



Cityscape Schools, Inc.
Cityscape Schools Board Meeting
Wednesday, July 29, 2020 10:00 AM (CDT)
Virtual Board Meeting
Dear Esteemed Board Members,

Leonard Brannon is inviting you to a scheduled RingCentral meeting.

Below you will find the call instructions:

Join from PC, Mac, Linux, iOS or Android: <https://meetings.ringcentral.com/j/1488338411>

For the best audio experience, please use computer audio.

Or iPhone one-tap : +1(469)4450100,,1488338411#

Or Telephone: +1(469)4450100

Meeting ID: 148 833 8411

Prepared for Leonard Brannon



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Meeting ID: 148 833 8411

- I. Approval of Board Minute Meetings - Leonard Brannon
Approval of previous board minutes
- II. Approve Investment Officer for Cityscape Schools - Luis Hinojosa
Board need to approve investment officer for Cityscape Schools
- III. Board approval of TPCSA Advocacy Grant Award - Mateo Magdaleno/Elda Rojas
The Texas Public Charter School Association has awarded Cityscape Schools a grant for 3 years to fund the partial salary of a Parent Engagement and Charter School Advocacy.
- IV. Approve New School Calendar for 2020/2021 - Leonard Brannon/ Elda Rojas
Approval to amend the the 2020/2021 school calendar because of the COVID 19 pandemic
- V. Discussion the 2020/2021 Reopening Plans - Leonard Brannon/Elda Rojas
Discuss the reopening plans for the 2020/2021 school year and review the two reopening guides.
- VI. Financials - Luis Hinojosa
Cityscape School Financials
- VII. Closed Session: Discuss tenet leases at both campuses - Leonard Brannon/Luis Hinojosa
Discuss the two leases of tenet leases at both campuses
- VIII. Open Session - Leonard Brannon
- IX. Closed Session: Personnel - Leonard Brannon
- X. Open Session - Leonard Brannon



Wednesday, June 24, 2020 10:00 AM (CDT)
6311 East Grant Ave. Dallas Texas 75223
Board Room

TELEPHONE CONFERENCE IN ACCORDANCE WITH THE GOVERNOR'S
AUTHORIZATION CONCERNING SUSPENSION OF CERTAIN OPEN MEETING LAW
REQUIREMENTS FOR COVID-19 (CORONAVIRUS) DISASTER.

Board: Wes Briggs, Estelle Lara, & Norma Miller

Staff: Leonard Brannon, Luis Hinojosa, Carol Thorne, & Mary Ann Boyer

Start Time: 10:20 am

End Time: 11:18 am

I. Call to Order - Wes Briggs

Board Announcement

II. Public Forum - Leonard Brannon

30 minutes (3 minutes per speaker)

III. Approve Previous Board Meeting Minutes - Leonard Brannon

Motion: Estelle Lara Second: Norma Miller Approved: 3-0

IV. Approve Resolution to Create a Lease Agreement Between Cityscape Schools, Inc. and Friends of Cityscape Schools LLC—Leonard Brannon

As AMENDED TO Cityscapeschools Childhood Center LLC

Motion: Wes Briggs Second: Estelle Lara Approved: 3-0

V. Approval of Improvement of Investment Policy- Leonard Brannon

Motion: Wes Briggs Second: Estelle Lara Approved: 3-0

VI. Approve Luis Hinojosa as the Charter School's Investment Officer - Leonard Brannon

Tabled Motion: Estelle Lara Second: Wes Briggs Approved: 3-0

VII. Approval of Budget Amendment - Luis Hinojosa

Motion: Wes Briggs Second: Estelle Lara Approved: 3-0

VIII. Discussion - Leonard Brannon

CDW purchase of Student Chromebooks
SBA Loan update
Update on the Lindsley Project
COVID related purchases
Completion of Board Training

- IX.** Financials - Luis Hinojosa
Statement of Financial Position,
Statement of Activities, and
Schedule of Budgetary Comparison
- X.** Adjourn - Wes Briggs In accordance with the Texas Open Meetings Act (Subchapters D and E of Ch. 551, Texas Government Code), the Board may enter into closed / executive session to deliberate any subject authorized by Subchapter D that is listed on the Agenda for this meeting. Before any closed / executive session is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed / executive session. Any final action, decision, or vote on a subject deliberated in closed / executive session will be conducted in open session in compliance with the Texas Open Meetings Act.

Approve Investment Officer for Cityscape Schools

No documents for this item



June 18, 2020

Mateo Magdaleno
Cityscape Schools
mmagdaleno@cityscapeschools.org

Sent via email

Dear Mateo:

The Texas Public Charter Schools Association is pleased to offer an advocacy grant to Cityscape Schools in the amount of \$29,444 for Fiscal Year 2020. We look forward to partnering with your schools as we elevate the voices of the public charter community and take action that benefits educators and families.

These funds will be disbursed upon signing this letter and submitting account information for deposit. We ask that you do so by Wednesday, June 24 so that funds can be deposited no later than June 30. If you would like the funds to come to you in the next fiscal year, please let us know. Pending your fulfillment of annual participation, eligibility, and reporting requirements, as outlined below for the first year, the grant will be renewed in February 2021 and again in February 2022. We anticipate a larger amount of support available in 2021 and a similar amount to this year in 2022.

Participation requirements

- At least one representative from your schools joins advocacy calls (monthly before the legislative session and more frequently during session) with TPCSA and other members of the coalition starting August 2020
- At least once per month, beginning in August 2020, incorporate legally permissible advocacy resources and/or updates into communications with staff and parents in coordination with TPCSA and the coalition
- By September 1, 2020: Select a parent, teacher, and board member to be advocacy captains and lead at least three total visits with state or local lawmakers by February 1, 2021
- By September 1, 2020: Share your roster of School Year 2020-21 parents and staff with TPCSA to facilitate grassroots support
- By October 1, 2020: Hire a full-time advocacy or community engagement staff member who will direct the charter holder's advocacy efforts (or designate a current staff member to fill this role)
- By November 1, 2020: All board members contribute to TPCSA's relationship map
- By November 1, 2020: Identify all grassroots leaders (board members, civic and business leaders, and donors) connected to your charter school/district
 - By January 30, 2021: At least five grassroots leaders share educational resources with lawmakers
- Lend your voice to rapid response campaigns and other high-impact actions as needed

3801 S. Capital of Texas Hwy, Suite 330
Austin, TX 78704
www.txcharterschools.org

Eligibility requirements

- Remain a dues-paying member of TPCSA
- Maintain an overall district-level grade of C or better according to the TEA accountability system
- Maintain a passing grade for financial health according to the TEA accountability system

Reporting requirements

- Share name and contact information for all identified advocacy captains once they are designated
- Share with TPCSA copies of advocacy communications to parents/staff within one week of sending them
- Submit brief narratives by email describing each lawmaker visit/meeting led by advocacy captains or school leaders, and attach at least one photo, within one week of holding the visit
- Forward copies of correspondence between grasstops leaders and lawmakers regarding educational resources within one week of them being sent

Please sign and date this letter below, as well as complete the accompanying form with account information for depositing the funds. If you have any questions, please contact me at any time by email (bwhitley@txcharterschools.org) or phone (512-647-6262).

We can't wait to get started!

Sincerely,

Brian Whitley
VP of Policy & Advocacy
Texas Public Charter Schools Association



STAFF CALENDAR

2020-2021

New Teacher Orientation: August 24 & 25

Returning Teachers Start Date: August 26

EGP Pre-K Parent Orientation: Sept 1

BP Pre-K Parent Orientation: Sept 3

Meet the Teacher Day: Sept 3

Parent Conference: Nov 16-20 ; Feb 8-12

First Day of School: September 8

Last Day of School: June 18

Student/Staff Holiday

September 7

November 3

November 23 - 27

December 21 - January 1

January 18

February 15

March 15-19

May 31

July 5

Staff Development/Workday

August 26 & 27 - Professional Development

August 28 & Sept 4 - Campus Workday

August 31 - Sept 3 - Professional Development

January 4 - Professional Development

June 21 - Campus Workday

Nine Weeks Start and Ending Dates

1st Nine Weeks - September 8 - November 6

2nd Nine Weeks - November 9 - January 29

3rd Nine Weeks - February 1 - April 9

4th Nine Weeks - April 12 - June 18

Inclement Weather: April 2 & 5

Teacher Summer School PD: June 22

Summer School: June 23 - July 16

Instructional Days: 177

New Teacher Work Days: 189

Teacher Work Days: 187

Staff Development/Campus Workdays: 10

August/Agosto 2020

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April/Abril 2021

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May/Mayo 2021

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June/Junio 2021

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July/Julio 2021

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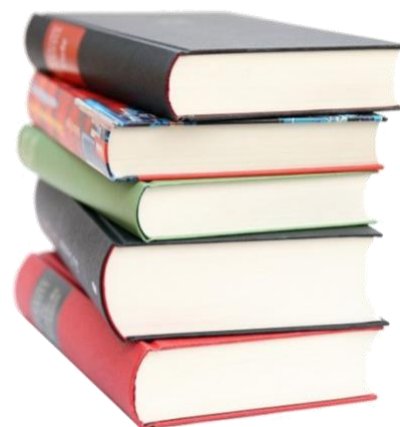
GLOBAL LEARNING COMMUNITY GUIDE

PREPARING ALL STUDENTS FOR SUCCESS
2020 - 2021



TABLE OF CONTENTS

Letter From The Superintendent	3
Expectations	4
Cityscape School's Approach To Safety	7
Cleaning, Sanitizing, And Disinfecting.....	7
Health Screening And Preventative Hygiene	8
Physical Distancing.....	9
Communication, Training, And Coordination.....	9
Specific Protocols	10
Expectations Of Teachers, Instructional Aides, And Teacher Aides.....	10
School Arrival / Morning Procedure (Ingress)	11
School Dismissal (Egress).....	13
Covid 19 Assessment	15
Covid 19 Positive Report Steps For Campus Administrators.....	16
Safety Response Protocols (Srp) Drills	16
Discipline Steps Related To Covid 19	17
Cleaning Details.....	18
Instructional Models.....	19
Considerations For Special Populations	24
Whole Child Supports	25
Technology Framework	27
Operational Considerations And Support.....	28
Communications Plan.....	29
Product/Purchasing Information (Prioritized).....	31



Letter from the Superintendent

Cityscape Schools is looking forward to the 2020-2021 school year and beyond in planning and preparing for the future of our students. We are committed to do everything we can to reopen our campuses as we believe that doing so is in the best interests of our students, families, and communities. And yet, we recognize that Cityscape Schools needs to find a variety of options for reopening campuses safely with the health and well-being of our entire community in mind.

The Global Learning Community Guide has been developed by the assumption that a vaccine will not be available for 12-18 months, which means that Cityscape Schools needs to be able to respond rapidly to circumstances in its own school community, as well as to conditions in the city of Dallas and the state of Texas. Even as we plan to reopen our campuses in August, we know we may need to close them again with very little advance warning. This means that Cityscape Schools' staff, students, and parents should be prepared to quickly move between learning models designed to fit a variety of circumstances and situations.

