entrance. All PK scholars will report to their portable(s). K-2 scholars will report to their respective classrooms; and 3-5 scholars will report to the gymnasium.

### Dismissal

- ▶ All parents must remain in their vehicles and proceed through the designated entrances on each campus.
- ▶ **QUEST:** K-4 scholars will dismiss from the Valerium and 5-8 scholars will dismiss from the gym.
- ▶ Teachers will ensure everyone is practicing social distancing.
- ▶ All Daycare Van and Bus-Riders will be dismissed from the Cafeteria at 3:50PM.
- ▶ **GENESIS:** Pre-kindergarten scholars will dismiss from portables at 3:00PM
- ▶ K-5 scholars will be dismissed from the gymnasium at 3:50PM.
- ▶ All Daycare Van and Bus-Riders will be dismissed from the Cafeteria at 3:50PM

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### Transportation COVID-19 Protocol: Parent Information

As schools reopen, scholars using shuttle bus transportation services will follow revised protocols. Starting at the time when scholars arrive at the bus depot and board the school bus, the new safety and sanitizing protocols will need to be followed.

The AWBLA Transportation Department offers the following guidance to parents and caregivers regarding school bus transportation for daily shuttle bus routes as well as field trips.. *We are requiring all of our drivers and scholars to wear masks while on the school bus.*

**Bus Stop Expectations**

- ▶ Scholars should practice social distancing, whenever possible (if there is adequate space and it is safe to do so) while waiting for and approaching the school bus.
- ▶ Scholars should NOT share food, drinks or personal devices.

**Morning Boarding Bus Procedures**

- ▶ Scholars and Transportation Staff are required to wear a face covering during the duration of the trip.
- ▶ Onloading and offloading of scholars from buses will be done to maintain social distancing practices.
- ▶ Buses will be filled from rear to front and offloading from front to rear.
- ▶ AWBLA bus drivers are trained to not allow any scholar on a bus without a PPE approved mask covering their nose and mouth.
  - ▶ All bus drivers will wear a PPE approved (mask and gloves) while interacting with scholars and operating buses.
  - ▶ Bus drivers will check the temperature of scholars prior to morning onboarding using a handheld thermometer device. A bus monitor will escort any scholar with a temperature 100 degrees or higher to the Quest campus, with clinic referral form completed documenting the temperature. Clinic personnel will immediately isolate the scholar and contact the parent/guardian.
  - ▶ The interior surfaces of AWBLA buses and other transportation vehicles will be thoroughly treated by the GermBlast (Germblast.com) products and services.
  - ▶ Scholars will not be allowed to share food, drinks, or personal devices in waiting areas and on buses.
  - ▶ Hand sanitizer will be provided near the bus stairwell for all riders of the bus.
  - ▶ Considerations will be taken for siblings and younger scholars mixed with older scholars.
  - ▶ Scholars will practice social distancing (6 feet) and avoid gathering in groups of 10 or more while waiting at the bus depot.
  - ▶ All bus seating areas will be disinfected after each bus route, particularly high-touch surfaces such as bus seats, steering wheels, knobs and stairway handrail.
  - ▶ Periodically bus windows will be open to allow outside air to circulate inside the buses.
  - ▶ A total of 10 scholars will be transported on all bus trips at all times (This number could change depending on COVID-19 data).
  - ▶ There will be bus monitors on the buses to ensure that the mandatory seating chart is implemented with fidelity.
  - ▶ Parents will be notified on the spot as their child's temperature is taken
  - ▶ A car line is established for scholar drop
  - ▶ Our transportation team members will be present to administer temperature readings of all bus riders as they arrive in the car line drop-off.
  - ▶ Temperature readings will be done in the presence of the scholar's parents/guardians.
  - ▶ If a parent accidentally rushes off, all transportation members are equipped with the primary contact information for each scholar.
  - ▶ A waiting area will be used to monitor the scholar(s) until the parent is able to return to get their child.
- ▶ Scholars and Transportation Staff are required to wear a face covering during the duration of the trip.

### **Loading and Unloading at Campus**

- ▶ Unloading will start from the front to the back.

- ▶ Scholars will load the and unload the bus at staffered times at the direction of the bus driver.
- ▶ As Scholars depart the bus depart from the bus they will immediately walk into the building and designated area for morning arrival.
- ▶ Scholars will wait in designated pre-loading areas for each bus to arrive.
- ▶ Scholars are expected to remain in their assigned seat for the duration of the bus ride.
- ▶ Scholars should NOT share food, drinks or personal devices.
- ▶ Scholars will maintain social distancing guidelines as they enter the building and report to designated waiting areas.

