



Sam Houston State University Charter School

COLLEGE OF EDUCATION

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

2020-2021

Return to School Plan

The details on this document are subject to change as directives are provided by governing authorities and/or health officials or as environmental conditions change.

Instructional Plan for Parents/Guardians

General

The SHSU Charter School is committed to providing rigorous, TEKS-based instruction to all students whether they attend school in-person or select a remote instructional setting. We recognize that this may be a challenging year, but we are embracing the opportunity to expand and maximize learning for all students. Toward that end, we will offer **remote and in-campus instruction** for all students for the 2020-21 school year.

Choosing a Learning platform

We ask parents to inform the SHSU Charter School if their preferred method is the Remote Learning Option by completing the Remote Learning Contract at the end of this document and submitting it by **Monday, August 10. IF you have already completed a Remote Learning Contract and intend to continue with the remote learning option, you do not need to submit another one.**

If you intend for your student(s) to attend in-person, you do not need to notify the SHSU Charter School. All students will be enrolled in the in-person learning platform unless a Remote Learning Contract has been submitted on their behalf.

Due to the scheduling complexities inherent in these two options, parents will be asked to make a commitment for at least one full nine-week grading period with the option to change platforms once during the grading period. Special circumstances that affect a family will be considered on a case-by-case basis by the school administration.



The first day of school is Monday, August 17.

Remote Learning Option

Asynchronous Method

Asynchronous instruction refers to self-paced instruction with intermittent teacher interaction. There is pre-assigned work with formative assessments. The students will also Zoom into live classroom instruction at the teacher's direction. Intervention time for remote students will be scheduled by the classroom teacher. **If you choose the low-tech (packet) version of the remote learning option; you must still send in the daily lesson assignments electronically. Your student(s) teacher will show you how to do this on a phone or other device.**

All remote students will be required to turn in daily assignments by 8:00pm for attendance credit.

Regular SHSU Charter School grading policies apply to the remote learning option.

Roles & Commitments from the Students & Parents in Remote Learning

Students	Parents/Guardians
<ul style="list-style-type: none">• Follow the designated schedule communicated by the teacher to attend class during Zoom times during asynchronous learning.• Complete daily asynchronous activities and assignments.	<ul style="list-style-type: none">• Monitor and ask for evidence that your child is on track with assignments and coursework.• Check the classroom communication app for links to assignments.• Provide your child with assistance on their day-to-day activities with the exception of

<ul style="list-style-type: none"> ● Participated daily in scheduled learning activities, including intervention and tutorials. ● Use proper etiquette during online learning. ● Take responsibility for asking for help, asking questions, and taking advantage of tutorial sessions. ● Turn in school work daily. ● Show up to Zoom instruction ready to learn, on time, dressed appropriately, and follow online etiquette including using video and showing your face during class. ● Follow procedures for Exams/Tests for validity. 	<p>designated independent work.</p> <ul style="list-style-type: none"> ● Assist in supporting your child's needs by establishing and managing the daily schedule communicated by the teacher. ● Create a designated learning space for your child at home to learn comfortably. ● Maintain communication with your child's teacher by phone, email messages, and/or online meetings to create a learning partnership. ● Allow your child to struggle; it is allowed and encouraged! Don't help too much. Becoming independent takes lots of practice
---	--

Other Services

<p>SPECIAL EDUCATION/504</p>	<p>Parents should rest assured that we are committed to implementing a child's IEP to the fullest extent possible in a remote setting.</p>
-------------------------------------	--

Remote Learning Frequently Asked Questions (FAQ)

1. Will attendance be a requirement for students that are on the remote learning option?

Yes. Different from in the spring, students on the remote learning model will be required to submit an assignment(s) each day to receive credit for that day. Student on both the digital (high tech) or packet (low tech) will submit their work through the system the teacher chooses such as SeeSaw, etc. The deadline for turning in assignments for each day will be set by the classroom teacher.

2. Will students on the remote learning option have a schedule to follow?

Yes. The students will be provided a recommended daily schedule to follow during the remote learning time. It is a mandatory requirement that students in K-5 have a minimum of 180 minutes of instruction per day and students in 6th grade have a minimum of 240 minutes of instruction each day.

3. Will late work be accepted for attendance credit?

No. For attendance purposes to receive credit, the assignment must be turned in on the day it is assigned. For example, if the teacher assigns math problems on Tuesday, they can not be turned in on Wednesday for attendance credit.

4. If I choose the Low Tech (packet) option can I turn in all the assignments at the end of the week?

Yes and No. The daily assignment for attendance must be sent to the teacher by taking a picture with a phone or some other device. The packet of all materials may be turned in at the end of the week.