During this COVID 19 event, it is expected that our *One Cityscape Family* bands together to strive to provide a premier education for students in an environment that maintains the safety and well-being of its members. Although there is a possibility that exposure may occur upon re-entry into school, all members of the Cityscape Schools community should expect that every effort is being made to take appropriate precautions to safeguard the health and well-being of our school family.

In addition, Cityscape Schools will work closely with the Texas Education Agency (TEA) and the Centers for Disease Control and Prevention (CDC) to ensure we are meeting the needs of our students within the allowable guidelines. The safety of our students, families, and staff is our utmost concern and Cityscape Schools is committed to providing every student with the highest quality of education possible during this unprecedented time.

Changing cityscapes one child at a time,

Leonard Brannon, *Cofounder and Superintendent*



Expectations

In times of uncertainty and fear or in times of blessing and peace, Cityscape Schools wants all parents, staff, and the East Dallas community to know that our students' health and safety (both physical and emotional) is always our number one priority. Of course, as an academic institution, we also understand the importance of providing our students with a quality education focused on student growth and progress. After much discussion, research, and planning, this guide was created from seven key **expectations** that center around our desire to remain a caring and informative charter school district.

Expectation 1

We expect that the safety of our students, staff, families, and the community will always be our top priority. Facing the COVID 19 pandemic, we are more committed than ever to ensure that all appropriate safety measures are implemented in order to recognize, reduce and/or prevent exposure to COVID 19 through the consistent implementation of:

- Social distancing practices throughout any Cityscape facility
- Cleaning and sanitizing practices for all facilities, equipment, etc.
- Use of personal protective equipment (PPE) as these are sourced by the district
- Training and implementation of screening practices to adhere to recommended guidelines for symptoms of illness and requirements for return to school/work
- Implementation of protocols to ensure that students/staff who are ill, remain at home until all fever/symptoms improve without the use of fever-reducing medication and that students/staff who become ill will be sent home

Expectation 2

We expect to care about our students/staff both inside and out of our building walls. The district is committed to supporting both the academic and the social-emotional needs of the students and staff. Key stakeholders will be trained to be aware of the traumatic elements introduced by COVID 19. Through this training and collaboration, students' and staff's needs will be addressed by:

- Collaborating across systems to coordinate supports for intervention
- Providing students with the tools to practice a healthy lifestyle
- Engaging in professional development so that staff will be able to facilitate a physically and emotionally safe learning environment
- Actively monitoring the progress of students to identify necessary supports for student engagement in learning connected to the school and the local community
- Collaborating with parents and staff to ensure student access to personalized learning

Expectation 3

We expect that during this time of a **new normal**, Cityscape Schools will continue to provide a quality education to all students through engaging learning models and rigorous instruction while prioritizing student and family safety. Models will value student needs and maintain a focus on increased student achievement through:

- Use of rigorous and engaging face-to-face pedagogy and at-home/virtual learning tools to participate in knowledge building experiences
- Balance of synchronous and asynchronous instruction (see below) that provides academically, emotionally and socially sound interactions and growth (as needed) during model implementation
- Progress monitoring of student growth, interaction, and completion of content and assessments for feedback and support
- Opportunities to provide intervention, enrichment, and acceleration to ensure that students maintain movement toward both short- and long-term graduation goals
- Continuation of opportunities for extracurricular and co-curricular activities that meet safety protocols
- Development of student/staff support systems for social-emotional well being

Two Methods of Remote Instruction	
Method A	Method B
Synchronous instruction – requires participants to be present at the same time, virtually Examples: Live interactive classes with students & teachers participating real-time, teacher supported work time on video conference calls, scheduled and timed online tests	Asynchronous instruction – does not require all participants to be virtually present at the same time Examples: Self-paced online courses with intermittent teacher instruction, pre-assigned work with formative assessments on paper or virtual platforms, watching pre-recorded videos of instruction with guided support

Expectation 4

We expect that every family must have appropriate options available in order to make the best educational decisions for their student(s). Cityscape Schools is committed to provide rigorous instruction for those who will participate in a face-to-face learning model upon re-entry into school. However, for those who choose to maintain students in the home environment for safety purposes, a comprehensive full-time at-home/virtual learning model will be available as an option. If crisis circumstances require intermittent school or district closures, the at-home/virtual learning model will be implemented for all impacted students and staff. The various models will be outlined in a later section, but a quick delineation is below:

- Face-to-face model (entire school day is completed at school with safety measures in place during school attendance)
- At-home learning model (entire school day is completed at home)

Expectation 5

We expect that the technology needs of students and families required to participate in the Cityscape Schools' learning models must be met. We are committed to providing a 1:1 device for every student, as well as internet connectivity options for every household in the district.

- Systems will be in place to issue and track devices for each student
- Information will be collected, and the necessary internet connectivity options will be provided for every household

Expectation 6

We expect to provide professional development opportunities for staff that include operational and safety elements, as well as support for virtual instructional platforms, programs and practices.

- Operational and training elements will include the safety guidelines and protocols that are established in this guide, as well as any additional recommendations by the Centers for Disease Control and Prevention and the state of Texas
- Professional development for the instructional platforms and programs will be on-going and include topics such as the on-line learning management platform, Google Classroom, specific applications such as See-Saw and Google Meet, as well as content specific training to include the Reading Academies (Grades K-3)

Expectation 7

We expect to develop close connections with our students' families so that two-way communication is established to keep all key stakeholders informed. Current information such as address, phone number(s), email address and health information for each child will need to be updated as appropriate. This connection will allow us to quickly and correctly communicate for all unknown circumstances that might arise. To create this system, the district will:

- Develop a system in which information can be updated by the parent/guardian
- Monitor returned mail to reach out and update information
- Utilize SchoolStatus, ParentSquare, e-mail groups, and district website to communicate effectively

The challenge of planning for the re-entry of students and staff to Cityscape Schools' campuses started as a process of thinking through, "*What would an average school day for a typical student in Cityscape Schools look like?*" This process included being dropped off by a parent at the school; walking onto the campus to reach their classroom or first period; how would the classrooms need modifications; where students would go such as music, art, PE (special classes), and where they would eat breakfast and lunch; what a visit to another office such as counselor, clinic, or main office look like; how recess at elementary schools might look; and how to get them home safely and/or any extracurricular activities.

We quickly realized that every practice would need to be reviewed with the goal of ensuring preventative hygiene and safety measures as recommended by the CDC, which would require establishing some new practices within our system. As a district, the following principles governed our safety planning:

- Prioritize student and staff health, safety, and well-being as a top priority.
- Ensure hygiene and health-related practices are CDC approved, clearly communicated, effectively implemented, and diligently enforced.
- Promote practices and protocols to reduce risk of virus transmission and support our capacity to be responsive and agile when facing changing health circumstances.

Cityscape Schools' Reopening Task Force came together to lead and outline this important work. The following shared understandings were used to frame this section of the guide:

- Focus on variables we can control
- Use reliable, scientific sources to guide our understanding of the virus and how to best effectively prevent our community's exposure to it
- Seek ways to reduce risk of virus (COVID 19) transmission, not eliminate it
- Identify external and internal entities that would lead us to tighten or loosen restrictions
- Ensure new practices, policies and regulations are flexible and can be implemented and maintained.

This guide will continue to be refined through dedication and commitment to opening the doors to a safe campus in August.

Cityscape School's Approach to Safety

Cityscape Schools' approach to safety includes Cleaning, Sanitizing and Disinfecting; Health Screening and Preventative Hygiene; Physical (Social) Distancing; and Communication, Training and Coordination.

These four critical areas have defined how we approached our work in the area of safety to reduce the risk of transmission of the virus. Each section below details the district's efforts in each of the approaches in our operations. Incorporating these approaches into the typical school day for our students will be critical

Cleaning, Sanitizing, and Disinfecting

Cityscape Schools will enhance daily cleaning of all facilities, with special attention to specific high use areas such as door handles, knobs, and buttons. Daily cleaning will utilize the safest and most effective products as approved by the CDC and the Environmental Protection Agency (EPA).

Cityscape Schools will establish an operational strategy to prevent the spread of COVID 19 that includes the requirement of each school to apply the Brutab Victory Electrostatic Sprayer System daily. The product is a safe, environmentally friendly and powerful disinfection product. The product systematically removes and destroys dangerous microorganisms in the environment. Surfaces are treated with a protective polymer that inhibits growth of microorganisms. The chemical is registered with the EPA and approved for contact services.

In addition to the daily application of the Brutab System, all facilities will be deep cleaned on a weekly basis by a third-party vendor. Thus, classroom teachers may leave out any items they want

disinfected to include computer keyboards, math manipulatives, books, etc. This will allow students the ability to utilize materials in the classroom without transmission of germs.

This disinfectant protocol exceeds CDC guidelines regarding disinfecting facilities while allowing students to engage in classroom activities.

The campus custodians will receive professional development on the deep cleaning of a facility or a specific site within a facility. Should a confirmed case of COVID 19 be identified on a specific campus or site, and the site needs to be closed for a designated amount of time, the district will comply with all required regulations from the CDC, as well as the Dallas County Health and Human Services department. Each classroom will be provided with CDC approved cleaning wipes and Lysol spray to be utilized as determined by the classroom teacher.

The district will continue to utilize the CDC guidelines and recommendations to ensure we implement the safest and most current practices for the cleaning, sanitizing, and disinfecting our school campuses.

Health Screening and Preventative Hygiene

One of the most effective measures to prevent the spread of the virus includes the utilization of face masks. **ALL** Cityscape Schools students will be **REQUIRED** to wear a face mask at the beginning of the school day. Upon arriving to school, students will be required to wear a mask prior to entering the school building. Students arriving to school in a vehicle must wear a mask as they exit their vehicle.

The district will issue each student three reusable masks. We will request that parents wash the face masks to ensure they are properly cleaned between wearing. IF a student arrives without a mask, a disposable mask will be provided until the student reaches their classroom.

Upon arrival in the classroom, each student will have an individual face **shield**. The face shields will be issued to a specific student and the student's name placed on the band. There will be no sharing of face shields. The face shields may be placed out and disinfected daily during the campus disinfection process. At the end of the day, students will remove their face shield and replace it with their face mask to exit the campus and return home.

Upon arrival at the school, each student's temperature will be taken with a non-contact thermometer. Employees taking students' temperature will be required to wear a face mask and gloves. Each elementary student will have a bin in their homeroom or first period that contains their personal items such as pencils, crayons, scissors, ear buds, face shields, etc. This is the container in which the students will put their face masks after arriving to class. They will then put on their face shields for the school day and reverse the process at the end of the day. At the middle school level, students will attend the same first period every day, to secure their face shield and store their mask in their backpack.

Each district classroom will be provided with a poster for instructional purposes to teach and/or review the proper handwashing procedures. Additional preventative information will include covering your cough or sneeze, avoiding touching your face, maintaining physical distance when possible, and removing face shields and masks.

The campus restrooms will be stocked with soap and paper towels.

Each clinic will be provided with instructional posters for “covering your cough” to put up in an area identified by the campus principals.