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

- ▶ Scholars should practice social distancing as they approach and board the bus.
- ▶ Seating: scholars will be seated starting from the back seats then toward the front.
  - Considerations for siblings & younger scholars mixed with older scholars
- ▶ Bus in motion rules: Standard AWBLA bus rules apply.
- ▶ Scholars should NOT share food, drinks or personal devices.

### **Disinfecting Protocol**

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

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

#### **Weekly Deep Disinfecting Process**

- ▶ Deep cleaning: Electrostatic spraying of bus interiors will occur twice weekly.

## **Walkers**

### **Scholar**

- ▶ It is recommended that walkers keep social distance and use a face covering while walking to and from school.
- ▶ As much as possible scholars will be asked to avoid large groups or gatherings with other scholars on the campus before or after school.
- ▶ Scholars 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 remain in your vehicle.

<b>Teacher/Staff</b>	<ul style="list-style-type: none"> <li>▶ Assigned staff supervises scholar arrival and dismissal, ensures that scholars are wearing masks, directs scholars to waiting areas and encourages that scholars maintain desired social distance between scholars.</li> <li>▶ Teachers will assist in monitoring scholars to discourage large groups from congregating.</li> </ul>
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## Car Lanes

<b>Scholar</b>	<ul style="list-style-type: none"> <li>▶ As scholars exit their car, they will be expected to have a face covering and expected to keep social distance when walking toward the building entry. Scholars will not congregate with other scholars on the campus when walking to school.</li> <li>▶ Scholars or volunteers will not be allowed to open doors or assist with car pool arrival.</li> <li>▶ Scholars will remain at a social distance while waiting to be picked up in the carlane area. Scholars will not congregate in large groups with other scholars on the campus when dismissed from school at the end of the day.</li> </ul>
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<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Parents should ensure that scholars have on a face covering</li> <li>▶ Parents should follow pick up protocols regarding how to pick up their child.</li> <li>▶ Parents will be issued to placards to place in their windshield.</li> <li>▶ Parents are asked to remain in their vehicle as they wait for their child to be dismissed from campus.</li> </ul>
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<b>Teacher/Staff</b>	<ul style="list-style-type: none"> <li>▶ Assigned staff supervises scholar arrival, ensures that scholars are wearing masks, directs scholars to waiting areas and encourages that scholars maintain desired social distance between scholars.</li> <li>▶ Assigned Staff will assist with the opening of car doors only and be required to wear gloves and mask while assisting.</li> <li>▶ Assigned staff supervises scholar dismissal, directs scholars to waiting areas and encourages that scholars maintain desired social distance between scholars.</li> </ul>
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## General Building Arrival

<b>Scholar</b>	<ul style="list-style-type: none"> <li>▶ Wash hands or use hand sanitizer upon arrival.</li> <li>▶ Campuses must plan for entry, exit, and transition procedures that reduce large group gatherings (of scholars and/or adults) in close proximity.</li> <li>▶ Scholars will be assigned to report to a specific area and will be expected to adhere to schedules for morning arrival.</li> </ul>
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	<ul style="list-style-type: none"> <li>▶ It is required that scholars and staff wear masks when entering the building and waiting in the designated waiting area.</li> <li>▶ Scholars should choose seats that have empty space (seats) empty in between seats.</li> <li>▶ Scholars are expected to stay seated until they are dismissed by a staff member.</li> <li>▶ Scholars can utilize the restroom, but the number of scholars that enter will be limited to 2 scholars at a time. Scholars must observe social distancing while in the restroom.</li> <li>▶ Scholars must wash hands before leaving. If the restroom door is not propped, scholars are encouraged to use paper towels when opening a door.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Parents are encouraged to talk with their child about the health benefits of wearing a mask at school.</li> <li>▶ Parents are expected to provide their own PPE for their child. Parents are encouraged to talk with their child about the health benefits of social distancing at school, as well as the health benefits of washing their hands, and/or using hand sanitizer.</li> <li>▶ Families will be responsible for daily cleaning of their scholar's mask.</li> </ul>
<b>Teacher/Staff</b>	<ul style="list-style-type: none"> <li>▶ Campus staff is required to complete the self-screening questions located at every entry point.</li> <li>▶ Staff members will be assigned to supervise scholars who report to multiple areas for morning arrival (gym, cafeteria, large spaces).</li> <li>▶ Staff are required to have masks on when entering the building and ensure that they ensure that scholars are wearing masks in the hallways and in classrooms.</li> <li>▶ Staff will dismiss scholar cohorts using staggered scholar release into halls from these areas.</li> </ul>

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## Cafeteria - Breakfast and Lunch

Based on building capacity and scholar enrollment, campus administration will determine areas that may be utilized for lunch. These areas could include classrooms or other large areas within the school building. Contactless hand sanitizer dispensers will be available in those designated areas.

