COVID 19

2020-21

Family/Student Handbook

TLA shall admit students of any race, color, national, origin, and ethnic origin to all rights, privileges, programs, and activities

generally accorded or made available to students at the school. It shall not discriminate on the basis of race, color, national origin,

and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and

other school-administered programs.

**Transformative Leadership Academy**

2909 S Stockton Ave.

Monahans, TX 79756

**School Plan**

This Agreement shall begin on August 31st and continue for the entire 2020-21 school year. This agreement and handbook has been prepared to protect all students and staff and incorporate public health guidance. TLA’s goal is to provide a high quality education and instructional delivery mechanisms that can transition between in person learning to virtual instruction for all students.  In addition, TLA strives to build a long term strategic plan that will be effective during the current crisis.  Throughout the school year, we will assume the need for changes that will improve the spread of the virus and/or benefit student learning.

Students and parents/guardians of students registered at TLA shall abide by this handbook and sign the TLA  COVID Agreement before the first day of school, August 31st, 2020.

1. School Safety Precautions
2. Prevention Protocols for Students and Families (mitigation)
3. Symptoms
4. Emergency Closure Procedures and Plan
5. Policies for Academic Credit:  Studying,  Homework, Virtual Learning (1:1 devices)
6. Training
7. **School Safety Precautions**

TLA will take extra precautions daily to prevent the spread of COVID 19, other illnesses or diseases that might relate to the virus.  We will:

* Take student and staff temperatures daily
* Students and staff will have the option to wear a mask
* Wash hands consistently
* Have hand sanitizer stations throughout the school
* Use social distancing floor stickers throughout the school
* Hang social distancing and safety precaution reminder posters throughout the school
* All visitors will report to the window in the foyer and be screened prior to admission into the learning environment
1. **Prevention Protocols for Students, Families, & Staff (Mitigation)**

**Screening Questions Before On Campus Access**

1. 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. 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. TLA shall have the right to  screen students for COVID-19 as well. Screening is accomplished by asking questions by phone or other electronic methods and/or in person. The screening questions shall also be asked of a student’s parent if that parent will be dropping off or picking up their child from inside the school (if by chance they were to enter the school). Adinvita shall perform a forehead temperature check on students, staff, and visitors that enter the school daily.
2. Excluding parental drop-off and pick-up as discussed above, before visitors are allowed on campuses, TLA must screen all visitors to determine if the visitors have COVID-19 symptoms (as listed in this document) 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 (listed below) must stay at home throughout the infection period, and cannot return to campus until TLA screens the individual to determine any of the below conditions for campus re-entry have been met:  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 three days (72 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); and

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

* 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/> .

**Identifying Possible COVID-19 Cases on Campus**

TLA must immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.

* TLA shall clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.
* Students who report feeling feverish should 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 at school and is lab-confirmed to have COVID-19, TLA 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).

 2. TLA must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 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, TLA shall 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 in any on campus activities.

4. If 10% of TLA staff and students received a positive diagnosis of COVID-19 at the same time, the school building will be closed for 3 days, virtual learning will be provided, and administration will work with health officials to assess the COVID-19 situation impacting the school and for staff to clean and disinfect the affected facilities. Work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

**MITIGATION: Practices to Mitigate the Likelihood of COVID-19 Spread Inside the School**

*Operational Considerations:*

**Health and Hygiene Practices: General**

1.  TLA shall attempt to have hand sanitizer and water at each entrance. TLA will  provide hand sanitizer in every classroom.

2. Students, teachers, staff, and campus visitors should be encouraged to sanitize and/or wash hands frequently.

* TLA  will encourage  students to engage in supervised handwashing for at least 20 seconds at least two times each day, in addition to wash hands after using the restroom and before eating.
* TLA will teach students good handwashing techniques.
* TLA a will encourage students, teachers, staff, and campus visitors to cover coughs and sneezes with a tissue, and if not available, covered in 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.

3. TLA will frequently take part in cleaning practices, including additional cleaning by staff, as well as provide the opportunity for children to clean their own spaces before and after they are used, in ways that are safe and developmentally appropriate.

* Additionally, TLA will clean and disinfect  surfaces that are touched in common throughout the day. This would include objects such as door handles, common tables/desks, shared supplies such as art supplies, and high touch devices such as shared laptops or tablets.
* TLA will clean commonly-touched surfaces in classrooms between different class groups, if the same room will be used by multiple class groups.
* TLA will ensure cleaning products are stored safely, including storing harmful products where children cannot access them, and ensuring that harmful cleaning products are not used near children.

 4. TLA  will print and hang resources provided by CDC, as well as their own, that promote protective measures and can serve as helpful reminders of best health practices.

5. On the first day a student attends school on campus, TLA must provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system.

**Health and Hygiene Practices: Masks**

1. For the purposes of this document, 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. Face shields may be superior to cloth face coverings in many circumstances, given improved ability to see mouth movements and improved air circulation.

2. Schools are required to comply with the governor’s executive order regarding the wearing of masks.

3. In addition to the executive order, TLA requires the use of masks or face shields for adults or students for whom it is developmentally appropriate when they are not able to maintain appropriate social distance for extended periods of time.

4. Parents may use their discretion regarding their child’s use of face masks/shields if it does not interfere with government mandates.

**Student-Teacher Groupings**

Where feasible without disrupting the educational experience, TLA will encourage students to practice social distancing.