In addition, each classroom will have a hand sanitizer station. Each teacher will be provided sufficient sanitizer for replacement and campuses will be able to order more sanitizer for use within the classroom.

Physical Distancing

The CDC has identified social (physical) distancing as a key strategy in the containment of the COVID 19 virus. While by nature, schools are designed to be more compact, so that students have access to all amenities (i.e., main office, clinic, cafeteria), we are investigating various ways to manage our student numbers and space. Our instructional models also address the density issue within our buildings.

In our efforts to allow a more normal classroom environment, the district will provide eight sets of Plexiglass (acrylic) dividers (to be placed on top of student tables/desks) for each classroom. The Plexiglass dividers, along with the face shields, will allow our classrooms to maintain a more normal and natural feel.

Physically distancing identification will be established through the utilization of graphics at each campus. The signage is designed to identify six-foot social distancing guidelines. Each teacher should design their classroom space and then be provided with the six-foot physical distancing markers to delineate this space within their individual classroom. The district will take the following measures:

- Provide and install each campus with signage for six-feet identification and other necessary protocols
- Mark hallways into two sides with periodic arrows
- Establish various entry doors for specific grades, students, etc.
- Provide Plexiglas (acrylic) dividers for each classroom

Communication, Training, and Coordination

Multiple strategies will be employed to communicate to students, staff, and families based on our guidelines and expectations of our efforts in reducing our transmission of COVID 19. One primary goal is to

- Ensure hygiene and health-related practices are research-based, clearly communicated, effectively implemented and diligently enforced.

In order to clearly communicate, the district will develop and publish this guidebook on the district website. Flyers will be developed for specific job groups, as well as for families regarding student expectations.

Cityscape Schools will create specific professional development modules that all campus-based staff must complete prior to the first day of school. These modules will include lessons on practicing appropriate routines (such as arrival and dismissal), hand-washing procedures, covering your cough, no hugging or touching of students, etc.

Specific professional development will be held for specific job groups (custodians, teachers, etc.), who may deal specifically with students or staff that exhibit symptoms.

The district will utilize all outlets to include the district website, social media, weekly top guidelines for parents to remember, School Status, ParentSquare, email groups, PTO, and other parent groups to share our messaging. Once our communication avenues are developed and established, more specifics will be shared throughout the community, prior to the start of reopening campuses.

Everyone will have a role in the communication of the Cityscape Schools' expectations and guidelines and will be an integral part of the entire process.

Specific Protocols

Various departments are developing specific protocols for important topics. These protocols will be provided to all campuses, in that some of the protocols are very campus specific, such as egress and ingress, which are dependent on the campus configuration and layout.

Expectations of Teachers, Instructional Aides, and Teacher Aides

Teachers are expected to follow the Cityscape guidelines and directions for face-to-face or via at-home/virtual learning.



School Arrival / Morning Procedure (Ingress)

EAST GRAND PREPARATORY

ELEMENTARY and MIDDLE SCHOOL

Two different entrances of the school will be opened at 7:15 a.m. (gym door and north door (cafeteria) of Upper School Building). Students will not be allowed in the school premises before 7:15 a.m. Students **who are in grades Pre-kindergarten through third grade** and who arrive between 7:15 a.m. and 7:30 a.m. will go directly to the gymnasium. Students **who are in grades 4 through 8** and who arrive between 7:15 a.m. and 7:30 a.m. will go directly to the cafeteria (north) entrance of the Upper School Building. All staff must wear both face masks and face shields while in the gymnasium or upper school cafeteria (between 7:15 and 7:30 a.m.).

At 7:30 a.m., students in first grade through eighth grade will walk (up the ramp between the two buildings) **directly** to their respective classrooms wearing their face masks. Students in Pre-kindergarten and kindergarten classes **will be escorted** to their classrooms by assigned staff. **Unfortunately, because of the COVID 19 pandemic, parents will not be allowed to escort their child/children to class.** If you need to speak to your child's teacher, please contact the teacher via the SchoolStatus application or call the front office. All students must wear face masks while in the gymnasium or upper school cafeteria.

After 7:30 a.m., as children arrive via the blue carpool lane, they will enter through the north door of the Upper School building. For those children arriving via the green carpool lane, they will enter through the ramp between the two buildings. For those students who arrive walking, they will report to the tent located between the Upper and Lower School buildings in order to complete screening processes. Six feet social distancing markers and decals will be placed in front of each entry point, and throughout both buildings. Teachers and staff will be assigned to monitor social distancing as students enter each building. Every morning, students will be required to hand sanitize upon entry into both buildings. Staff will be present to supervise and ensure that proper hand sanitizing and social distancing occurs.

All campus staff must arrive by 7:15 a.m. (unless otherwise assigned by campus administration) in order to be fully prepared for employee screening procedures before entering the building. As a first line of defense, all employees must self-screen (daily) before arriving to campus. Employees will be required to complete a self-screening questionnaire via a QR code (online). ***This should be completed the evening before arriving to work so that campus administrators can be notified of your status for the next workday.*** If an employee answers "yes" to any question, they must contact their immediate supervisor to inform them that they will not report to work.

All employees must report to the tent area located at the west entrance of the Upper School building. As you enter the building, a temperature check will be required. Employees taking employees' temperature will be required to wear a face mask and gloves.

Breakfast will be served from 7:35-7:55 a.m. in the classroom. Students arriving between 8:00 a.m. and 8:30 a.m. will follow the same screening procedures as previously stated for those in the carpool lanes and those who arrive walking. (A tardy slip will be provided by the office for students to enter the classroom.) Staff will follow the same procedures for temperature reading and hand sanitizing for students who arrive between 8:00 and 8:30 a.m.

Employees taking students' temperature will be required to wear a face mask and gloves. Assigned

staff will remain at each drop-off point in order to facilitate the screening process for students and staff arriving after 8:00 a.m.

Students and/or employees arriving **after** 8:30 a.m. will report to the main office in the Lower School building for the screening process.

BUCKNER PREPARATORY

Two different entrances of the school will be opened at 7:15 a.m. (the Pre-K building east entrance and the east entrance by the cafeteria). Students will not be allowed on the school premises before 7:15 a.m. Students **who are in Pre-kindergarten** and who arrive between 7:15 a.m. and 7:30 a.m. will go directly to their classroom. Students **who are in grades Kindergarten through 4** and who arrive between 7:15 a.m. and 7:30 a.m. will go directly to the cafeteria (east) entrance. **All staff must wear both face masks and face shields while in the cafeteria or the pre-kindergarten building (between 7:15 a.m. and 7:30 a.m.).**

At 7:30 a.m., students in kindergarten through fourth grade will walk **directly** to their respective classrooms wearing their face masks. **All students and staff must wear face masks while in the building.** Students in kindergarten classes **will be escorted** to their classrooms by assigned staff. **Unfortunately, because of the COVID 19 pandemic, parents will not be allowed to escort their child/children to class.** If you need to speak to your child's teacher, please contact the teacher via the SchoolStatus application or call the front office.

Six feet social distancing markers and decals will be placed in front of each entry point, and throughout both buildings. Teachers and staff will be assigned to monitor social distancing as students enter each building. Every morning, students will be required to hand sanitize upon entry into both buildings. Staff will be present to supervise and ensure that proper hand sanitizing and social distancing occurs.

All campus staff must arrive by 7:15 a.m. (unless otherwise assigned by campus administration) in order to be fully prepared for employee screening procedures before entering the building. As a first line of defense, all employees must self-screen (daily) before arriving to campus. This should be completed the evening before arriving to work so that campus administrators can be notified of your status for the next workday. Employees will be required to complete a self-screening questionnaire via a QR code (online). If an employee answers "yes" to any question, they must contact their immediate supervisor to inform them that they will not report to work.

All employees must report to the gate between the Student Center and the main building. As you enter the covered passageway, a temperature check will be required. Employees taking employees' temperature will be required to wear a face mask and gloves.

Breakfast will be served from 7:35-7:55 a.m. in the classroom. Students arriving between 8:00 a.m. and 8:30 a.m. will follow the same screening procedures as previously stated for those in the carpool lanes. (A tardy slip will be provided by the office for students to enter the classroom.) Staff will follow the same procedures for temperature reading and hand sanitizing for students who arrive between 8:00 and 8:30 a.m. Employees taking students' temperature will be required to wear a face mask and gloves. Assigned staff will remain at each drop-off point in order to facilitate the screening process for students and staff arriving after 8:00 a.m.

Students and/or employees arriving **after** 8:30 a.m. will report to the office in the main building for the screening process.

School Dismissal (Egress)

EAST GRAND PREPARATORY

ELEMENTARY and MIDDLE SCHOOL

At dismissal, all students will be dismissed **directly** from their classrooms. All parents will always remain inside their cars. Students will be required to hand sanitize upon leaving the classroom, as well as wear face masks during entire dismissal time. All assigned staff will be responsible for assisting in dismissing students and maintaining social distancing at their respective posts. Teachers must remain in their classrooms and stay with their students until 4:00 p.m. Any students who remain in the classroom at 4:00 p.m. will be escorted to the gymnasium by their respective teacher.

Students who are picked up by after-school day care vans will be dismissed five to ten minutes before the end of the school day. Staff members will be assigned to pick up students in their classrooms and maintain proper social distancing as they move to the after-school care vans. If necessary, students will wait for their respective vans at an assigned location in the gymnasium. Assigned staff will monitor students and ensure social distancing regulations are maintained.

Students who attend the afterschool (Alphabest) program will also be dismissed five to ten minutes before the end of the school day. Staff members will be assigned to pick up students in their classrooms and maintain proper social distancing as they move to the Lower School building cafeteria. Staff working for the after-school program will adhere to the social distancing expectations implemented by Cityscape Schools' published guidelines.

At the end of the school day, students **will remain** in the classroom and be dismissed as their parents arrive to pick up their children in the carpool lanes or as walkers. As the parents enter the carpool lanes or approach designated walker pick-up locations (Upper School building – east door off Cristler Ave.; Lower School building – south door off East Grand Ave.), teachers will be notified to release the child for pick-up. Teachers will only release the students upon confirmation that parents have arrived. Parents must wear face coverings and maintain appropriate social distancing. **No parents will be allowed to enter any building to pick up kids during dismissal.**

As mentioned above, students who are in first grade through eighth grade will leave their classroom (after notification of parent's arrival) to head directly to their parent or guardian. Pre-kindergarten students will be dismissed to the gymnasium for a 2:45 p.m. dismissal. Kindergarten students will be dismissed to the gymnasium for a 3:00 p.m. dismissal. All staff must wear both face masks and face shields while in the gymnasium.

All students must wear face masks while in the gymnasium.

Students remaining after 4:00 p.m., will be escorted by their respective teacher to the gymnasium. The following steps will occur: 1) designated staff at the front office desk will call the parent, 2) the student's name will be recorded in the student late pick-up binder, 3) the student will wait in the gymnasium with designated staff for parents to arrive, and 4) once they have been picked up, the designated staff person will sign the student out.

Students waiting in the gymnasium will maintain appropriate social distancing guidelines and wear face masks. All staff must wear both face masks and face shields while in the gymnasium.

