

Accelerated Intermediate Academy (AIA) Safe Start Plan 2020-2021

Parent/Guardians:

We are looking forward to the new school year, which will begin, *September 8, 2020*. Our students and staff will resume teaching and learning in a new way: with an in-person option and an at-home learning option for all students.

Due to current public health conditions, AIA will offer virtual-only instruction for the first six weeks of school, which begins on Tuesday, Sept. 8, 2020.

On Monday, Oct. 19, 2020, in-person instruction will become available, pending improvement in local public health conditions and guidance from local, state, and federal public health officials. Families also may opt for virtual instruction for the entire semester or entire year.

Accelerated Intermediate Academy families will select the option that works best for their children. **Registration will open August 3, 2020**, and we ask parents to select the best option that will work for them and their families during registration.

We realize it is difficult to make a definitive decision given the fluid situation and health concerns caused by COVID-19. However, since we are basing our staffing decisions on parent preferences, this is important feedback to provide.

Instructional Delivery Models

The Texas Education Agency has provided all school districts with the option of offering three methods of instruction throughout the 2020 school year. They are as follows:

- Students attend school on campus all day and participate in **face-to-face, in-person, direct instruction from a teacher** in a classroom setting. (**Traditional School Model**)
- Two-way, real-time/live, **virtual instruction between teachers and students** when students are not on campus. (**Synchronous Instruction**)
- **Instruction that does not require having the instructor and student engaged** at the same time. In this method, students learn from instruction that is not necessarily being delivered in-person or in real time. This type of instruction may include various **forms of digital and online learning, such as prerecorded video lessons or game-based learning tasks that students complete on their own**, and

pre-assigned work and formative assessments made available to students on paper.
(Asynchronous Instruction)

Students are **expected to complete assigned learning activities each day, showing proof of participation** in daily virtual instruction by satisfactorily engaging with assigned learning activities and completing assignments and submitting through Class Dojo. Teachers will measure student progress based on completed and submitted assignments. Parents and students should communicate with the teacher when in need of additional learning support.

Student Attendance

Students who **engage in learning activities via online and submit required assignments** are **considered “present”** and will not be marked absent. Students **must attend at least 90 percent** of their classes to **receive credit and be promoted**.

Attendance Policy To be considered “present” and not be marked absent, students must **meet one or more of the following daily learning requirements**:

- Participate in the recorded online videos and complete independent reading or work assignments.
- Interact with teacher virtually via Zoom as part of live or small group instruction.
- Complete and submit assignments via Class Dojo. When unable to submit via Class Dojo, students can submit assignments via emails, photos, phone conferences, or other forms of documentation.

At-Home Learning Requirements

Accelerated Intermediate is committed to meeting the needs of students through online instruction at home during the 2020-21 school year. Below are specific details about at-home virtual learning:

- **Students will remain at home and will engage in learning activities** that are primarily **delivered through an online learning** management system.
- **Live, teacher-led instruction and peer collaboration** will be scheduled to expand students’ opportunities to engage with content and interact with teachers and classmates*. (*Pre-K through grade 1st will have limited live interaction with a teacher and classmates.)
- **Daily student participation** in the learning activities will be **required**.
- Instructional time will also be dedicated for independent learning activities.
- A **structured schedule will be provided** to students indicating required times for participation.
- The schedule may reflect short periods of synchronous learning followed by time for independent, asynchronous learning activities.
- The schedule will also include breaks and lunch.

- A caregiver will need to be available to support younger students in navigating the daily schedule and helping with the learning as needed.
- Remote at-home instruction will be designed for mastery of student learning outcomes based on the academic standards called the Texas Essential Knowledge and Skills (TEKS) for each content area.
- **Expectations for coursework and guidelines for grading for In-Person Learning and At-Home Learning will be the same.**
- Available for students in Prekindergarten through Grade 7th
- **Student participation required 5 full days per week**
- Instruction provided by highly qualified teachers
- District curriculum, unit sequencing and pacing of instruction
- Social-emotional support
- Accommodations and support services provided
- Internet connection required
- District computer device provided, if needed
- Access to virtual extracurricular activities and events, as applicable

