

Be Great! Lion Pride Safe Start



Back to School Information for Parents and Students

Important Dates:

Meet the Teacher: August 22, 2020 9:00 am – 12:00 pm

Technology Strong FAQ: August 19th, 20th, 26th (by appointment)

First Day of School: August 31, 2020 (virtual only)

This fall, our goal remains to ensure high quality instruction and learning for all students. Our priority has always been a safe learning environment. We will continue to prioritize the safety of our students, staff, and community. In an effort to fulfill our commitment to our MPE family, our Safe Start Plan is detailed in this document.

We will provide a mixture of instructional delivery to our families: Asynchronous and Synchronous Instruction.

Remote Asynchronous:

Instruction that does not require having the instructor and student engaged at the same time. The student is required to be engaged daily with work and the teacher is required to give daily feedback. Students are expected to be actively engaged in learning with their teacher for a minimum of 4 hours daily.



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Remote Synchronous: Two way, Real time/Live, Virtual Instruction between teachers and students when students are not on campus. Students are expected to be actively engaged in learning with their teachers for a minimum of 4 hours daily.

Instructional Schedule

In the Spring, the students were given a shortened schedule for learning in compliance with TEA Guidelines. Remote learning this Fall will mirror as close to a full day of instruction as possible in compliance with new TEA Guidelines.

- ◆ Remote: (Virtual Learning) (Students receive instruction 100% of the time in remote learning using Schoology and Google Classroom as the Learning Management System for 3rd-6th and Schoology and Seesaw through Google Classroom for PK-2nd)
 - There will be a mixture of remote learning for students, synchronous (live instruction) and asynchronous (independent work).
 - Students will participate in daily live and interactive classes with their teachers as they would in a traditional classroom setting.
 - They will also have opportunities to work collaboratively, in small groups, and independently (asynchronous).
 - ***MPE will provide reliable devices and internet hotspots to families who qualify for the need to support the learning of the student.***

1. Remote Learning (All Students)

- a. Teachers will conduct daily, engaging and interactive lessons with students via Google Meets.
- b. Remote learning will resemble a traditional school day.
- c. Class hours will be from 8:00 am -3:00 pm Monday through Friday.
- d. There will be scheduled brain breaks and socialization time within the school day. Grade level schedules will be provided.
- e. Office hours will be provided from 1:00 pm-3:00 pm for students who require extra assistance such as small group or one on one instruction as well as for parent communication.



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- i. Teachers are available for parent conferences before and after school.
 - 1. Conferences outside of those times may be requested.
- f. PK-5th grade students will be engaged in a minimum of 180 minutes daily for instruction (synchronously and asynchronously).
- g. 6th Grade students will be engaged in a minimum of 240 minutes daily for instruction (synchronously and asynchronously).
- h. Additional Support for Students with Learning Needs
 - i. Resources, modifications, and accommodations will be provided for students with IEPs.

Virtual Instructional Schedule Monday - Friday PK-6th

	Students will wake up and have Breakfast / Change out of their nightclothes and into their uniform.
8:00 - 8:15 am	Morning Announcements
8:15-9:45am	Morning Session Grade-specific schedules will be given during Meet the Teacher
9:45-9:55am	Brain Break
10:00-11:30am	Afternoon Session Grade-specific schedules will be given during Meet the Teacher
11:30 - 12:00pm	Interactive Lunch (socializing time) Grab lunch and come back for socializing.
12:00-1:00pm	Auxiliary- PE and Art/Spanish PK-2 MW Live classes with Castillo PK-2 TTH Live classes with Pooler 3rd-6th MW Live classes with Pooler 3rd-6th TTH Live classes with Castillo Fridays No Aux: This will be SEL and digital citizenship
(Friday only) 1:00-1:30	6th-grade Yearbook, Mrs. Rylander



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1:30-2:00 2:00-2:30	6th-grade Choir, Ms. Castillo 6th-grade Health, Coach Pooler
1:00 - 3:00 pm	Small-Group Instruction and One-to-One Instruction Parent Conferences as needed

***Notes for Instructional Schedule**

- All Grades at least 240 minutes and Extended schedule for 6th grade on Friday.
- PK-2nd: Assignments will be created via Seesaw and teachers will post recorded videos for instruction.
- Classwork and activities are due the same day they are assigned.
- Social Studies will take place during the ELAR block for 30 min.