Students remaining after the car line has cleared, will be accompanied to the office. The following steps will occur: 1) the TA/IA at the front office desk on duty will call the parent, 2) write the student's name in the student late pick up binder in the office, 3) the student and TA/IA on duty will wait at the office for parents to pick-up, and 4) once they have been picked up, the TA/IA on duty will sign the student out. Students waiting at the office after school will be socially distanced.

BUCKNER PREPARATORY

At dismissal, all students will be dismissed **directly** from their classrooms. All parents will always remain inside their cars. Students will be required to hand sanitize upon leaving the classroom, as well as wear face masks during entire dismissal time. All assigned staff will be responsible for assisting in dismissing students and maintaining social distancing at their respective posts. Teachers must remain in their classrooms and stay with their students until 4:00 p.m. Any students who remain in the classroom at 4:00 p.m. will be escorted to the gymnasium by their respective teacher.

Students who are picked up by after-school day care vans will be dismissed five to ten minutes before the end of the school day. Staff members will be assigned to pick up students in their classrooms and maintain proper social distancing as they move to the after-school care vans. If necessary, students will wait for their respective vans at an assigned location in the gymnasium. Assigned staff will monitor students and ensure social distancing regulations are maintained.

Students who attend the afterschool (Alphabest) program will also be dismissed five to ten minutes before the end of the school day. Staff members will be assigned to pick up students in their classrooms and maintain proper social distancing as they move to the cafeteria. Staff working for the after-school program will adhere to the social distancing expectations implemented by Cityscape Schools' published guidelines.

At the end of the school day, students **will remain** in the classroom and be dismissed as their parents arrive to pick up their children in the carpool lanes. As the parents enter the carpool lanes, teachers will be notified to release the child for pick-up. Teachers will only release the students upon confirmation that parents have arrived. Parents must wear face coverings and maintain appropriate social distancing. **No parents will be allowed to enter any building to pick up kids during dismissal.**

As mentioned above, students who are in grades kindergarten through fourth will leave their classroom (after notification of parent's arrival) to head directly to their parent or guardian. Pre-kindergarten students will be dismissed directly to their respective carpool lane at 3:30 p.m. All students must wear face masks as they exit the classroom.

Students remaining after 4:00 p.m., will be escorted by their respective teacher to the cafeteria. The following steps will occur: 1) designated staff at the front office desk will call the parent, 2) the student's name will be recorded in the student late pick-up binder, 3) the student will wait in the cafeteria with designated staff for parents to arrive, and 4) once they have been picked up, the designated staff person will sign the student out. Students waiting in the cafeteria will maintain appropriate social distancing guidelines and wear face masks. All staff must wear both face masks and face shields while in the cafeteria.

COVID 19 Assessment

The following information is to be used as interim guidance in preparation of students who may have been exposed to the COVID 19 virus.

Identify and Assess – campus personnel must establish or evaluate a student's potential of exposure either through direct close contact* with someone diagnosed with COVID 19 and/or symptoms of fever or respiratory illness.

History/Exposure Risk

- In the past two weeks have you had close contact with or live with someone diagnosed with COVID 19?
- In the past two days, have you felt feverish or had a fever?
- In the past two days, have you had a cough?

*Close contact is defined as being within six feet of a person infected with COVID 19 for a prolonged time; close contact can occur while caring for, living with, visiting, or having direct contact with infectious secretions (blood, respiratory and sputum).

Assess Health Status

- Fever – temperature of 100 degrees (F) or greater
- Pediatric Symptoms – usually present as upper respiratory infection such as cough/shortness of breath, sore throat, runny nose or nasal congestion
- Document all findings in the Skyward's Student Health module

Isolate

- Isolate individual and close clinic
- Utilize standard precautions and appropriate PPE

Inform

- Notify parent/guardian to pick up child from school as indicated
 - Medical referral and follow up to confirm student's medical status with parent/guardian by medical aide or office staff. If COVID is confirmed, follow the Positive Report Steps for Administrators as shown below.
- Notify principal
- Notify COO and superintendent
 - COO will contact Dallas County Health and Human Services (DCHHS) for advice and direction, as appropriate

Cleaning and disinfection will be in accordance with Cityscape Schools' standard COVID 19 operating procedures and DCHHS recommendations.



COVID 19 Positive Report Steps for Campus Administrators

When notified of a confirmed COVID 19 student or staff case

1. **Notify the following:**
 - a. COO – David Tecuatl at 214-545-6558
 - b. Campus Principal
 - c. Superintendent

2. **COO will inform the following:**
 - a. **DCHHS**
COO will notify the DCHHS and provide necessary information to begin contact tracing. Dallas County will provide guidance regarding communication to contacts and recommended school closing based on current CDC, federal, state and county guidelines

 - b. **Cityscape Schools' Facilities Team**

The facilities team will work to determine necessary means to clean and disinfect based on current guidelines and risk of exposure.

 - c. **Cityscape Schools' Innovation and Transformation (Communications) Service.** The Innovation and Transformation department, in conjunction with the district superintendent, will provide pertinent information to students, families and the general public.

Safety Response Protocols (SRP) DRILLS

LOCKOUT! GET INSIDE. LOCK OUTSIDE DOORS

STUDENTS

- Return inside
- Business as usual

TEACHERS

- Bring everyone indoors
- Lock perimeter doors
- Increase situational awareness
- Take attendance

LOCKOUT DRILL If students are outside the building, the students and staff will practice social distancing to immediately return to the building. All other procedures will remain the same.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

- Move away from sight
- Maintain silence
- Do not open the door

TEACHERS

- Lock interior doors
 - Turn out the lights
 - Move away from sight
 - Do not open the door
 - Maintain silence
 - Take attendance
-

EVACUATE TO ANNOUNCED LOCATION

STUDENTS

- Bring your phone
- Leave your stuff behind
- Follow instructions

TEACHERS

- Lead evacuation to location
 - Take attendance
 - Notify if missing, extra or injured students
-

HAZARD: TORNADO, HAZMAT, EARTHQUAKE

STUDENTS

- Evacuate to shelter area
- Seal the room
- Drop, cover, and hold
- Get to high ground

TEACHERS

- Lead safety strategy
- Take attendance

Discipline Steps Related to COVID 19

The following steps will be taken if a student intentionally coughs, sneezes or spits on another student while on campus or at a school related event.

1. Notify a campus administrator.
2. The administrator shall remove the students quickly to investigate the incident.
3. Students should be taken to the school clinic for an evaluation (i.e., temperature check, symptoms).
4. Clinic personnel should notify the campus administrator about the findings of the evaluation. Additionally, if the evaluation outcome is positive, personnel should proceed with caution and follow COVID 19 protocol.
5. Notify parents/ guardians of each student involved in the alleged incident.
6. The campus administrator may investigate the allegation to determine intentionality.
7. The appropriate consequence is input in the Skyward discipline module by the campus administrator.

Cleaning Details

During the COVID 19 pandemic, it will be critical to sanitize, disinfect, and deep clean all district facilities.

RESTROOM CLEANING (All restrooms including staff)

1. High dust restroom including all vents.
2. Clean and sanitize all walls and partitions.
3. Clean light lenses and replace bulbs if needed.
4. Clean and sanitize all sinks, urinals, toilets, and trash cans.
5. Clean and sanitize all mirrors.
6. Dust mop all floors.
7. Wet scrub and sanitize all floors.
8. Refill all paper products dispensers.

HALLWAYS

1. High dust hallways including lockers and ledges.
2. Clean light lenses and replace bulbs if needed.
3. Remove all staples and tape from walls.
4. Clean and sanitize all walls (top to bottom) including light switches.
5. Dust mop hallway floors.
6. Scrub/strip/ sanitize floors.
7. Recoat or apply new floor finish to floor.

CAFETERIAS

1. High dust cafeteria including all vents.
2. Light fixtures replace bulb if needed.
3. Clean and sanitize all walls (top to bottom) including light switches.
4. Clean and sanitize all cafeteria tables and trash cans.
5. Clean all windows and ceilings.
6. Dust mop all floors.
7. Scrub/strip and sanitize floors.
8. Recoat or apply new floor finish to floor.

GYMNASIUM

1. High dust gymnasium.
2. Dust mop stage and floor
3. Clean and sanitize stage and gym floor.
4. Remove all gum on gymnasium seats.
5. Remove all tape from walls.
6. Clean and sanitize all gymnasium seats.
7. Clean all windows and ceilings.
8. Dust mop in between all isles of seating.
9. Mop and sanitize all hard floor areas.
10. Vacuum all carpeted areas.
11. Shampoo all carpeted areas.
12. Scrub/ strip and sanitize floor.
13. Recoat or apply new floor finish to floor.

STAIRWELLS

1. Dust mop stairs.
2. Remove all gum from stairs.
3. Clean and sanitize all walls and handrails.
4. Clean all windows and ledges.
5. Mop and sanitize all stairs.

Instructional Models

Understanding that there are a variety of factors to be considered for re-entry into school associated with the COVID 19 pandemic event, Cityscape Schools approaches each scenario with great caution and sensitivity. Over the past several months, we have implemented an At-Home/Virtual Learning Model where Cityscape Schools' staff partnered with and provided resources for families, parents, and/or guardians. As students have continued to learn in this process, so have we as a Cityscape community.

Feedback from staff, parents, and students was integrated into the formation of learning models designed to meet the needs of our Cityscape students. A cross divisional team was assembled to consider each model and its impact on student growth and achievement given specific implementation considerations. The models have been created to allow the district to adhere to all previously listed expectations.

The selection of a model is dependent upon multiple factors including guidance from the CDC, the DCHHS, the Texas Education Agency (TEA), the state of Texas, as well as any additional federal guidelines.

Face-to-Face Learning: Learning happens in a traditional classroom setting with a teacher on campus using all safety guidelines in place including health and safety information.

At-Home/Virtual Learning: Learning occurs outside of a Cityscape Schools' facility with learning plans and schedules that are created by the teacher for specific classes.

Face-to-Face Instructional Model

In the face-to-face model, safety measures established will include:

- Requirement of face mask utilization to and from school
- Hand sanitize upon entering school
- Temperature checks upon entering
- Physical site marked with 6 feet social distancing signage
- Students are issued a bin that contains their face shield; students switch out masks for shields upon arrival and dismissal
- Disinfect facilities on a daily and weekly basis
- Extra cleaning attention given to key areas such as handles, buttons, etc.

Considerations:

- In classrooms that offer departmentalized instruction, the teachers will move between classrooms, not students
- Middle school students will consistently report to a classroom at the beginning of the day and at the end of the day (10-15 minutes before the first class and after the last class). This will allow students time to remove masks and put on face shields; face shields will be stored at the campus so that they can be disinfected each day.
- There is a possibility of modifying start and end times at the middle school level, depending on the number of middle school students returning to campus for face-to-face instruction.

Face-to-Face Learning Model	Expectations
	<ul style="list-style-type: none">• Full density of campuses• Active use of all campus spaces• Allowances for extended day and after-school activities <p>Campus Experience</p> <ul style="list-style-type: none">• Safety measures to include masks, shields, hand sanitizing, and physical distancing as possible (not all situations will allow, such as transitions)• Personal hygiene measures are emphasized and taught• Cleaning protocols are in place for weekly sanitizing (could be a modified schedule, dependent upon need) and deep cleaning of frequent use areas.