## Breakfast and Lunch

### Breakfast

- ▶ Breakfast in the classroom will be from 7:50-8:10 AM.
- ▶ Breakfast is free for all scholars.
- ▶ Each classroom will receive a thermal bag with hot and cold items.
- ▶ Breakfast will be “take-all or take-nothing”. There will be no choices and no snacks sold.
- ▶ Desks will be disinfected between each scholar usage.
- ▶ Scholars will be expected to wash hands or use hand sanitizer prior to eating.
- ▶ All scholars will be offered a meal in the classroom with no pre-ordering necessary.
- ▶ Seating accommodations will be made for scholars with food allergies/intolerances, based on medical forms on file.

### Lunch

- ▶ Each classroom will receive a thermal bag with hot and cold items.
- ▶ Lunch is free for all scholars.
- ▶ Due to COVID19 visitors will not be permitted to eat lunch with a scholar.
- ▶ In lieu of eating lunch in the cafeteria, scholars will eat lunch in the classroom.
- ▶ Scholars who elect not to participate in the school lunch program will be expected to bring their lunch daily, as no lunches will be accepted at the front desk.
- ▶ The cafeteria staff will deliver lunches to the classroom.

### Grab-N-GO

- ▶ Meals will be distributed on Tuesdays, 8:00am-2:00pm (8/16/20-9/18/20) on the Quest campus. Effective, Tuesday, September 22nd the times will change to 8:00am-10:00am.
- ▶ A “drive-thru” process will be utilized. Therefore, all parents must remain in their vehicle.
- ▶ Placards will be issued
- ▶ A list of all scholars receiving a meal must be provided.
- ▶ Parent/Guardian must show ID in order to pick-up meals.



# Grab-N-Go

## **Grab-N-Go Meal Pick-Up Information Beginning Thursday, August 6th**

Beginning Thursday, August 6, A.W. Brown Leadership Academy will begin distributing **Grab-N-Go** meals. Multiple meals (**breakfast and lunch**) will be provided **FREE** for **ALL scholars of A.W. Brown**. Please read below for details:

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**Note:** Thursday, August 6th meal kit will include three (3) days (Thursday, Friday & Monday). The pick-up times are from **8:00 a.m. – 2:00 p.m.**

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**Beginning Tuesday, August 11th, your meal kit will include five (5) days** (Tuesday, Wednesday, Thursday, Friday & Monday).

Tuesday, August 11, 2020  
Tuesday, August 18, 2020  
Tuesday, August 25, 2020  
Tuesday, September 1, 2020

Tuesday, September 8, 2020  
Tuesday, September 15, 2020  
Tuesday, September 22, 2020  
Tuesday, September 29, 2020

*Grab-N-Go* meals will **ONLY** be available at the **Quest Campus** located at 5701 Red Bird Center Drive, Dallas, TX 75237. We will use a **“drive-thru”** process where you will **NOT** be able to exit your vehicle. Please have a **list of names** of all the children requesting meals ready to provide at the pick-up area.

### **Drive-thru directions are as follows:**



- Enter the campus from Red Bird Center Drive and follow the cones.

- Drive towards the Auditorium around back to the **pick-up area** which is outside the Cafeteria Loading Dock.
- Provide your *Grab-N-Go placard or sheet of paper* with the list of all children's names (if you have no placard, then one will be provided at the next pick-up time).
- Exit through the back gate after meal pick-up.

**Note: Parent/Guardian must show ID in order to pick-up meals.**

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## Standard Classroom Procedures

- ▶ Classroom protocols and procedures will include the following expectations:
  - ▶ Regarding non of sharing school supplies
  - ▶ social distancing
  - ▶ limited group work and hand washing or sanitizing, etc.
  - ▶ Teachers will ensure high-touch areas in the classroom are wiped in between classes. 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, scholars and staff will maintain consistent groupings of people to minimize the spread of the virus.
    - ▶ Technology should be utilized when scholars are involved in collaborative work.
    - ▶ Group or pair work can be implemented while maintaining physical distancing.
    - ▶ In classroom spaces that allow it, consider placing scholar desks a minimum of six feet apart when possible.
    - ▶ In classrooms where scholars are regularly within six 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

<b>Scholar</b>	<ul style="list-style-type: none"><li>▶ scholars should wash their hands or use hand sanitizer upon entering each classroom.</li><li>▶ scholars will participate in training specific to newly adopted health and safety protocols.</li></ul>
<b>Parent</b>	<ul style="list-style-type: none"><li>▶ Parents are asked to read all school communication regarding health and safety protocols.</li><li>▶ Parents should talk to their scholars about COVID-19 symptoms and prevention strategies.</li><li>▶ 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.</li></ul>
<b>Teacher/Staff</b>	<ul style="list-style-type: none"><li>▶ Teachers/staff should be stationed outside their door to provide adequate supervision of their classroom and hallway.</li><li>▶ Teachers will receive training to deliver classroom lessons on health protocols.</li></ul>