Expectations for families choosing the At-Home Virtual School Model

In grades Pre-K through 7th, our Virtual Academy model for students requires a lot of support from caring adults at home and within the online classroom environment. Activities are designed to ensure that students continue learning at the pace of the current AIA pacing guide, as well as develop a love of learning and gain the reading, writing, and mathematics skills essential to their future success. In keeping with state requirements for at-home learning, AIA will structure the students' learning schedule to require students to participate in synchronous and asynchronous learning, depending on the identified learning model. It will be vital for teachers and parents to openly communicate the schedules for the students. ARD/IEP committees will determine the unique needs of students who are IEP-entitled in making support and service recommendations for students attending school virtually. The nature of special education interventions will likely require a heavier concentration of synchronous supports and services to ensure individual student needs are met.

AIA expectations for synchronous learning classes:

- Students attend class on time
- Students will dress appropriately
- Students are ready to learn
- Students should have a designated, distraction-free workspace to engage in learning
- Students will show their faces on the screen to engage with the teacher virtually
- Students will participate in the class

AIA expectations for asynchronous learning:

- Complete asynchronous activities assigned each day
- Students show proof of participation in daily virtual learning by satisfactorily completing assignments to demonstrate evidence of student learning (i.e. video, picture or activities submitted as lessons and/or completing assignments.)
- Communicate with the teacher when needing additional assistance, tutoring, etc.

At-home Virtual Academy Grading

Grading for all Virtual Academy courses will follow the same grading policy as the courses in the face-to-face model (see student handbook).

Responsibilities of Students and Parents/Guardians who choose the At-Home Virtual School Model

- Student Parent/Guardian Follow the designated schedule communicated by their teacher to attend class during synchronous times and complete asynchronous activities assigned
- Facilitate academic support and encouragement as a learning partner to motivate and guide your child throughout the school year in your role as a learning coach
- Participate in learning through live class time and/or daily coursework (using proper etiquette)
- Ensure your child is logged in and on track with assignments and coursework
- Students should take responsibility for advocating for themselves
- Provide your child with assistance on their day to-day activities except for designated independent work
- Turn in schoolwork at the direction of the assigned teacher
- Assist in supporting your child's needs by establishing and managing the daily schedule communicated by the teacher
- Creating a designated learning space for your child at home to learn comfortably
- Ask questions when you don't understand or need additional instruction
- Maintain communication with your child's teacher by phone, email messages, and/or online meetings to create a learning partnership
- Do your best Help your child own their learning. Provide support and encouragement and expect your children to do their part. Struggling is allowed and encouraged!
- **Don't help too much. Becoming independent takes lots of practice.**

Online Learning Management System

- The district has identified Class Dojo and Zoom as the platforms to support a consistent learning management system for all students. Class Dojo and Zoom help organize assignments, boosts collaboration, and fosters communication.
- Teachers will provide training to students on how to use these digital tools.
- Resources will also be available for parents to learn how to support students in navigating learning through these digital tools.
- If students participating in In-Person Learning are required to quarantine, the education of these students will continue through At-Home Learning for the duration of the quarantine period.

Online Classroom Structures

The goal for virtual learning is to allow for continued instruction while acknowledging the additional challenges that come without traditional, face-to-face classroom learning. AIA is aware of and understands the difficulties faced by students and families and assures families that educational decisions are built to support all populations of students. Parents must also commit to a sense of cooperation in supporting the school's decision-making role.