At-Home/Virtual Learning Model

At-Home/Virtual Learning Model

Risk level is high:

- 0% density of campuses Campus Experience
- There would not be an on-campus experience, but possible services like food distribution, technology repair, etc. set by a district schedule or individual appointment

At-Home/Virtual Learning Model

- Student participation in comprehensive virtual learning will be based on parent choice or crisis event closure and as allowed by TEA
- In the case of parent choice, teachers who are approved for remote work assignments will serve as virtual learning teachers
- Schedule will need to be modified based on synchronous or asynchronous screen time
- Cityscape Schools will identify the protocols for the platforms, attendance, and grades

Synchronous Instruction (Live-video Conferencing) Asynchronous (Self-paced with intermittent teacher instruction/Independent work)



Elementary and Middle School					
SAMPLE	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 - 8:00	Breakfast at Home	Breakfast at Home	Breakfast at Home	Breakfast at Home	Breakfast at Home
8:00 - 8:30	Morning Message and Set Activities for the AM	Morning Message and Set Activities for the AM	Morning Message and Set Activities for the AM	Morning Message and Set Activities for the AM	Morning Message and Set Activities for the AM
8:30 - 9:30	ELA/SLA Instruction	ELA/SLA Instruction	ELA/SLA Instruction	ELA/SLA Instruction	Small Group Break outs/ELA/SLA
9:30 - 10:15	Specials/Electives	Specials/Electives	Specials/Electives	Specials/Electives	Specials/Electives
10:15 - 11:15	Math Instruction	Math Instruction	Math Instruction	Math Instruction	Small Group Break outs
11:15 - 12:00	Independent Work on Daily Assignments (teacher will pull small groups as needed)	Independent Work on Daily Assignments (teacher will pull small groups as needed)	Independent Work on Daily Assignments (teacher will pull small groups as needed)	Independent Work on Daily Assignments (teacher will pull small groups as needed)	Whole group check in on goals, intervention, enrichment and acceleration
11:30 - 12:00	Lunch at Home	Lunch at Home	Lunch at Home	Lunch at Home	Lunch at Home
12:00 - 12:30	Afternoon Message and Set Activities for the PM	Afternoon Message and Set Activities for the PM	Afternoon Message and Set Activities for the PM	Afternoon Message and Set Activities for the PM	Afternoon Message and Set Activities for the PM
12:30 - 2:00	Science and SS Instruction	Science and SS Instruction	Science and SS Instruction	Science and SS Instruction	Small Group Break outs
2:00 - 3:00	Independent Work on Daily Assignments	Independent Work on Daily Assignments	Independent Work on Daily Assignments	Independent Work on Daily Assignments	Whole Group Week in review and preparation for upcoming week

Compare & Contrast:

	Face-to-Face Model	At-Home/ Virtual Learning Model
Campus Status	On campus	Campus is closed and all students are at home.
Learning Environment	Combination of strategies to include face-to-face instruction and acclimation to some digital learning	All learning is conducted through the virtual environment with some synchronous learning and some asynchronous learning.
Teacher Communication	Mostly face-to-face	Entirely online with both real time and asynchronous activities
Student Experience	Interactive with adults and students in a classroom in a face-to-face setting	All interactions are completed through digital interactions (uploading of assignments, receipt of feedback, video conferencing, etc.)
Student Work Feedback	Combination of in person feedback and digital feedback in multiple forms. Ongoing real time and asynchronous modes.	Almost entirely digital feedback in multiple forms. Synchronous and asynchronous modes.
Student Interventions	Conducted with small groups or an individual in a classroom.	Conducted with small groups or an individual in a digital setting. There is greater opportunity for personalized pathways and digitally supported options in this model.
Formative Assessment	Formal and informal process to know where students are relative to learning goals with a variety of assessments types such as goal setting, success criteria, demonstrations of learning and real time evaluation of student work in the face-to-face setting	Balance between online submissions through designated platform in written format and/or interactions conducted through synchronous platforms as whole, small or individual instruction, intervention tutorials or individual goal setting.



Considerations for Special Populations

Special Populations - Diverse Learners

- Dual Language and English Learners
 - Access to qualified staff in both face-to-face and at-home/virtual learning environments
 - Access to appropriate materials required for home language instruction
 - Access to appropriate modifications of instruction for sheltered needs
 - Assessment administration and progress monitoring of English Learner growth in L1 (first or native language) or L2 (second language) for the purpose of TEA identified PEIMS status
- SPED
 - Admission, Review and Dismissal (ARD) facilitation
 - Individualized Education Program (IEP) implementation
 - Federal and state mandates
 - Compensatory Education
 - Assessment administration and progress monitoring
 - Access to certified staff in both face-to-face and at-home/virtual learning environments
 - Access to specialized services that cannot be provided in an at-home/virtual learning setting as required by the ARD
 - Contracted services
- Dyslexia
 - 504 facilitations
 - 504 plan implementation required
 - Federal and state mandates
 - Assessment administration and progress monitoring
 - Access to certified staff in both face-to-face and at-home/virtual learning environments
- Equity (racial, socio-economic, etc.)
 - Intentional focus on specialized interventions for historically underperforming student group impacted by COVID 19 slow down or slide
 - Technology distribution and connectivity
 - Intentional focus on providing school supplies to home environment for at-home/virtual learning needs beyond technology and connectivity (i.e., paper, pencils, calculators, course specific tools, lab tools)
- Students in temporary living situations or traumatic home life circumstances
 - Trauma informed care and cross divisional support for students experiencing extreme family circumstances:
 - Food, shelter, clothing
 - Traumatic situations that might include home life crisis with family members or caregivers
 - Coping strategies for isolation, disconnectedness and/or anxiety and depression

Specialty Schools and Programming

Each of the following specialized areas may require certain exceptions or modifications to the district recommended instructional models based on federal or state guidelines requirements. Each team will provide specific considerations and recommendations on the best possible implementation of high-quality programming utilizing the models associated with each grade band specification.

- **Early Learning**

Screen time parameters will be established in working with young children. The screen time experiences may be shorter in duration, but more often as developed through the Early Childhood department. Appropriate applications will be vetted by the Early Childhood department.

- **Athletics and Extracurricular**

Cityscape Schools will follow all guidance from the Texas Charter School Athletic Association and the CDC recommendations regarding practices competitions, and activities.

Whole Child Supports

Supporting students during times of crisis is of utmost importance to Cityscape Schools. The support includes strong social and emotional systems to provide students access to counseling services during all instructional models.

MODEL	COUNSELING SERVICES
Face-to-Face	<ul style="list-style-type: none">• Face-to-Face individual counseling• Face-to-Face risk assessments to support families and students in crisis• Face-to-Face mental health screeners to determine the well-being of students• Face-to-Face small group• Social emotional learning• College readiness• Face-to-Face support to families and students in crisis• Face-to-Face monitor student academic progress• Face-to-Face workshops and mini lessons• Conference with parents• Face-to-Face collaboration with teachers, staff and administration to help students and families• Face-to-Face social-emotional workshops and mini lessons• Face-to-Face referrals for long term counseling

MODEL	COUNSELING SERVICES
Face-to-Face	<ul style="list-style-type: none"> • Face-to-Face individual counseling • Face-to-Face risk assessments to support families and students in crisis • Face-to-Face mental health screeners to determine the well-being of students • Face-to-Face small group • Social emotional learning • College readiness • Face-to-Face support to families and students in crisis • Face-to-Face monitor student academic progress • Face-to-Face workshops and mini lessons • Conference with parents • Face-to-Face collaboration with teachers, staff and administration to help students and families • Face-to-Face social-emotional workshops and mini lessons • Face-to-Face referrals for long term counseling



Technology Framework

The district Technology department works collaboratively with campus leadership and the Instruction department to support our students with devices and internet access. In addition, they support our instructional technology platforms and applications to provide the best service for our students and staff. The information below is specific to the instructional platforms and programs supported by the district.

	PK3	PK4	K - 5	6- 8
Device	Paper Packets	Chrome Tablets	Chromebooks	Chromebooks
Model Description	At-Home/Virtual Model			
LMS Options	N/A	Seesaw; Google Classroom	Google Classroom; Seesaw; Flipgrid	Google Classroom; Flipgrid
Classroom Management for Safety	Lightspeed Relay			
Video Communication Tools	Google Meet	Google Meet	Google Meet	Google Meet
Communication Tools	SchoolStatus, Twitter; Facebook, ParentSquare. Campus Website; Youtube			
Instructional Tools (Apps)	Achieve 3000, iStation, Smart Ants, Education Galaxy, FastForward, Learning Ally, Stemscopes, Mentoring Minds, G Suite for Education Tools, Kahioot, Flipgrid,			
Professional Learning Pathways	Videos; Live Webinars; Quickstep Guide; One on One for at-school learning			
Operational Tools	Skyward, Eduphoria, SafeSchools			

Plan for IT Return to School

Option A : Full Return To school

- One to One
 - When students bring their device to school, no other student can touch or use that device during the day. Staff can use that device if it is sanitized and must re-sanitize the device before it is given back to the student
 - The student will take the device home every day and it is up to the family to sanitize the device whenever it gets home.

Option B : At-Home/Virtual Learning

- One to One
 - The devices only must be sanitized by a staff member when it is returned to school

Support At-Home/Virtual learning

- The Technology department will provide support for teachers and staff via the helpdesk@cityscapeschools.org email address.
- For parents and students who need technology support should contact the student's teacher and the teacher will provide support and/or contact the Technology department.
- Teacher/student ratios for virtual (at-home/virtual learning) vs. face-to-face
- Develop expectations for screen time. Minutes of synchronous vs asynchronous in at-home/virtual learning

Operational Considerations and Support

Professional Development	<p>The district will provide professional development through a variety of platforms depending on what is allowed and what instructional model is currently employed.</p> <p>Formats will include face-to-face, webinars, recorded and/or archived videos, conference calls, pre-developed modules, and online courses</p> <p>Content area training will be provided, as well as operational information through the formats listed above.</p>
Meeting Attendance	<p>Virtual meetings/professional development attendance are required in the same manner as it would be required in a face-to-face setting, to include PLCs, staff meetings, and professional development.</p>
Lesson Plans	<p>Lesson plans are required regardless of the instructional setting model. Teachers are required to allow access to campus administration to lesson plans. Plans are to include small group instruction, interventions and enrichment.</p>
Classroom Access	<p>Face-to-Face and At-Home/Virtual Learning models require teachers to have additional support staff such as special education, teacher assistants and campus administration with access to digital classrooms.</p>

Grading	Cityscape Schools will provide guidance regarding student grading, but as students and staff become more familiar with the at-home/virtual learning environment, the district will try to maintain consistent regulations regarding grading. With the deployment of devices and hotspots, it will be critical for campuses to ensure students have access to all instructional learning models. Cityscape Schools will identify methods of administering district-wide assessments like common assessments, MAP, TELPAS and other evaluations both in the face-to-face environment as well as in an at-home/virtual learning environment.
Attendance	Student attendance requirements will be guided by the direction provided by the TEA and the district will comply with all PEIMS requirements and submissions.