Social Studies Schedule

8:15-8:45 am 1st A/B
 8:50-9:10 am 2nd A/B
 9:15-9:45 am 3rd A/B
 10:00-10:30 am 4th A/B
 11:00-11:30 am 5th and 6th A/B



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2. Devices

- a. A reliable internet connection will be necessary for remote learning.
 - i. Students who don't have reliable internet may apply for a hot spot device loaned by the school.
- b. Devices with internet access.
 - i. Students will need an internet-connected device such as a Chromebook, laptop, iPad, or tablet with an internal camera.
 - ii. iPads/Chromebooks will be loaned to students who need devices by MPE.
 - iii. *3rd-6th grade students will need either a Chromebook or a laptop with an internal camera for maximum learning capability.*
 - iv. Phones may be utilized for some material, however, are less preferred for work completion and may not allow students to access the full content.

3. Uniforms

- a. Students must be in uniform daily while engaged in the virtual classroom.
- b. Uniforms are necessary for recorded responses to assignments.
 - i. *Tops: MeyerPark spirit shirt or Red monogrammed polo shirt*
 - ii. *MPE will provide one Friday spirit shirt per enrolled child.*

4. Attendance

- a. Attendance is a component of promotion and retention.
- b. Students with excessive absences (even virtually) may be subject to truancy violation and grade level retention.
- c. Per Texas Education Code (TEC), §25.092, students must attend 90% of the school days offered to be promoted to the next grade level.
- d. *This includes virtual.*
- e. Tardies will be recorded at 8:10 am daily.



Materials Design

MeyerPark Elementary is committed to providing high quality and engaging instruction to our students. All of our instructional materials are 100% aligned to the TEKS (Texas Education Knowledge and Skills) and are approved for adoption by the State. Supplemental materials are purchased and used to enhance instruction and leverage maximum student learning.

Subject	Curriculum	Grades Served	Description
Reading, English, Language Arts	Pearson, Literacy My View	K-6	Print and digital components
Math	Texas Go-Math	K-6	Print and digital components
Science	Science Fusion	K-6	Print and digital components
Social Studies	Pearson, My World	K-6	Print and digital components
All inclusive	DLM	PK	
Language Arts	G.U.M	1-6	Print and digital components
Science	Generation Genius	PK-6	Digital components
All Subjects	BrainPop	PK-6	Digital components

Students will be provided with print materials at the beginning of their enrollment period.

- a. Additional Support for Students with Learning Needs
 - i. Resources, modifications, and accommodations will be provided for students with IEPs.



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Student Progress

It is the goal of MPE to meet the needs of all of our students. Our priority is to close student learning gaps and continue to build student learning capacity. In the Spring of 2020, we understand there may have been challenges with student concept retention, however we are prepared to combat those deficiencies. In the Fall, all students will be administered an evaluation to discover any learning discrepancies from the previous year.

1. Classwork and Assignments

- a. All students will have Schoology and Google classroom accounts with a school provided email.
 - i. Schoology and Google Classroom will serve as our Learning Management System.
 - ii. The Learning Management system is where all assignments will be housed.
 - iii. There will be links to external sites for classwork within Google Classroom and Schoology.
- b. The PK-2nd students will submit assignments via Seesaw which is linked to Google Classroom and Schoology.
- c. The 3rd-6th students will submit assignments via Seesaw, FlipGrid, etc, which is also linked to Google Classroom and Schoology.
- d. Interactive, synchronous (live) instruction will be conducted using Google Meets and PearDeck. Both platforms will be reached through Schoology.
- e. Assignments will be graded based on MPE’s Board approved grading policy. This grading policy is consistent with the TEA recommendations.
 - i. This may include accuracy, completion, and/or participation.
 - ii. Progress and report cards will be a direct reflection of a student’s progress.
 - I. Progress reports will be populated at the end of every 3 weeks.



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Implementation

This area is structured to provide seamless transition for virtual learning. Each area will target specified goals for our stakeholders.