5. Will packets be delivered to the home like they were in the spring?

No. If parents choose the remote learning option, they will be required to pick up and return the packets to the campus during the assigned pick up and drop off times.

6. Will there be an alternative grading policy for students that choose the remote learning option?

No. All students will follow the established SHSU Charter School grading policy.

7. Will students be allowed to switch between the in person option and the remote learning option?

Yes. Students will be allowed to switch between the in person option and the remote learning option one time during a 9-weeks grading period. Students will also be allowed to switch from the High Tech (digital) and Low Tech (packet) one time during a 9-weeks grading period.

8. If a student in remote learning is sick or has a doctor's appointment on a particular day, can they still turn in an assignment for credit?

Yes. As long as the required assignment for attendance credit is turned in before the daily deadline established by the teacher, the student will be counted present for that day.

9. Will my student(s) be able to contact their teacher during the day if they are on the remote learning option?

Yes. All teachers will be available to work with students on the remote learning option during their assigned conference period. We encourage parents to schedule the meeting in advance so the teacher will have time to prepare.

10. What happens if we are not able to keep up with the requirements of the remote learning option? Will we need to return to in person learning?

Yes. We are ready and willing to help those parents and students who choose the remote learning option be successful. Since there is no alternative grading policy for the remote learning option, if a student is not able to be successful after teacher intervention, we recommend the student move to an in person option in lieu of failing the subject for the grading period.

11. Does my student need to turn in an excuse for days he/she is absent on the remote learning plan?

Yes. In order for the absence to be recorded as excused in the system, the parent must email a doctor's note or a parent note to charterschool@shsu.edu. If no note is received the absence will remain as unexcused in the system.

In-Person Protocols

The SHSU Charter School will follow the protocols below for teachers, staff, students, volunteers, and visitors to the campus:

1) Temperature Checks

All employees, volunteers, and students will have their temperature checked before they are allowed to enter the building. We will scan the student's temperature in the drop off line before they exit the vehicle. Any person with a temperature higher than 100°F will be sent home.

2) Face Coverings (Masks)

In compliance with the Governor's Executive Order issued on July 2, 2020 and a mandate from Sam Houston State University issued on June 29, 2020, all employees, volunteers, campus visitors, and students 10 years and older will be required to wear face coverings while on campus or at SHSU Charter School functions. We strongly recommend face coverings for all students of the SHSU Charter School regardless of age.

3) Hand Sanitizer and Hand Washing

As students enter and exit the buildings, classrooms, and other areas of the school they will be given hand sanitizer to use. We will also add into each instructional schedule a specified time for supervised hand washing in the morning and in the afternoon.

4) Social Distancing

In the classroom students will be social distanced as much as possible. Tables will be spread throughout the classroom and seating arrangements will utilize dividers to separate students. During recess, PE, and specials, classes will not be combined so that we will not have more than 20 students in an area at a time.

5) Sanitizing Classroom Materials

Students will not share materials in the classroom. Books and other manipulatives will be sanitized after each student use. iPads and Chromebooks will be sanitized after each student use as well.

6) After School Cleaning

Each owner of the buildings understands the importance of deep cleaning all school areas at the end of the day. In addition, on weekends the cleaning crew will use electrostatic foggers to sanitize the rooms.

Prevention and Response to COVID-19

PREVENT: Practices to Prevent the Virus from Entering the School

Screening Questions for COVID-19 Before Campus Access

1. The SHSU Charter School will require teachers and staff to self-screen for COVID-19 symptoms before coming onto campus each day. The self-screening should include teachers and staff taking their own temperature. Teachers and staff must report to the SHSU Charter School administration if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below. Additionally, they must report to the SHSU Charter School administration if they have had close contact with an individual who is lab-confirmed with COVID-19, and, if so, must remain off campus until the 14-day incubation period has passed.

2. Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the below conditions for re-entry are met. Parents may also opt to have their students receive remote instruction if their child has had close contact with an individual who is lab-confirmed with COVID-19 until the 14-day incubation period has passed.

3. Before volunteers are allowed onto campuses, the SHSU Charter School will screen all volunteers to determine if they have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below.

Individuals Confirmed or Suspected with COVID-19

1. Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 must stay at home throughout the infection period, and cannot return to campus until the SHSU Charter School staff screens the individual to determine all of the below conditions for campus re-entry have been met:

o In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:

i. at least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);

ii. the individual has improvement in symptoms (e.g., cough, shortness of breath);

iii. at least ten days have passed since symptoms first appeared.

o 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.

o 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) obtain an acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/> that comes back negative for COVID-19.

Identifying Possible COVID-19 Cases on Campus

- o The SHSU Charter School will immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- o The SHSU Charter School will clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.
- o Students who report feeling feverish will be given an immediate temperature check to determine if they are symptomatic for COVID-19.