## Classroom Setup

<b>Scholar</b>	<ul style="list-style-type: none"><li>▶ scholars will be expected to adhere to class and school-wide protocols that are consistent with CDC guidelines.</li><li>▶ scholars will avoid sharing school supplies.</li><li>▶ scholars may bring a personal classroom snacks as long as they are not shared</li></ul>
<b>Teacher/Staff</b>	<ul style="list-style-type: none"><li>▶ Multiple locations of hand sanitizer, tissues, and trash cans will be available in several locations throughout classrooms and common areas to limit scholar and staff movement.</li><li>▶ Teachers will post signs with clear class protocols that are consistent with CDC guidelines and school-wide.</li><li>▶ Teachers will limit scholar movement within the classroom such as turning in assignments, materials being passed out, etc.</li><li>▶ Teachers will create assigned seating arrangements to ensure social distancing consistent with TEA guidance, all scholar desks should face the same direction.</li><li>▶ Teachers will create systems to limit the sharing of items such as school supplies so that more than one scholar is using an item.</li></ul>

- ▶ Teachers should clean supplies after each use by scholars.

## Classroom Arrival

### Scholars

- ▶ After washing hands or using hand sanitizer, scholars are asked to immediately sit down in their assigned seat.
- ▶ scholars should avoid touching high-touch areas if possible.

### Teacher/Staff

- ▶ Teachers should prop doors open to allow for additional ventilation during class and in between classes so scholars don't touch doors or handles.

## Water Fountains

Due to COVID19 and to minimize the risk of exposure, the water fountains will not be functionable. Scholars and staff will have access to water dispensers.

## Water Fountain Usage

### Scholar

- ▶ Scholars are expected to bring only “clear” reusable water bottles that are labeled for use throughout the day and expected to take water bottles home to be cleaned on a daily basis.

### Parent

- ▶ Parents are asked to secure a reusable “labeled” water bottle for their child to bring to school on a daily basis.
- ▶ Parents are asked to assist scholars, as needed, to clean water bottles on a daily basis.

### Teacher/Staff

- ▶ Develop and demonstrate how scholars should fill water bottles from the water dispensers.
- ▶ Monitor that scholars take water bottles home to be cleaned.

### Water Dispenser Cleaning & Sanitizing

- ▶ The drip tray will be emptied and cleaned hourly/daily.
- ▶ The dispenser and spigots will be clean and sanitized hourly/daily.
- ▶ The reservoir will be cleaned twice monthly.

ReadyRefresh professional cleaning company will provide the following services:

- ▶ Thoroughly clean and sanitize dispensers through a rigorous multistep process.

- ▶ Utilize US EPA registered cleaners and sanitizers such as DrySan Duo, a read-to-use, two-step cleaner and sanitizer and Essential Oxygen Food Grade Hydrogen Peroxide to service any and all parts of your dispenser that come in contact with water.
- ▶ In addition to cleaning all external surfaces, Technicians will remove internal components and clean all water contact surfaces.
- ▶ The spigots, battle, float kit, and non-spill assembly are either cleaned or replaced, and then the dispenser is thoroughly flushed with distilled water. This process removes 99.9% of bacteria.

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## RESTROOM PROCEDURES (At School)

Restroom Procedures	
<b>Elementary/ Middle School</b>	<ul style="list-style-type: none"> <li>▶ Scholars will be trained on proper handwashing techniques</li> <li>▶ Hand washing signs will be posted in the restroom and become a part of routine procedures to assist scholars in learning the proper step for handwashing.</li> <li>▶ Classes will operate on a scheduled restroom break cycle (exceptions will be made based on the scholar's needs).</li> <li>▶ The custodial staff will clean the restroom after each scheduled break.</li> <li>▶ Scholars will enter the restroom 2-3 at a time.</li> <li>▶ Utilize every other stall.</li> <li>▶ The restroom doors will remain open for staff to monitor. When a scholar has a restroom need due to privacy, the door will be closed.</li> <li>▶ He/She will be reminded to wash their hands properly.</li> </ul>
<b>PreKindergarten &amp; Kindergarten</b>	<ul style="list-style-type: none"> <li>▶ Our staff will model and train them to wash their hands properly by following the appropriate steps.</li> <li>▶ Scholars will have adult supervision provided by the teacher/co-teach.</li> <li>▶ The restroom door will remain open during hand washing time.</li> <li>▶ Scholars will wash their hands frequently throughout the day.</li> <li>▶ Hand washing will occur before and after lunch, before snack, after all hands on activities and as often as necessary.</li> </ul>

- ▶ The restroom doors are open for staff to monitor, redirect scholars, and provide feedback when needed. When a scholar has a restroom need due to privacy, the door will be closed.
- ▶ Staff members will be readily available outside the door to give them a couple of squirts of hand sanitizer to provide additional sanitization.