1. Parents

- a. Technology hands-on demonstrations will be provided for our parents via Zoom.
 - i. These hands on demonstrations will be recorded for parents to access and review at their leisure.
 - 1. Introduction to the Virtual Learning LMS
 - a. Schoology
 - b. Google Classroom and Seesaw
 - 2. Learning and Communication Platforms
 - a. Schoology
 - b. Class Dojo
 - c. School Messenger
 - d. FlipGrid
 - e. PearDeck
 - ii. Introduction to MPE Teachers and Administrators and Curriculum
 - 1. Parents will have the opportunity to meet and greet with the teachers and administrators via a Drive Through.
 - 2. Devices and materials will be distributed.

2. Teachers

- a. Teachers are provided with structured and goal-oriented professional development with a focus on asynchronous instruction. See schedule below:



New Teachers	Health and Safety	Instructional Delivery	Technology	Classroom Management	Curriculum and Instruction
*MPE / PBSI Overview *Classroom Introduction *Design Wall Space	*COVID-19 Response *PPE How-To *Health and Safety	*Instructional Tools and Guidelines to integrated with Classroom Management *Blended Learning *Instructional Delivery *Informal/Formal Data Entry/Exit Tickets/Plickers	*Class Dojo *Google Suite and Technology: Programs and Apps (setup) *Schoology (setup) *Seesaw (setup) *FlipGrid (setup) *Discipline Management/Class Dojo (setup) *Classroom Procedures *Generation Genius	*Classroom Procedures and Expectations *Subject Level Planning and Guidelines *Schedules: Master Schedule Subject Level Schedules	Curriculum and Scope and Sequence Walkthrough *DMAC: Building Assessments and Data Analysis/Interpretation *Lesson Planning * Special Education

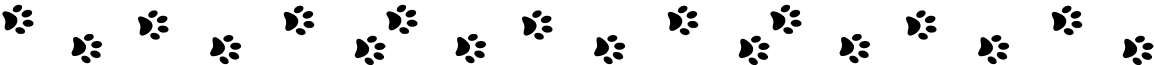
3. Principals and Other Administrators

- a. How to Prevent the Spread of COVID
- b. Designing a Remote School Modules 1-3 conducted by the Texas Education Agency
- c. Excellence in Remote Instructional Delivery conducted by the Texas Education Agency
- d. Observations conducted by Bullseye
- e. Class Dojo for Leaders and Teachers
- f. Using Zoom conducted by Simple K12
- g. DMAC

MPE will continue to work closely with our Educational Service Center-Region IV and other partners to plan and support for remote learning.

4. Ongoing Professional Development

There will be collaborative grade level and subject level PLCs.



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5. Family Support

Student Roles and Responsibilities	Parent/Academic Supporter Roles and Responsibilities
<ul style="list-style-type: none"> ▪ Be prepared. ▪ Attend live instruction in school uniform. ▪ Engage in the learning process. ▪ Follow daily routines. ▪ Engage with teacher daily. ▪ Work in a quiet place. ▪ Complete assignments daily. ▪ Seek assistance when needed. 	<ul style="list-style-type: none"> ▪ Establish a partnership with the school and the teacher. ▪ Create a quiet, structured learning environment. ▪ Develop routines and expectations for learning while at home that are consistent with a traditional school setting. ▪ Consistently monitor and communicate with the school and teachers through designated platforms. ▪ Be engaged with the progress and learning of your child. ▪ Seek assistance when needed during Teacher conference and office hours.



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Modified Face to Face

Students will attend class in a modified setting. This plan was developed in accordance to the CDC guidelines and approved by the MPE school board.

1. Attendance

- a. Attendance is a component of promotion and retention.
- b. Students with excessive absences (even virtually) may be subject to truancy violation and grade level retention.
- c. Per Texas Education Code (TEC), §25.092, students must attend 90% of the school days offered to be promoted to the next grade level.
- d. Tardies will be recorded at 8:10 am daily.

2. Drop-off and Dismissal

a. Arrival

- i. Staff will do daily Home COVID-19 Health Assessments.
- ii. Students and staff will be checked every morning for temperatures.
- iii. Students and staff must enter with a mask.
- iv. Students and staff will be given hand sanitizer at the door.

b. Dismissal

- i. Students will be dismissed from their classroom with a mask to the car line and students will be escorted by MPE personnel who will be wearing a mask and gloves.
- ii. Students will be escorted without holding their hands.
- iii. Dismissal times will be staggered for:
 - 1. bus,
 - 2. daycares,
 - 3. and car riders.