RESPOND: Practices to Respond to a Lab-Confirmed Case in the School

Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School

1. If an individual who has been in a school is lab-confirmed to have COVID-19, the SHSU Charter School will 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).
2. The SHSU Charter School will close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 7 days have already passed since that person was on campus.
3. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, the SHSU Charter School will notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate on any on campus activities.

COVID-19 Symptoms

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following questions:

Have they recently begun experiencing any of the following in a way that is not normal for them?

- o Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- o Loss of taste or smell
- o Cough

- o Difficulty breathing
- o Shortness of breath
- o Fatigue
- o Headache
- o Chills
- o Sore throat
- o Congestion or runny nose
- o Shaking or exaggerated shivering
- o Significant muscle pain or ache
- o Diarrhea o Nausea or vomiting

Close Contact

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on)
- b. being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset.

In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

Remote Learning Contract 20/21 School Year

According to the state guidelines required by the Texas Education Agency, each student in the state of Texas will be offered the choice of attending school through either a remote learning platform, or an in person platform. In order to ensure that each child receives the best quality instruction we need the following assurances to participate in the SHSU Charter School remote learning instructional program.

_____ I understand that my child must turn in all required assignments each day in order to be given credit for attendance on that day.

_____ I understand and I will ensure that my child attends all scheduled zoom meetings at the time the teacher schedules the meetings.

_____ I understand that my child will be allowed to switch between the in person option and the remote learning option one time per 9-weeks grading period. Students will also be allowed to switch from High Tech (digital) to Low Tech (packet) one time during the 9-weeks grading period.

_____ I understand that my child must meet all state attendance requirements to be given credit for remote learning.

_____ I understand that my child will be removed from the remote learning program if he/she fails to meet the attendance and reporting requirements and will be moved to the in person learning model.

_____ I understand that during the regular school day the classroom teacher will not be available to communicate and answer parent questions while he/she is instructing the in person students. Each teacher will establish a designated conference time/office hour time where he/she can communicate with remote students and parents.

_____ I select the low tech version of the remote learning platform.

_____ I select the high tech version of the remote learning platform.

_____ I select a combination of high tech and low tech.

Name of Student and grade level: _____

Campus of Student: _____

Parent Name: _____

Parent Signature: _____

Date: _____

COVID-19 STANDARD RESPONSE PROTOCOL

5	NO CONFIRMED CASES OF COVID-19 AMONG STAFF OR STUDENTS <ul style="list-style-type: none">+ Health prevention measures in place+ Daily intensive cleaning and frequent cleaning of common areas+ Limited visitor access+ Monitoring virus trends in the community via health departments	PREVENTION
4	ONE OR MORE CONFIRMED CASE(S) OF COVID-19 AT ONE FACILITY <ul style="list-style-type: none">+ Person(s) who came in close contact of an individual with a confirmed case of COVID-19 will be contacted and advised to follow CDC health guidelines+ Affected area is closed for deep cleaning+ Self-health monitoring, prevention information, and "stay home if ill" communication to all persons at facility+ A short-term closure of the facility may be necessary	MITIGATION
3	CONFIRMED COVID-19 CASES IN ONE SPECIFIC AREA REACHES 10% <ul style="list-style-type: none">+ Individuals in that area will be advised to self-quarantine per CDC health guidelines+ Students and staff impacted move to Distance Learning model (School at Home)+ Affected area is closed for deep cleaning+ Self-health monitoring, prevention information, and "stay home if ill" reminders sent to all persons at facility+ A short-term closure of the facility may be necessary	MODIFIED OPERATIONS
2	SUSPECTED/CONFIRMED COVID-19 CASES EXCEED 10% OF FACILITY OCCUPANCY <ul style="list-style-type: none">+ Entire facility and activities will be closed for a minimum of two days+ All students and staff move to Distance Learning model (School at Home)+ Those in close contact of the confirmed COVID-19 positive persons will be asked to follow CDC health guidelines+ District-wide communication to staff/parents with self-health monitoring guidance	FACILITY CLOSURE
1	SUSPECTED/CONFIRMED COVID-19 CASES EXCEED 10% OF OCCUPANCY IN 3 FACILITIES <ul style="list-style-type: none">+ All Odyssey Academy facilities close for a minimum of 14 days+ All students and staff move to Distance Learning model (School at Home)+ Disinfection of all school facilities+ All auxiliary areas such as playgrounds and athletic fields are closed+ Extracurricular activities are cancelled	DISTRICT CLOSURE

Decisions are made with the best information at the time and are subject to change with limited notice.



Sam Houston State University Charter School
Council of Educators

MEMBER OF THE TEXAS STATE UNIVERSITY SYSTEM