Hand washing signs will be posted in the restroom and become a part of routine procedures to assist scholars in learning the proper steps for handwashing. Parental support will also be encouraged. We will send a copy of the handwashing procedures home so that parents can reinforce proper handwashing techniques. See sample signage below.



## Recess/Playground

Administrators provide training for staff on guidelines and procedures associated with outdoor play and scholar activities. Administrators will develop a schedule for scholars to access the playground equipment. Teachers will monitor scholars to ensure safety guidelines are followed. Campuses will consider limiting the number of scholars per recess group. Staggered schedules and consistent cohorts will be utilized. (Allow small groups of scholars to play together? Develop structured games that take into account social distance protocols?)

### Guidelines for Outdoor Play

- ▶ Scholars will wear masks during outdoor activity. Scholars must maintain social distancing while lining up to return to class and sanitize or wash hands before re-entering.
- ▶ All scholars and staff will be required to wash their hands or use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.

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## Specialized Classrooms/Areas

### ELECTIVES/Rotation (At School)

AWBLA offers electives and rotation courses, which include art, character education, computer and music. Electives options consist of band, character education, iLead (leadership course and physical education (PE).

#### How will electives be delivered?

We expect all academic content will be provided to students in schools, including arts (music, choir and visual arts), electives (character education, iLead (leadership course) and physical education (PE).

We know that remote and in-person electives will definitely look different based on a number of factors: reduced cohort sizes, limitations around equipment use with students, and arts/PE teachers access to their own classroom space. Each of these will definitely impact how teachers will need to continually adjust their instruction to students. This will largely reflect a lot of what we saw in the spring when classes were held remotely with creativity given to how projects and performances look in a virtual setting. AWBLA educators are working to support schools with professional learning opportunities, equipment, and curriculum/instruction to ensure these are meaningful experiences for students. Talk to your school and teacher for specific details about how these will look for your student.

#### Will AWBLA still have art and band?

Yes, AWBLA will still have art, band, choir, etc. AWBLA is following health guidelines put forward by local and state health officials, as well as the CDC, on best practices toward keeping these activities safe – including which instruments and equipment can be used for in-person learning, and how equipment should be cleaned. Some activities, like choir, will happen in outdoor settings instead to ensure safety. We are continuously updating information in the guidance document as we receive information from arts and PE national organizations and current research, making sure that our guidance also aligns with the TEA, UIL, and CDC Guidelines.

Elementary Specials	
<b>Music/ Band</b>	<ul style="list-style-type: none"><li>▶ Appropriate social distancing measures will be followed.</li><li>▶ Music equipment will be sanitized and wiped down after each use.</li></ul>
<b>PE</b>	<ul style="list-style-type: none"><li>▶ Whenever possible, physical education classes will be held outside to allow for maximum physical distance between scholars.</li></ul>

- ▶ Any activities bringing scholars into close physical contact, or requiring multiple scholars to touch or handle the same equipment will be avoided
- ▶ PE equipment will be disinfected and wiped down after each use. Scholars should disinfect equipment after each use.
- ▶ Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- ▶ Scholars should avoid touching their face at all times, but especially while playing games.
- ▶ Sanitizing areas and access to handwashing will be provided.
- ▶ If enrolled in a PE class, scholars should bring tennis shoes to participate in class activities.

## Art

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

## Elective & Rotation Protocols

### Band/Choir

- ▶ Music class will be held in the auditorium via the classroom. Scholars will maintain 6ft-8ft social distancing requirements
- ▶ There will be no sharing or passing of materials/instruments scholar to scholars.
- ▶ No sharing of music stands
- ▶ Each Scholar will have their own copy of music
- ▶ Teachers will disinfect instruments and wait a minimum of 20 minutes before giving the instrument to other scholars.
- ▶ Scholars who play the drum and tuba will be required to bring their own drumsticks and mouth piece.
- ▶ Band members will be required to take their instruments home daily.
- ▶ Spit valves will be emptied into a waste basket.

## Athletics and Extracurricular Programs

Scholars opting for the AWBLA @Home (Asynchronous) learning environment will be permitted to participate in on-campus athletic and extracurricular activities unless decisions from TEA (Texas Education Agency), TCSAAL (Texas Charter School Academic Athletic League) or The UIL (University Interscholastic League) are communicated that restrict participation. It will be the responsibility of the parent to transport their scholar to/from practice sessions, rehearsals, and on-campus contests. Parents and scholars choosing the AWBLA @Home (Asynchronous) option will need to communicate with the appropriate campus staff (music director, athletic coach, cheer coach, drill team instructor, etc.) of their intent to participate. Athletics and Extracurricular activities will only be offered on campus in a face-to-face environment.