3. Campus Visitors

- a. Visitors will not be permitted beyond the reception area.
- b. All persons entering will be required to wear a mask.



- c. All visitors will have their temperatures checked and answer a health screening.
- d. All visitors entering the building will sanitize their hands upon entry.
- e. When possible, all meetings will be held virtually.
- f. Cleaning and disinfecting protocols will take place after each meeting.
- g. Public restrooms will not be available.

4. Cleaning and Disinfecting Protocols

- a. Frequent cleaning and disinfecting will occur throughout the school day.
- b. Each classroom and restroom will be cleaned/disinfected throughout the day.
- c. All high touch areas will be disinfected throughout the day.
- d. Cleaning supplies will be provided for each classroom and common area to maximize room-to room cleanliness.
- e. Foodservice personnel and custodians will wear masks and gloves during food preparation, food service, and cleaning.

5. Instructional Delivery

- a. On-Campus - Face to Face: (Students receive on-campus instruction 100% of the time)
- b. Students will have temperature checks as they get out of the car or enter the building.
- c. Parents will be asked to administer the COVID-19 Health Assessment daily prior to sending their children to school, take their temperature, and keep them home if ill.
- d. Individuals who develop symptoms of the COVID-19 illness will be sent to the front office, placed in isolation and sent home immediately.
- e. Parents/Guardians will need to make every effort to receive children within 30 minutes.
- f. Students will be instructed on methods to protect themselves and others from COVID-19 at school.



- g. Students will be trained on proper handwashing techniques and participate in scheduled hand-washing times throughout the day.
- h. Students will wear a mask or face shield as recommended by the CDC and required by the MPE School Board.
- i. Teachers will wear a mask or face shield as recommended by the CDC and required by the MPE School Board.
- j. Students will be socially distanced according to the CDC recommendations.
- k. Students will have protective clear shields on their work area.
- l. Students will not change classes; teachers will transition including auxiliary.
- m. Students will be assigned their own electronic device that will be cleaned and sanitized daily.
- n. Hand sanitizer stations will be available in all classrooms and common areas.
- o. Clear backpacks will stay in their locker or cubby. Non-clear backpacks will not be allowed in the building.
- p. Students will be assigned their own textbooks that will stay at the student's desk/area.
- q. Water fountains will not be accessible. Students should bring reusable water containers to school.
- r. Structured times for handwashing are built into the school day schedule.

6. School Supplies

- a. Communal supplies will no longer be used.
- b. Each student will keep their own personal supplies in their pencil box or bag.
- c. All supplies will be kept at the student desk or locker.
- d. Students will have Individual manipulative packs to enhance their learning experience.
- e. Surplus supplies will need to be kept at home until needed. Space in the classroom will be limited.



7. PE/Recess Breaks

- a. Students will have daily breaks outside (weather permitting). Social distancing procedures will be adhered to.
- b. Students will have PE/Recess with their own class.
- c. Equipment, if used, will be disinfected after each use.

8. Transportation

- a. In response to COVID-19, MeyerPark encourages all families, with the ability to do so, to transport their children to and from school.
 - i. Bus transportation will be offered; however, the standard number of transported students compromises the ability to socially distance.
 - ii. For this reason, students utilizing bus transportation will be required to wear face coverings/masks at all times while onboard.
- b. Hand sanitizer will be available when boarding the bus.
- c. All bus drivers will wear face coverings/masks.
- d. All students will wear face coverings/masks while riding the bus.
- e. Buses will be cleaned/disinfected between each route and at the end of the day.
- f. Transportation staff will be trained in proper cleaning/disinfecting procedures.
- g. The MPE bus will be equipped with cleaning and disinfecting supplies.
- h. Seating will be organized to allow for social distancing.

9. Breakfast and Lunch

- a. To minimize foot traffic in the building and to allow for adequate physical distancing for students during eating periods, no outside food deliveries will be accepted and there will be no visitors allowed in the cafeteria or classrooms.
- b. **Breakfast**
 - i. Students will eat breakfast in the classrooms.
 - ii. Breakfast will be provided with easy carry options.