Communications Plan

The district will utilize all outlets to include district website, social media, parent newsletters, SchoolStatus (text and voice messages), ParentSquare, email groups, and other parent groups to share our messaging. Once our communications avenues are developed and established, more specifics will be developed and shared throughout the community, prior to the start of reopening campuses.

Objectives

The Department of Innovation and Transformation (Communications) along with the Chief Operations Officer will assist with developing the following communication:

- Requirements for Entering/Leaving a Campus
- Classroom and Campus Safety Protocols
- Cafeteria and Common Area Hygiene
- What to Do if Your Child Has a Fever

Goals

- Establish an effective communication plan to improve engagement and communication with both internal and external audiences
- Develop and maintain positive, collaborative relationships with all stakeholders to strengthen support for Cityscape Schools
- Promote parent community involvement and build partnerships that serve to enhance the educational experience of Cityscape School students
- Utilize a variety of media to maximize awareness and support of the district's goals, objectives and programs

Communication and Engagement

The district values and encourages strong communication between the campus and its school community, as well as the district and its staff. Clearly defined expectations of stakeholder communication are critical during this time when changes may occur from one day to the next. To ensure that all stakeholders are informed of decisions and timely updates, we have provided a chart to assist with communication efforts.

Communication Strategies		
Stakeholders	Face-to-Face Learning Model	At-Home/Virtual Learning Model
District to Principal	Emails (via superintendent, chiefs, or district staff), district website, meetings	Daily update, emails (via superintendent, chiefs, or district staff), district website, virtual meetings
Principal to Teachers	Newsletters, emails, memos, meetings (including PLCs)	Daily or weekly system to communicate to all staff, newsletters, emails, virtual meetings (including PLCs)
Teachers to Parents	Newsletters, emails, phone calls, conferences, SchoolStatus	Develop weekly communication systems/newsletters, emails, phone calls, virtual conferences, SchoolStatus
Teachers to Students	In class communication through whole/small/individual instruction and tutorials, agendas, assignments lists, online platform assignments, alerts/reminders, emails, and newsletters	Develop weekly or daily schedule for synchronous video conferencing for whole group/small group and individual instruction and tutorials, asynchronous assignments, feedback cycles and grading alerts, newsletter, emails
Principal to Parents/Community	Website, ParentSquare, take-home handouts, emails campaigns, social media	Website, ParentSquare, take-home handouts, emails campaigns, social media

Everyone will have a role in the communication of the district expectations and guidelines and will be an integral part of the entire process.

Product/Purchasing Information (prioritized)

The list below is representative of the items that the district is reviewing to purchase for the district campuses.

Description	Quantity	Comments
Hand Sanitizer Stations	21 Stands	The stands will be at every entrance, campus reception area, and at elevators
Hand Sanitizer	300 Gallons	The district will monitor and refill all classroom stations as needed. Each employee will have a personal supply available at their desk or station.
Plexiglass (acrylic) dividers for classroom desks/tables	352	The district will provide dividers to ensure students can safely sit at their desks/tables.
Face Shields for Students/Staff	One per student and staff	
Brutab Victory Electrostatic Sprayer Sanitation & Disinfectant System	4 (2 per campus)	This system will be utilized daily to sanitize and disinfect the campus
Disinfectant		The district will provide disinfectant and paper towels as needed for each classroom
Non-contact Thermometers	47	Temperature will be taken for all students and staff before entering the building and as needed
Graphics Package	1 per campus	The district will provide decals and other signage for social distancing for each campus
Reusable Masks	5200	The district will provide 3 masks per student/staff during the academic school year
Student Bins for Classrooms	1400	Student bins will be utilized to store personal supplies (i.e., face masks, face shields, school supplies)
Air Filter Exchange	Districtwide	The district will replace all air filters in AC units and air handlers on accelerated schedule
Disposable Gloves	20 boxes per campus	
Disposable masks (student size and adult)	12,000	
N95 masks (clinic)	1000 masks	

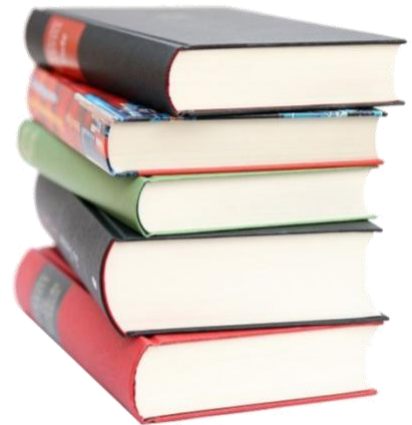


REOPENING SCHOOL EMPLOYEE GUIDE



TABLE OF CONTENTS

INTRODUCTION	3
General Guidelines	4
Safety	4
District and Campus Administrators	6
Stop the Spread of Germs	7
Guidelines for Staff with Confirmed COVID 19, COVID 19 Symptoms, or Family Members with COVID 19 Symptoms	17
Return-to-Work Guidance.....	19
Contact Tracing	21
Employee Support	22
Resources	23
Guidelines for Sanitizing Technology Devices	23



INTRODUCTION

The safety and well-being of all staff and visitors are a priority for Cityscape Schools as the district begins to shift from working at home to working at the campus. Various changes in the way the campus looks, as well as new practices and protocols, have been implemented to follow recommended safety guidelines. The goal is to collaboratively ensure that all employees and visitors in district facilities feel safe and secure to effectively navigate the complexities of a “new normal.”

The measures being implemented include more frequent sanitizing of public and work areas, access to hand sanitizer throughout the building, and other measures detailed in this handbook. The cooperation of all staff in maintaining a safe environment as the district and the community continue to fight the spread of COVID 19 is appreciated.

As always, Cityscape Schools’ staff will continue to meet the challenges of the COVID 19 pandemic with creativity and perseverance, embodying the commitment of educating all students for success—no matter the circumstances.

This handbook is Cityscape Schools’ guidance on re-entry into the workplace. Guidance concerning the coronavirus (COVID 19) is regularly updated. The information in this handbook outlines the current best practices provided by federal, state and local health officials for removing or preventing COVID 19 in the work environment. The district will update this guidance as additional information becomes available. This plan will be reviewed weekly by the Reopening Schools Taskforce for effectiveness and revised as needed to meet the needs of our stakeholders, students and staff.

General Guidelines

Employees should arrive 15 minutes prior to their start time to allow time for the screening process.

The buildings, offices, and workstations will undergo a daily germ blasting and a weekly intensive cleaning.

Check In/Check Out

Employees will be required to certify their attendance. Exempt employees must communicate and check in daily with their supervisors. The check-in procedure for exempt staff will be at the discretion of the supervisor.

Nonexempt employees will be able to check in and check out using one of the following procedures:

- Biometric clock
- Skyward Online clock

If an employee takes time off, the supervisor is responsible for ensuring time off is logged into the employee's online account in the Skyward system. The total hours of the workweek may be a combination of both on-site work and at-home work based on the employee's work arrangement with their supervisor. Teachers will be given access to check in online through the Skyward system.

Safety

Cityscape Schools continue to monitor the progression of the coronavirus. All Cityscape Schools' employees play an important role in minimizing the risk and impact to each other and our operations.

Your health and safety remain our top priority. As a result, the district continues to implement a variety of safety measures and to scale safety efforts as quickly as possible to keep employees safe.

In order to address the spread of COVID 19, it is important to know how the virus is transmitted.

Transmission of COVID 19

The virus that causes COVID 19 is thought to spread from person to person through respiratory drop lets when an infected person coughs or sneezes. These drop lets can land in the eyes, mouths or noses of people who are nearby or possibly be inhaled in the lungs. The spread of the virus is more likely when people are in close contact for an extended period.

Definition of **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 six 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.

People are thought to be contagious up to two days before symptoms begin and are most contagious when they are actively sick. It may be possible to become infected with COVID 19 by touching a surface that has the virus on it and then touching your eyes, mouth or nose, but this is not thought to be the primary way the virus spreads.

The Centers for Disease Control and Prevention (CDC) website provides the latest information about COVID 19 transmission: www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

Persons at Higher Risk

Based on what we know, persons at high risk for severe illness from COVID 19 include people 65 years and older, people with underlying medical conditions such as heart disease, lung disease, asthma, diabetes, people on dialysis, people with liver disease, and people with a compromised immune system.

Symptoms of COVID 19

The new coronavirus (COVID 19) is not the same as the coronaviruses that cause mild illness like the common cold. Infection with COVID 19 can cause illness ranging from mild to severe and in some cases can be fatal. Based on what is currently known, symptoms may appear 2 to 14 days after exposure to the virus. Symptoms of COVID 19 typically include cough, shortness of breath or difficulty breathing, chills or repeated shaking with chills, fever (100° F), muscle pain, sore throat, fatigue, and in some cases, a loss of taste or smell. Other less common symptoms include nausea, vomiting, and/or diarrhea. In some cases, infected persons have no signs or symptoms and are referred to as asymptomatic cases.

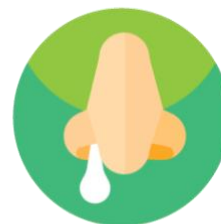
While most cases have been among adults, symptoms of COVID 19 in children are like symptoms in adults. Symptoms of COVID 19 in children typically include cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported. The CDC recently issued a health advisory regarding cases of an inflammatory syndrome (MIS-C) in children. Signs and symptoms of MIS-C include: fever (100° F), stomach pain along with diarrhea or vomiting and, in some cases, a rash, bloodshot eyes, neck pain, swollen hands and feet. There is more to learn about how the disease affects children.



Fever



Cough



Runny nose

District and Campus Administrators

District and campus administrators will be responsible for the following:

- Screenings (temperature checks and employee self-screening health questions before entering a worksite)
- Face mask usage
- Social distancing
- Personal protection equipment (PPE) for employees and guests
- Cleaning supplies
- Signage standards
- Parking lot procedures
- Entrances, exits, and unidirectional traffic flow for employees and guests
- Lobby, elevator, and visitor processes
- Shared area protocols
- Other safety procedures and protocols

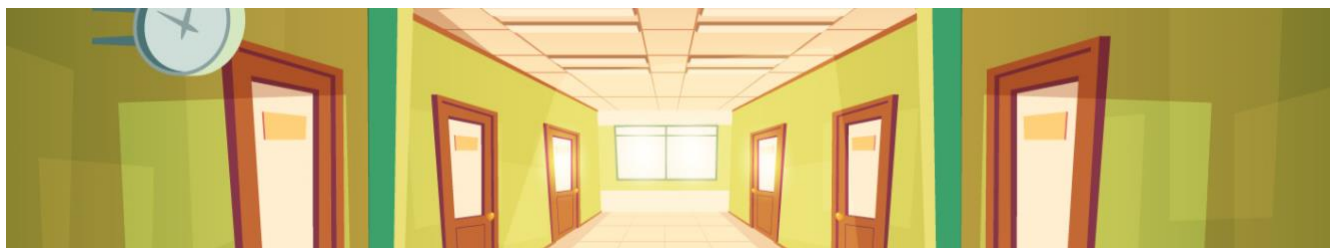
Campus Administrators

Campus administrators will judge the specific needs of their campus by conducting daily evaluations of the campus's functionality in the classrooms and other work areas, supporting individuals in finding the appropriate services, and effectively communicating directly to the staff. Campus administrators will ensure an enhanced cleaning regime is visible and will report any additional cleaning needs or supplies to the appropriate staff member.