All scholars will communicate with Coaches to notify them of any exposure or positive tests.

### Athletics & Extracurricular Programs

#### Athletics

- ▶ Practices and contests will follow protocols established by UIL, TCSAAL, TEA and AWBLA. In-season and off-season activities will follow the most current guidelines available.
- ▶ Coaches will provide an orientation of protocols and expectations for scholars at the beginning of their respective season(s).
- ▶ Specific entrances and exits of athletic facilities will be utilized by scholars for appropriate separation and distancing. Signage will serve as a visual cue and reminder for scholars.
- ▶ Scholar-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 and not left in their athletic locker. Practice and game uniforms will be laundered at home.
- ▶ 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.

	<ul style="list-style-type: none"> <li>▶ Athletes will not be allowed to socially congregate before, during, or after practices/workouts.</li> <li>▶ Attendance at scrimmages and games for spectators is yet to be determined and will be communicated as this information becomes available from the UIL and/or TEA. This may also impact ticket sales and seating configurations.</li> <li>▶ Parents and scholars will be expected to provide timely notification of any health concerns to their coach. Communication, quarantine, and proper disinfecting will occur in the event of a confirmed diagnosis.</li> <li>▶ Athletes will need to bring their own reusable water bottle clearly marked with their name to games and practices. Sharing of water or sports drinks will not be allowed at any time.</li> <li>▶ Athletes will be required to wear a mask when not participating in physical movement (parents are required to provide a mask).</li> </ul>
<b>Cheer/ Drill Team</b>	<ul style="list-style-type: none"> <li>▶ Practices and performances will be conducted following safety protocol provided by guidance from AWBLA, UIL, TCSAAL and TEA. This will include COVID-19 screening, group sizes, sharing &amp; sanitizing of equipment, locker room usage, etc.</li> <li>▶ Scholars are expected to maintain social distancing in all activities and should avoid congregating in groups.</li> <li>▶ Scholars will enter the locker room to change on a staggered schedule.</li> <li>▶ Scholars will be asked to wash or sanitize their hands before and after class.</li> <li>▶ Equipment will be disinfected/wiped down after each class period by the dance teacher.</li> <li>▶ During center work and across the floor drills, dance scholars should maintain at least 8-10 ft. between each other.</li> <li>▶ Dance, cheer and drill team scholars will need to bring their own “labeled” water bottle and a personal towel to wipe perspiration.</li> <li>▶ Cheer and Drill Team scholars will not share equipment/props (i.e. pom poms, megaphones, etc.)</li> <li>▶ Scholars will be asked to bring their own mask.</li> </ul>
<b>Fine Arts</b>	<ul style="list-style-type: none"> <li>▶ Large group practice sessions, sectionals and rehearsals will adhere to social distancing guidelines provided by an authorized entity (e.g., AWBLA, TEA, UIL, etc.).</li> <li>▶ Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (e.g., AWBLA, TEA, UIL, etc.)</li> <li>▶ Concerts/performances may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., AWBLA, TEA, UIL, etc.) including but not limited to transportation procedures, number of attendees, and the orientation of concerts.</li> </ul>

- ▶ All fine arts performances will be streamed online when possible.
- ▶ During rehearsals, choir and band members should maintain at least 8-10 ft. between each other.
- ▶ During center work and across the floor drills, dance scholars should maintain at least 8-10 ft. between each other.

## Athletic and Extracurricular Protocols for Screening and Isolation

### General

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

- ▶ They are 3 days (72 hours) fever-free without using fever-reducing medication;
- ▶ Improved symptoms (cough, difficulty breathing, etc.);
- ▶ AND 10 days have passed since symptoms began.

In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

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

Individuals—athletes, coaches or volunteers—who have had close contact with someone who is lab-confirmed to have COVID-19, as narrowly defined in this document and as determined by the appropriate public health agency, should stay at home through the 14-day incubation period, and should not be allowed on campus.