1. In classroom spaces that allow it, TLA will space  students seating  a minimum of six feet apart when possible.

2. In classrooms where students are regularly within six feet of one another, TLA will plan for more frequent hand washing and/or hand sanitizing and should consider whether increased airflow from the outdoors is possible.

**Use of Non-Classroom Spaces**

1. When feasible and appropriate (for example, in physical education classes as weather permits), it is preferable for students to gather outside, rather than inside, because of the likely reduced risk of virus spread outdoors.

2. As is the case in typical years, TLA may open facilities to the public. Operation of the facilities should be done consistent with the governor’s executive orders for similar activities.

3. TLA’s plan for entry, exit, and transition procedures reduce large group gatherings (of students and/or adults) in close proximity. Staff will provide guidance to students to enter one at a time and wait six feet apart outside the entrance, and, where appropriate, parents will remain outside during drop-off and pick-up.

4. Restroom restrictions are as follows:  only one boy allowed at a time and two girls allowed at a time.

5. TLA considers practices that reduce the likelihood that students meet the close contact definition (defined below) at lunch.  Students will have the option to eat in the cafe or outside on the patio. Tables will be spaced according to guidelines and the number of students per table will be limited.

**Visits to Schools**

* Parents and other adults are encouraged to continue volunteering at the school pending their successful pass of the symptom screening.
* Outsider visitors will also be welcomed on campus for instructional purposes but also must pass the symptom screening.

**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 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.

**Screening Questionnaire Information**

1.   When asking individuals if they have symptoms for COVID-19, TLA must only require the individual to provide a “Yes” or “No” to the overall statement that they are symptomatic for COVID-19, as opposed to asking the individual for specific symptom confirmation. TLA is not entitled to collect information during screening on the specific health information of an individual beyond that they are symptomatic.

2. Once it is determined that individuals who responded “Yes” to either of these questions have met the criteria for re-entry, school systems must destroy those individuals’ responses.

**III.  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?

* 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

**IV.  Emergency Closure Procedures and Plan**

**Emergency Closures**

*TLA will notify all parents through ClassTag and facebook of any emergency school closures.*

If by chance, anytime during the school year, Governor Abbott closes Texas schools, students will go       virtual.  Students will follow the virtual rules and regulations set forth in this handbook.

If TLA has to close due to the number of students infected, students will go virtual.  The TLA school board will make this decision.

**V.   Policies for Academic Credit:  Studying, Homework,     Virtual Learning (1:1 devices)**

**Types of Learning**

Families have two options to choose during the school year on a daily basis:

1. In person learning
2. Virtual learning

**In Person Learning** is attending school day to day and being facilitated by the teacher.

**Virtual Learning** is completing and turning in academic assignments online via Google Classroom.

**Rules for virtual learning**

*We strive to help each learner maintain a consistent and organized schedule.  Teacher’s time must be respected as well.*

1. Each student will be assigned a Chromebook and will be given a weekly calendar of assignments on Google Classroom.
2. All assignments are due as assigned on the Google Classroom.
3. Assignments shall be submitted as complete.  Complete assignments are as follows:

i.  Students must answer in complete sentences or points will be taken off.

ii.  All parts of the questions must be answered thoroughly or points will be taken off or counted incorrect.

iii.  If a student has questions about the assignment, the teacher must be notified no later than 5:00 P.M. each day.  Messages after 5:00 P.M. will not be answered until the following school day.

iv.  If an assignment requires a book(s)/documents, it is the student’s responsibility to pick them up at the school on time.   Books will be left on the back patio outside the school and labeled with the student's name.

v.  If the teacher adds a comment to the student’s assignment, which usually requires a student correction, students must correct it by the date the teacher requests.

vi.  Assignments must be marked as done on Google Classroom then click submit.

vii.  Attachments must be uploaded to the assignment, marked as done, then click submit for

an assignment to officially be completed.

1. Students must log into class discussions at the time the teacher requests or the student will be given a zero (0).
2. If for any reason an assignment is not completed and not turned in, the student will be given a zero (0) for the grade.
3. It is the student and parent’s responsibility to check grades daily or bi-weekly to ensure students are correcting work and/or completing work.

**Helpful Tips for Parents**

1. Google Classroom sends out daily/weekly summaries of student’s work:  missing work, upcoming work, work that is due, class activity-announcements, assignments, and questions recently posted by teachers.
2. Students can see their grades once uploaded in Google Classroom.
3. Parents shall respond to ClassTag or Google Classroom notifications as they are notified.

**Transformative Leadership Academy**

**Parent/Student Agreement**

The Covid Handbook was created by TLA to ensure the health and academic practices of our students.  We support our families and our staff will work hand in hand to make this school year as safe and efficient as possible.

Each parent, along with the student, shall sign the COVID-19 Agreement.

I have read and understand TLA Covid-19 Handbook and will abide by all rules, regulations, procedures, and plans set forth in this handbook.  I also understand if my child is infected with COVID-19, it is solely the responsibility of the parent/guardian and TLA Private is not responsible for any medical treatment, doctor’s visits, or any care related to any infectious disease that is related to COVID 19 or is COVID 19.

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| **[Parent/Guardian 1] Print Name** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[First name] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Last name] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Date] |

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| **[Parent Guardian 2] Print Name** |
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Student 3 Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_