Shared Areas

All staff and visitors will be required to follow established safety protocols:

- Social distancing is always required in all areas.
- Face masks must always be worn while in all shared areas.
- Face shields must be worn by teachers during classroom instruction and during egress/ingress of students (cafeteria and gymnasium).
- Face masks will be given upon entry to the building if the employee or visitor does not have any.
- Hand sanitizer, portable hand sanitizer dispensers, spray cleaners, and disinfectant wipes will be available in shared areas.
- Doors in shared areas may need to remain open to avoid multiple persons touching the handles.



Stop the Spread of Germs

Employees can do their part to help prevent the spread of respiratory diseases by following these guidelines:

CLEAN HANDS



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.

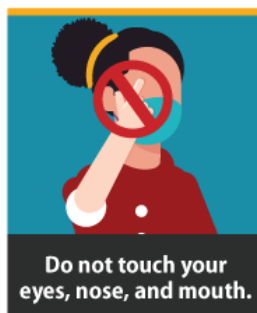
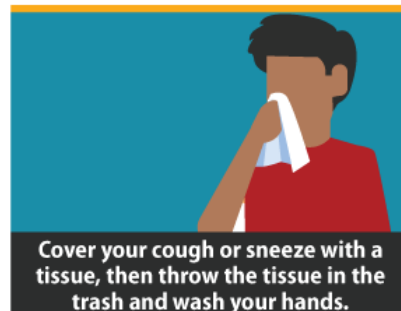


Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.



Social Distancing

Cityscape will implement social distancing protocols within buildings. Individuals should keep a six- foot minimum distance.

Face Masks

Personal face masks must adhere to the following guidelines:

CDC guidance provides that people should wear face masks in public settings to reduce the spread of COVID 19 where other social distancing measures are difficult to maintain. Everyone (visitors, vendors, parents, employees, etc.) approved to enter a campus facility will be required to wear face masks in public areas and shared spaces.



Employees are encouraged to wear their own personal face masks (over the nose and mouth) to work. If needed, the district will provide them. **When staff is with students in the gymnasium or cafeteria for arrival or dismissal, they must wear both a face mask and a face shield.**

Personal Face Masks

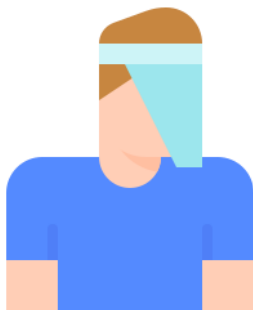
- Must cover the nose and mouth to maintain effectiveness.
- Must be secured to minimize the need to adjust frequently.
- Must be work-appropriate, non-offensive, not considered derogatory or otherwise disrespectful to team members or visitors (this includes, but is not limited to, vulgar slogans, profanity, designs or graphics).
- Should not be loose material that could get caught in machinery or cause injury.
- Does not need to be medical grade.
- Must always be worn prior to entering the buildings and in shared areas of the building.
- Must be disposed of in waste containers.
- Employees in cubicles or open areas will be required to wear face masks.
- Employees an individual office are not required to wear face masks while in their office but must do so when entering a shared area or hosting a guest. Guests should not be hosted in individual offices unless six-foot social distancing can be enforced.
- As a reminder, face masks do not replace the need to maintain social distancing and frequent handwashing.

How to Remove a Face Mask

- Clean your hands with soap and water or hand sanitizer before touching the mask.
- Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band.
- Follow the instructions below for the type of mask you are using.
 - Face Mask with Ear Loops: Hold both ear loops and gently lift and remove the mask.
 - Face Mask with Ties: Untie the bottom bow first, then untie the top bow and pull the mask away from you as the ties are loosened.
 - Face Mask with Bands: First, lift the bottom strap over your head, and then pull the top strap over your head.
 - Throw the mask in the trash. Clean your hands with soap and water or hand sanitizer.

Face Shields

All staff working in classrooms must wear face shields while providing instruction and/or support to students. This enables the students to more easily understand instructions, lesson content, and facial expressions. Further, the shields aid in comfort while making two-way communication easier and more natural.



Gloves

While wearing gloves is not mandatory, should an employee request gloves, they will be supplied. For any employee wearing gloves while in a campus facility, please follow these tips:

- Clean your hands before putting the gloves on.
- Remove hand jewelry prior to use.
- Make sure gloves fit properly.
- Be aware that sharp objects can puncture gloves.
- Always change your gloves if they rip or tear.
- Never reuse, share, wash or disinfect gloves.



How to Remove Gloves

- Pinch and hold the outside of the glove near the wrist area.
- Peel downwards, away from the wrist, turning the glove inside out.
- Pull the glove away until it is removed from the hand and hold the inside-out glove with the gloved hand.
- With you run gloved hand, slide your fingers under the wrist of the remaining glove, taking care not to touch the outside of the glove.
- Again, peel downwards, away from the wrist, turning the glove inside out.
- Continue to pull the glove down and over the inside-out glove being held in your gloved hand.
- After removing gloves, wash your hands thoroughly with soap and water or alcohol-based hand sanitizer.



Visitors with an Appointment

Visitors, as much as possible, should attempt to conduct all business via email, telephone, and/or teleconferencing. If a visitor has an appointment, receptionists will suggest that the employee come to meet with the visitor in the front office area. However, the final decision on whether to allow the visitor to leave the front office area, will be left with the campus administrator.

Visitors without an Appointment

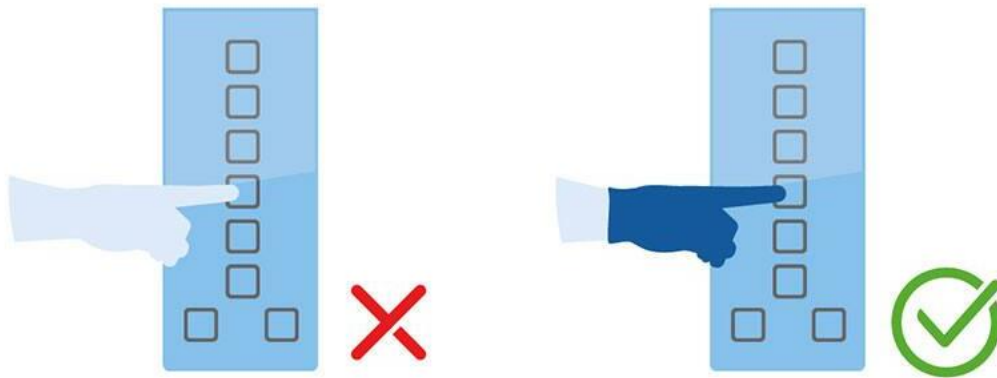
Visitors, as much as possible, should attempt to conduct all business via email, telephone, and/or teleconferencing. If a visitor does not have an appointment, the employee will be contacted to determine whether someone is available to assist the visitor. If the specific staff member is not available, the visitor may be asked to schedule an appointment or attempt to conduct their business via phone or other means. However, the final decision on whether to allow the visitor to leave the front office area, will be left with the campus administrator.

Elevators (East Grand Preparatory)

Elevator processes will be marked with designated standing locations on each floor. Standing locations will be marked on the floor of the elevator. The maximum capacity allowed in the elevator will be no more than three people at the same time.



Wear gloves or use a tissue or paper towel when touching the elevator buttons.



Conference and Training Rooms

The following guideline will apply to the use of conference rooms and shared workspaces:

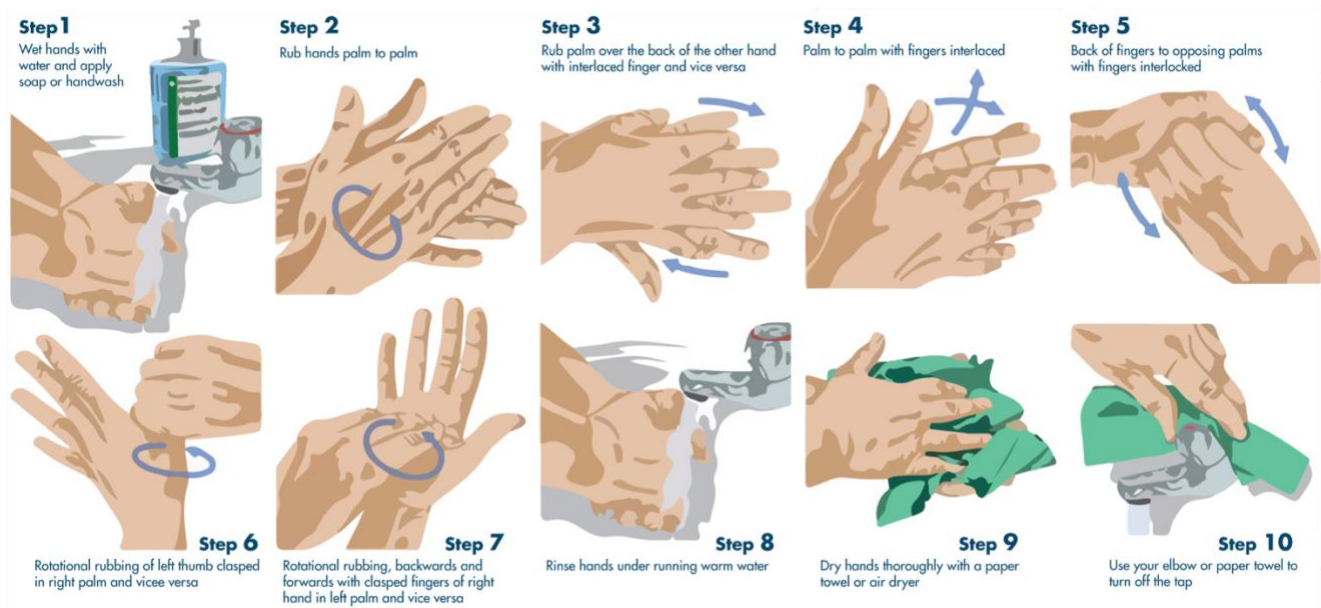
- Conference rooms and shared workspaces may be used only if social distancing regulations can be maintained. Teams are encouraged to continue the use of electronic mediums (teleconferencing) to conduct group meetings.

These are the guidelines for using conference rooms and shared workspaces:

- All persons in attendance **MUST** wear proper protective gear throughout the duration of the meeting.
- Capacity will only be approved where social distancing regulations can be safely maintained.
- Tables and surfaces should be wiped down with sanitizing products at the start and end of each meeting.
- Staff should plan for a 30-minute window between meetings for cleaning.