## Screening Protocols

- ▶ Coaches will be required to complete a self-screening process prior to attending practices and/or games.
  - ▶ Coaches will take the temperatures of all participating scholars prior to games and practices.
  - ▶ Scholars should not attend games or practices if any of the following apply. The individual is:
    - ▷ Sick or has been sick in the past 14 days. Symptoms to watch for: feeling feverish or a measured temperature greater than or equal to 100°F or higher, cough, shortness of breath/difficulty breathing, chills, shaking or exaggerated shivering, significant muscle pain or ache, headache, sore throat, new loss of taste or smell or diarrhea.
    - ▷ Has a confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19.  
Close contact is defined as:
      - c. Being directly exposed to infectious secretions (e.g. being coughed on while not wearing a mask or face shield); or
      - d. Being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield;  
if either occurred at any time in the last 14 days at the same time the infected individual was infectious.
- 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.
- Has traveled internationally or on a cruise in the past 14 days.
- These individuals must follow current CDC self-quarantine recommendations.  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

▶

## Isolation Protocols

- ▶ Coaches must immediately separate any athletes who show COVID-19 symptoms, perform a temperature check and contact parents for pick-up.
- ▶ Coaches should clean the areas used by the athlete who shows COVID-19 symptoms as feasible.
- ▶ An athlete/scholar should be picked up within 30 minutes from the time the coach has contacted the parent/guardian.
- ▶ Other athletes/scholars will be removed from the gym/ area and taken to an alternate location on campus (go on a walk outside, move to a different classroom, etc) so that the area can be disinfected.

	<ul style="list-style-type: none"> <li>▶ 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).</li> <li>▶ District communication will be provided to the scholars who came in contact with an athlete or coaching staff displaying COVID-19 symptoms.</li> <li>▶ Coaching Staff displaying COVID-19 symptoms will follow district protocols including isolation from athletes/scholars and other coaching staff .</li> </ul>
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A.W. Brown will review recommendations from TCSAAL, UIL, state, and local health organizations while prioritizing the safety of students, staff, and families.

<b>Spectators at games, competitions, and/or performances</b>	
<b>Competitions or performances</b>	<ul style="list-style-type: none"> <li>▶ Essential personnel only will be allowed near students during games, competitions and performances. Those individuals will maintain social distance when possible.</li> <li>▶ Multiple performances may be necessary in order to ensure proper social distancing while performing (band, choice, step team, drill teams) for events when possible.</li> </ul>
<b>Games</b>	<ul style="list-style-type: none"> <li>▶ Players on the sideline may be required to socially distance when not in the game.</li> <li>▶ Visiting teams will utilize a separate entrance and exit from spectators.</li> <li>▶ Players will be required to bring their own “labeled” bottled water/gatorade.</li> <li>▶ AWBLA will operate with a 50% capacity for all facilities.</li> </ul>
<b>Spectators/ Sport Officials</b>	<ul style="list-style-type: none"> <li>▶ Spectators will remain at least six feet from team/group areas.</li> </ul>

- ▶ Before visitors are allowed access to areas where athletic and extracurricular activities are being conducted, AWBLA will screen all visitors to determine if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and if so, they must remain off campus and away from areas where athletic and extracurricular activities are being conducted until they meet the criteria for re-entry.
- ▶ When possible screening questions could be supplemented with temperature checks.
- ▶ If individuals are lab-confirmed with COVID-19, they must remain off campus and away from areas where athletic and extracurricular activities are being conducted until the 14-day incubation period has passed.
- ▶ AWBLA is permitted to prevent any individuals who fail the screening criteria from being admitted into school facilities or sites where athletic and extracurricular activities are being conducted.
- ▶ Any individual whom screening cannot be confirmed or refuses to complete the screening process will be presumed symptomatic until confirmed otherwise and will not be allowed to enter the facility.
- ▶ Facing coverings are required.
- ▶ Spectators must exit the building immediately following the conclusion of the event.

Scholars opting for the AWBLA @Home (Asynchronous) learning environment will be required to log on daily and complete assignments per the district's requirements. Scholars must attend practices and rehearsals in order to participate in performances or competitions.

After 3 days of being reported for deficiency in the remote-learning process, the following will apply:

- ▶ 1st Offense: Coaches will issue a warning (verbal and written) to both parent and scholar.
- ▶ 2nd Offense: Scholar will be placed on probation for 3 days and/or until assignments are completed.
- ▶ 3rd Offense: Suspension from the team/organization (at the discretion of the Athletic/Extracurricular coordinator).

# School Events and Activities

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## 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 scholars together at one time until further notice.
  - ▶ Any school wide events that are approved to be held on campus must adhere to requirements outlined by AWBLA, TEA and UIL. (Examples: grade level pep rallies, assemblies, performances, etc.) Some athletic events may be live streamed and/or occur virtually when possible.
  - ▶ To limit larger gatherings, campus club meetings should be held virtually when possible. If meeting in person is required, groups should utilize larger meeting spaces or multiple meeting opportunities will be provided.
  - ▶ Back to school and transitional events will be planned in a manner that minimizes large congregation of people in one spot.
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## On-and Off-Campus Scholar Activities