Pre-K and Kinder Expectations

At-home Pre-K and Kindergarten instruction will be asynchronous only. Instruction for Pre-K and Kindergarten focuses on student progress on standards and continuation of learning based from the academic checklist. Students may receive instruction in the following ways (include, but not limited to):

- Authentic student work/assignments with timely and relevant feedback for continued progress in learning of the standard
- Hands-on activities which may need an extra pair of at "home" hands
- Choice boards and playlists
- Turning in of assignments
- Video lessons

Grade 1 Expectations

At-home First grade instruction will be asynchronous only. Instruction for grade 1 focuses on student progress on standards and the continuation of learning. Students may receive instruction in the following ways (include, but not limited to):

- Authentic student work/assignments with timely and relevant feedback for continued progress in learning of the standard
- Hands-on activities which may need an extra pair of at "home" hands
- Choice boards and playlists
- Portfolio Class dojo tasks and turning in of assignments
- Assessments
- Video lessons
- Project based learning/assignments
- Group/partner projects

Grades 2nd -7th Expectations

At-home third through seventh grade instruction will be synchronous only. Instruction for grades 2 – 7 focuses on student progress on standards and the continuation of learning. Students may receive instruction in the following ways (include, but not limited to):

- Live classroom instruction
- Authentic student work/assignments with timely and relevant feedback for continued progress in learning of the standard
- Hands-on activities which may need an extra pair of at "home" hands
- Choice boards and playlists
- Portfolio Class Dojo tasks and assignments
- Assessments
- Project-based learning/assignments
- Group/partner projects

While in our At-home Learning Academy, time management is critical to success. Students, parents 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 student falls behind. If your student is struggling with time management, then the parent/guardian should contact their teacher to ask for additional assistance.

In keeping with our identity as an outstanding school district, teachers will structure the instructional day to follow the AIA Daily Instructional Minute Schedule. Within each content instructional block, teachers will plan for students to participate in synchronous and/or asynchronous learning depending on the identified learning model. Teachers will structure small group time to differentiate instruction within the instructional block. This will require teachers to set up small group instruction schedules for students. It will be vital for teachers and parents to openly communicate the schedules and expectations for the students.

For students who are IEP-entitled, progress will be carefully monitored and ARD/IEP Committees will convene and make appropriate recommendations to meet individual student needs to ensure continued growth in the general education curriculum and on IEP goals and objectives.

Intervention and Enrichment

Intervention and Enrichment time, for both in-person and at-home learners, will be scheduled on an individual basis to best meet their academic needs. During this time, students may engage in assigned group activities, project learning activities, small group instruction and digital platforms. Teachers will communicate with students their plan for the designated time.

Parents will have the option to change their minds; however, it is strongly recommended students/families only make a change at the six-week grading period, if possible.

In-Person Learning

Accelerated Intermediate Academy is committed to meeting the needs of students through in-person instruction in the 2020-21 school year. The District employs a nurse at the campus who is prepared to deliver evidence-based, high quality medical care to students.

Several enhanced health and safety protocols will be in place to help prevent the spread of COVID-19.

Physical distancing will be required in AIA, with all students and staff required to remain 6 feet apart. This applies to all areas, including classrooms, offices, restrooms, hallways, copy rooms, meetings, dismissal lines, and recess.

- Classrooms and office spaces will be reconfigured to ensure 6 feet of space between desks.
- Physical distancing signage and floor markers will be installed throughout the school and building as a reminder.

- Student movement throughout the campus will be minimized as much as possible to reduce contacts.
- Students and staff will be encouraged to use no touch greetings.

In-Person Learning Requirements

Students will not be permitted to bring backpacks to class.

- Available for students in Prekindergarten through Grade 7th
- **Student participation required 5 full days per week**
- Instruction provided by highly qualified teachers
- District curriculum, unit sequencing and pacing of instruction
- Social-emotional support
- Accommodations and support services provided
- Implementation of preventive safety measures
- **All students will be required to wear a face covering**, as appropriate.
- If students participating in In-Person Learning are required to quarantine, the education of these students will continue through At-Home Learning for the duration of the quarantine period.
- All students and staff will be screened for COVID-19 symptoms regularly, and individuals who present symptoms will be separated and sent home.
- Staff will be required to self-screen for COVID-19 symptoms, which will include daily temperature checks, prior to reporting to work each day and are always required to wear a face covering, as appropriate.
- Parents/guardians are expected to screen their children for COVID-19 symptoms each day prior to sending them to school.
- Teachers will monitor students and refer to the office if symptoms are present.
- Class size will depend on the number of students who choose to participate in on-campus learning.
- Desks or tables will be socially distanced as much as instructionally possible. Partitions will be used on each student desk
- Student movement will be staggered to limit the number of people in various areas during transitions.
- Traffic patterns will be established to separate individuals to the greatest extent possible, and wayfinding signage will encourage social distancing.
- Alcohol-based hand sanitizer will be readily available and thorough hand washing will be practiced. Staff will limit the use of shared supplies when possible and have access to disinfectant wipes to sanitize high touch and working surfaces as well as shared objects.
- Students will attend school on a regular instructional schedule and will engage in face-to-face learning on campus all day, every day.
- Students will be assigned to grade level classes that will be taught by teachers at their home campus.
- Classroom instruction will be designed for mastery of student learning outcomes based on the academic standards called the Texas Essential Knowledge and Skills (TEKS) for each content area.
- Expectations for coursework and guidelines for grading for In-Person Learning and At-Home Learning will be the same.