- iii. Students will be able to get breakfast after checking in and before going to their classroom.

c. Lunch

- i. MPE provided lunches will be delivered to the classroom by the cafeteria staff.
- ii. All MPE students may eat school lunch at no cost.
- iii. Students will eat in the classroom in their own area.
- iv. They will wash and sanitize their hands before and after lunch.
- v. Students may bring their own lunch. Students will still be required to wash and sanitize their hands before eating.
- vi. Visitors will not be allowed in the classroom for lunch.
- vii. Student areas will be cleaned at the end of the lunch period.

10. Uniforms

- a. MPE understands financial circumstances may have changed for many of our families due to the COVID-19 pandemic. During the 2020-2021 school year, uniforms will be streamlined to assist with this cost.
- b. Students will still need to wear uniforms.
- c. The 2020-21 Monday-Friday uniform is as follows:
 - i. *Tops:* MeyerPark spirit shirt or Red monogrammed polo shirt
 - ii. *Bottoms:* Blue jean pants/shorts OR blue uniform pants/shorts
 - iii. *Shoes:* Tennis shoes.
- d. Spirit t-shirts will be sold at the school. The school will provide one spirit shirt to each student.
- e. Proper hygiene is of the utmost importance to reduce the communicable spread of COVID-19.

11. Restrooms

- a. Protective shields will be placed in between sinks.
- b. Automatic soap dispensers and paper towel dispensers will be placed in the restroom.



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- c. Toilets and sinks will be cleaned in between uses by the custodial staff.

12. Miscellaneous

a. Holiday Celebrations

- i. All events and activities will be sponsored through the school. This includes all crafts and food-related items.

ii. Birthday Parties

1. MPE understands birthdays are a special occasion and are usually celebrated, however at this time Birthday celebrations will not be permitted due to the COVID-19 pandemic.
2. This may change throughout the year if COVID-19 information changes.
3. MPE will acknowledge all student birthdays via Class Dojo.

b. Virtual Monthly Coffee Hour with the Principal

- i. Monthly Zoom meetings with parents to answer questions, concerns, and to provide updates.

c. Parent-Teacher Conferences

- i. Will take place via Zoom or Google Meets using the student email address.

Please Note:

Due to the scheduling complexities inherent in Virtual Instruction and Face to Face Instruction, parents will be asked to make a commitment for at least one full 6-week grading period. Special circumstances that affect a family will be considered on a case-by-case basis but may not be guaranteed. Requests to change student status, must be provided in writing 2 weeks before the end of the current grading period.



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Developing the Whole Child

MPE will continue to support our students not only academically, but also continue support their social and emotional learning as well focus on their digital citizenship. This will done both in the remote setting as well as the traditional face to face setting.

1. Social and Emotional Learning and Digital Citizenship

- a. Teachers will receive professional development on social and emotional learning (SEL) and trauma-informed classrooms.
- b. Students will receive in-class and online activities on core values, social and emotional learning, following specific SEL competencies (Self-Awareness, Self-Management, Social Awareness, Relationship Skills, Responsible Decision-Making).
- c. Students will also participate in activities focused on the responsible use of technology including digital devices and the Internet to engage with their teachers and peers.



Prevention Practices

Prevent: Practices to prevent the virus from entering the school.

Teachers

Screening Questions for COVID-19 before campus access:

Teachers will self-assess and answer yes/no to the following questions daily from home:

Have they recently begun experiencing any of the following?

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

Has there been close contact: 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

1. Being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
2. 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.

Upon Entering the Building

Staff will report their home self-assessment and have their temperature checked.

Students

Parent will assess their child and answer yes/no to the following questions daily from home:

Have they recently begun experiencing any of the following?

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

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If either occurred at any time in the last 14 days at the same time the infected individual was infectious.

Campus Visitors

Campus visitors will not be allowed around students. All visitors will be subject to screenings prior to entering the building. Notices will be placed outside of access points to the building. Masks will be required for anyone entering the building.

Questions regarding COVID-19 or concerns, please email MPE at info@meyerparkcharter.org.



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