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

<b>On-Campus</b>	<ul style="list-style-type: none"> <li>▶ Schoolwide fundraising information is pending.</li> <li>▶ After school club information is pending.</li> <li>▶ No in-person assemblies will be held in the fall.</li> <li>▶ Meet the teacher, open house, parent conferences, etc. will be held virtually.</li> <li>▶ Parents will be allowed to attend performances virtually.</li> </ul>
<b>Field Trips</b>	<ul style="list-style-type: none"> <li>▶ Off-campus field trips are pending.</li> <li>▶ Virtual field trips will be considered as often as possible.</li> </ul>
<b>Off-Campus Activities</b>	<ul style="list-style-type: none"> <li>▶ Scholars will not be allowed to leave campus after school prior to travel or start of extra-curricular or athletic activities when possible.</li> </ul>

	<ul style="list-style-type: none"> <li>▶ Scholar 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, AWBLA, TEA, the UIL, etc.).</li> <li>▶ Special Education Community Based Instruction (CBI) guidance will be followed to ensure these learning environments are available to our scholars per ARD/IEP recommendations.</li> </ul>
<b>School Wide Events</b>	<ul style="list-style-type: none"> <li>▶ Any school wide events that are approved to be held on campus need to adhere to social distancing requirements outlined by AWBLA, TEA and UIL. (Examples: grade level pep rallies, assemblies, performances, etc.)</li> <li>▶ School wide events will be live streamed and/or occur virtually when possible.</li> <li>▶ To limit larger gatherings, campus club meetings should be held virtually when possible. If meeting in person is required, groups should utilize larger meeting spaces or multiple meeting opportunities will be provided.</li> </ul>

## Hallways

### Hallway Transitions



- ▶ Hallway transitions will be limited due to teachers rotating instead of scholars.
- ▶ In lieu of scholars transitioning to PE scholars will follow social distancing guidelines.
- ▶ In the hallway, teachers are to stay in the middle of the hall and scholars are to walk in a straight and quiet line to the RIGHT. Always monitor traffic in the hallways even if it is not your scholar. Please ensure scholars are 6 feet away from the person in front of them.

### **Classroom & Hallway Transitions**

## Elementary

- ▶ Scholars 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 scholars are expected to stay to the far right of the hall when walking.
- ▶ When possible, it is recommended that scholars make transitions outside of the building.
- ▶ Scholars will be permitted to bring backpacks to class.
- ▶ For grade levels that implement departmentalization of subject areas, teachers will move to scholars for transitions in instruction and scholars will remain in their homeroom class.
- ▶ scholars and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.

## Middle School

- ▶ scholars are expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
- ▶ scholars and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.
- ▶ In two-way halls scholars are expected to stay to the far right of the hall when walking.
- ▶ Visual floor markers will be developed to help scholars 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.
- ▶ scholars should immediately report to their next class and not congregate in the hallway.

## Emergencies and Drills

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AWBLA will continue to follow the Standard Response Protocol (SRP) and its emergency actions of a Lockout, Lockdown, Evacuate, Hold, and Shelter-in-Place drills.

### Emergency Evacuation Protocols

- ▶ Administration will implement a protocol to assign each physical classroom to one of two groups (“Red Group” / “Green Group”), designated by a campus-printed sign at each classroom.
- ▶ An administrator will provide instructions via intercom prior to drill, notifying staff and scholars 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, the Red/Green Groups will stagger their re-entry to the building to maintain social distancing.
  - Note:** this process can be implemented for other drills or campus activities where reducing hallway load is needed. After each drill, staff and scholars 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

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### Cleaning-Sanitizing-Disinfecting Agents used by AWBLA Custodial Services

- ▶ **Alpha HP Multi-Surface Cleaner:**  
Primary use is for cleaning and sanitizing horizontal and vertical surfaces:
  - ▷ scholar desks, classroom work areas
  - ▷ Cafeteria tables
  - ▷ Handrails
  - ▷ Countertops
  - ▷ Push-bars on doors
  - ▷ High-touch items
- ▶ **Crew Neutral Non-Acid Bowl & Bathroom Disinfectant Cleaner (COVID-19 Rated):**  
Primary use is for bathroom floors, stalls/partitions, urinals and toilets.
- ▶ **Bona Antibacterial Floor Cleaner:**  
Used for mopping and auto-scrubbing of non-carpeted, non-restroom floors (VCT and concrete flooring):
  - ▷ Hallways, cafeteria, clinic

▶ **Virex II 256** (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, weight room

▶ **GERMBLAST - Electrostatic Sprayers**

This product is a safe, environmentally friendly and powerful disinfection product. It kills microorganisms in the environment that cause illness and infection such as coronavirus, the flu, stomach bug, staph infection, strep throat, and much more.

▶ **KAIVAC - Contactless Cleaning Stations**

- ▶ Kaivac's No-Touch Cleaning systems thoroughly removes soils and other contaminants that mops and wipes leave behind, eliminating odors and reducing the risk of contamination.

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