On Campus Procedures

Arrival

- Early bird arrivals are strongly discouraged. Any students dropped off before the building is open will not be allowed inside the building. Any exceptions would need to be specifically arranged with campus administration.
- Staff will be utilized for duty to maintain a line of sight in hallways and distancing of hallways.
- Students will go straight to the classroom upon arrival.
- Parents will not be allowed to walk students to classrooms.

Breakfast

- Breakfast will be provided in the classroom for students attending in-person classes.
- Breakfast will be available for curbside “grab and go” for students who choose the at-home virtual learning option. (applicable meal prices apply)

Lunch

- Visitors for lunch will not be allowed this year.
- Lunches will be delivered to classrooms for students to eat in class for students attending in-person classes.
- Lunch will be available for curbside “grab and go” for students who choose the at-home virtual learning option. (applicable meal prices apply)
- Microwaves will not be available due to the opportunity for cross contamination with a high-touch device.
- Hand sanitizer stations will be available at entrances and exits of each classroom

Campus Events

- No in-person assemblies will be held in the fall.
- Meet the teacher, open house, and most parent conferences, etc. will be held virtually.
- Parents will be allowed to attend class parties and performances virtually only
- Virtual meetings are encouraged when possible.

Dismissal

- Siblings and students sharing the same ride will be connected outside the building.
- Campuses will designate staggered dismissal groups. Staggering the grade levels for pickup by car riders and daycare students will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time.

On and Off-Campus Student Activities

- Student travel will be limited this school year, and virtual field trips will be used in the place of destination field trips.

Recess

- Campuses will limit the number of students per recess group. Staggered schedules can be utilized when needed.
- Students 10 years and older are required to wear a face covering during recess, as appropriate.
- All students and staff will be required to use alcohol-based hand sanitizer before entering and exiting the building.

Restrooms

- Proper handwashing techniques will be taught to all students and consistently reinforced. **Soap and tissue will be provided in each restroom.**
- A system will be implemented to identify the number of occupants utilizing each restroom to mitigate the chance of exceeding maximum occupants per social distancing.
- After a restroom break, students will be required to use hand sanitizer before re-entering the classroom.
- **Soap will be available in all restrooms.**

Specials

- PE classes will be conducted outdoors whenever possible. Appropriate social distancing measures will be followed.
- PE and technology equipment will be sanitized and wiped down after each use.
- Campuses will have specials in the classroom or outdoors when possible.
- Parents will participate in the class via Zoom; they will not be in the actual classroom.

Transitions

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

Water Fountains

- Due to concerns about sharing water fountains, parents are asked to send their children with enough water for the day.

Classroom Configurations and Procedures

- Desks or tables will be socially distanced as much as instructionally possible.
- Group or pair work will be limited to when social distancing can be adhered to.
- Items such as blankets, pillows, and other shared non-essential items will be removed and not allowed in classrooms.
- Teachers will create individual bags of supplementary aids and/or manipulatives for student use that could also be sent home in the event of school closure.
- The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 12 feet of social distance from other classroom groups.
- Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus.
- The recommended procedures will be applied to all classroom settings, including special education services locations when possible and appropriate. Students' individual needs will be addressed on a case by-case basis.