Restrooms

- All multi-person restrooms will be restricted to one person at a time and will have signage installed stating the process.
- When opening or closing the restroom door, use a paper towel, tissue, disinfectant wipe, or disposable glove.
- Restrooms will be stocked with soap and paper towels. Hand soap will be available in all restrooms.
- Posters on how to wash hands properly will be posted in all restrooms. Restrooms will be cleaned regularly throughout the day and at night.



Stairwells

Staff, students or visitors may use the stairwells. They should wear face masks, use a paper towel, tissue, or gloves when touching the stairwell, and follow the six-foot social distancing.

Meals and Break Rooms

While there is no data to suggest that COVID 19 can be transmitted through properly cooked and handled food, the coronavirus can live on surfaces for extended periods of time. It is highly transmissible in locations like communal kitchens and break rooms where people are gathered in close proximity for extended periods of time and where surfaces are improperly sanitized between use.

To best protect employees in these areas:

Break Rooms

- Employees may use break rooms if social distancing guidelines can be maintained.
- Congregating will not be permitted.
- While these areas will be sanitized daily, cleaning products will be made available so that you may personally sanitize surfaces, handles, etc., before and after your personal use.
- Sharing of any foods or utensils is strongly discouraged.
- Employees are encouraged to bring foods and beverages (including coffee) from home.

Workstations

Employees will be required to follow a “clean desk” protocol. No food, drinks or items that can be damaged should remain on the desk at the end of the workday. Personal cups, water bottles, etc., should be put away in drawers or cabinets.

Workstations will undergo a daily intensive cleaning, which requires that workstations be clear.

The workstation of an employee who has symptoms of or has been diagnosed with COVID 19 will not be used up to 24 hours prior to cleaning.

Individual Offices

Employees in individual offices should not hold meetings or host guests unless the six-foot social distancing can be enforced.

Supply Rooms and Shared Equipment



Teams should assign a designee responsible for fulfilling supply requests. This will limit the number of people accessing the space, and provide for minimal contamination of resources, provided that appropriate PPE and distancing are in place.



While shared equipment will be treated nightly, individuals are responsible for sanitizing shared equipment, such as copy machines, before and after use. Wipes and cleansers will be provided.



Sharing supplies, such as pens, pencils, notepads, etc., and congregating in work and supply areas is strongly discouraged.
Desks and any touchable surfaces should be wiped down daily at the end of use.



If a supply area is locked, or otherwise unavailable to you, please consult your supervisor prior to attempting to gain access.

Intake of Technology

Employees responsible for handling technology items should follow the guidelines outlined in *Sanitizing Technology Devices* (this is found at the end of this guidebook).



All social gatherings or group activities are cancelled. This includes sharing food of any kind, potlucks, and/or office celebrations requiring groups to gather.



Avoid person-to-person contact such as shaking hands, touching, hugging, etc. The CDC strongly advises against handshakes during the coronavirus pandemic.



Avoid visiting or socializing at another employee's cubicle or office.

Screening Process

All employees are required to self-screen before going to work by checking their temperature and determining if they have any of the following new or worsening signs or symptoms of possible COVID 19:

- Unexplained new or worsening cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Repeated shaking with chills
- Unexplained muscle aches
- Unexplained headache
- Unexplained sore throat
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea
- Feverish feeling or a measured temperature equal to or greater than 100° F
- Known close contact with a person who is lab-confirmed to have COVID 19

All staff and visitors will be screened prior to building entry to promote a healthy work environment and reduce the risk of transmission. All campus staff must arrive by 7:15 a.m. (unless otherwise assigned by campus administration) in order to be fully prepared for employee screening procedures before entering the building.

As a first line of defense, all employees must self-screen (daily) before arriving to campus. Employees will be required to complete a self-screening questionnaire via a QR code (online). ***This should be completed the evening before arriving to work so that campus administrators can be notified of your status for the next workday.*** If an employee answers “yes” to any question, they must contact their immediate supervisor to inform them that they will not report to work.

All employees must report to the tent area (East Grand Preparatory) located at the west entrance of the Upper School building or the gate between the Student Center and the main building (Buckner Preparatory). As you enter the building, a temperature check will be required. Employees and visitors who clear the screening will be provided a sticker to enter the building. **The sticker should be displayed prominently either on the employee I.D. badge or on the employee's shirt/blouse.**

Under the Employee Support section, please see resources available for employees at the end of this guidebook.

Temperature Checks and Health Questions

Follow these steps for screening:

- Plan to arrive at least 15 minutes prior to start time.
- Upon arrival to the campus, proceed to the designated area where temperature checks will be conducted daily.
- Your forehead should not be exposed to direct sunlight and should be unobstructed by hair during screening.
- Trained staff will check your temperature using a non-contact forehead thermometer.
- Remain stationary during the temperature check, which lasts less than 10 seconds.

Individuals with temperature readings over 100° F will not be permitted to report to work and will be directed to a designated area where they will be given further instructions by their principal or supervisor.

If you have any symptoms of COVID 19 or are diagnosed with COVID 19, you will not be permitted to work until all the following criteria are met:

- At least 3 days (72 hours) have passed since recovery (fever-free without use of fever-reducing medications)
- At least 3 days (72 hours) have passed since improvement in symptoms (cough/shortness of breath, etc.)
- At least 10 days have passed since symptoms first appeared
- You have a medical professional's note clearing you to return to work

If you become ill during the workday and exhibit any symptoms of COVID 19 or are diagnosed with COVID 19, you will not be permitted to work until the three criteria above are met or you have a medical professional's note clearing you to return to work.

Guidelines for Staff with Confirmed COVID 19, COVID 19 Symptoms, or Family Members with COVID 19 Symptoms

Staff Who Become Ill During the Workday

Due to the contagious nature of the virus, all staff should stay informed, practice healthy habits, and avoid sharing equipment when possible to prevent the spread of COVID 19.

Signs or symptoms may appear 2-14 days after exposure to the virus.

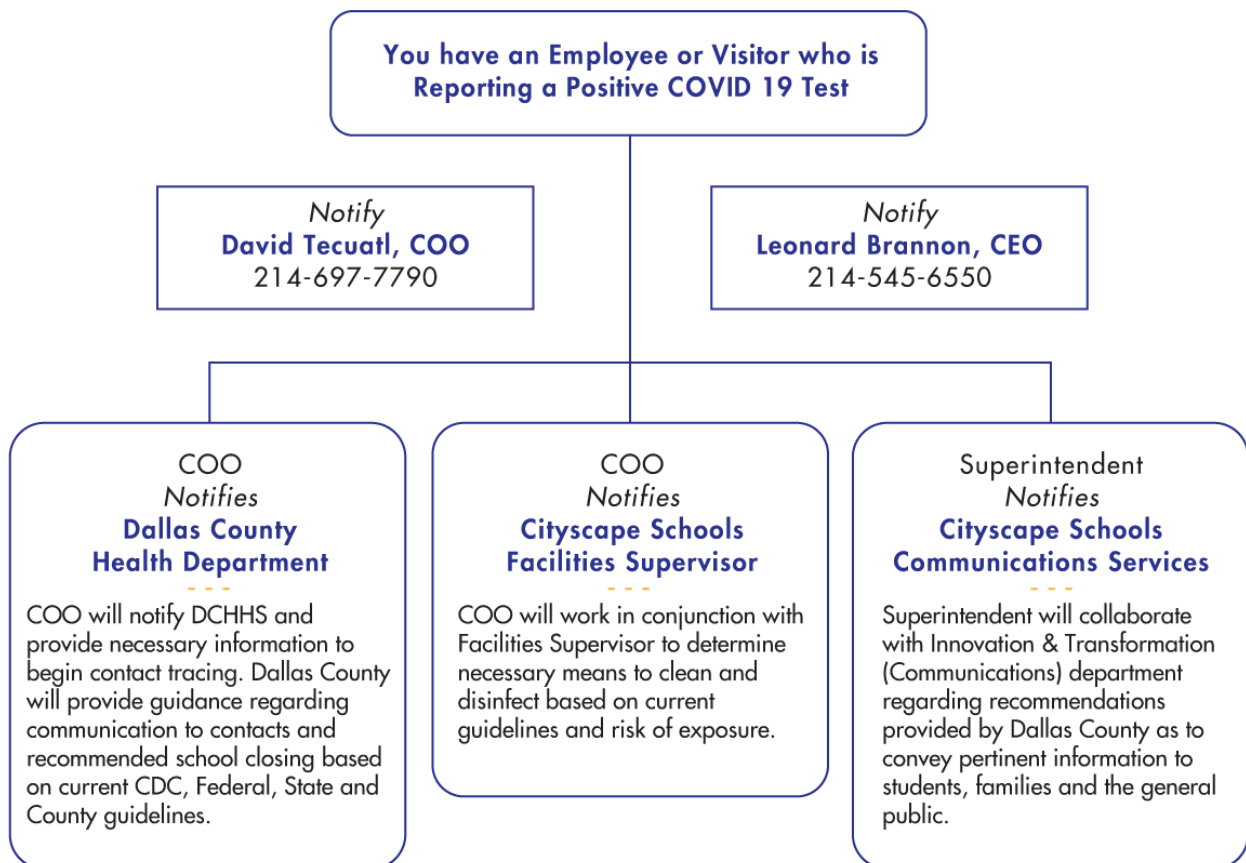
People with the following symptoms may have COVID 19:

- Unexplained new or worsening cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Repeated shaking with chills
- Unexplained muscle aches
- Unexplained headache
- Unexplained sore throat
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea
- Feverish feeling or a measured temperature equal to or greater than 100°F
- Known close contact with a person who is lab-confirmed to have COVID 19

If staff develop symptoms of COVID 19 during the workday or are confirmed to have COVID 19 infection, the following steps will be taken to reduce transmission:

- Separate ill staff from others and send them home.
- Contact maintenance for standard operating procedures of cleaning/disinfection of the affected employee's desk or workstation.
- In most cases, the department/facility will not need to be shut down.
- Contact appropriate personnel (see chart below) to assist with contact tracing to determine other staff that may have been exposed to the virus.

The super intendent will inform staff of possible exposure to virus while maintaining confidentiality.



Return-to-Work Guidance

The virus that causes COVID 19 can be spread to others by infected persons through respiratory droplets from those who have few symptoms, no symptoms or are mildly ill. Due to the contagious nature of the virus, all staff should stay informed and take actions based on common sense and good judgment.

The decision to discontinue home isolation for persons with confirmed or suspected COVID-19 should be made in the context of local circumstances. Options include a symptom-based (i.e., time-since-illness-onset and time-since-recovery strategy) or a test-based strategy.

For Persons with COVID 19 Under Isolation

SYMPTOM-BASED STRATEGY

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 10 days have passed *since symptoms first appeared*.

TEST-BASED STRATEGY

Previous recommendations for a test-based strategy remain applicable; however, a test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing.

Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Resolution of fever **without** the use of fever-reducing medications **and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of
- Negative results from at least two consecutive respiratory specimens collected at least 24 hours apart (total of two negative specimens)

For Persons Who Have Not Had COVID 19 Symptoms but Tested Positive and are Under Isolation

Options now include both a 1) time-based strategy, and 2) test-based strategy.

TIME-BASED STRATEGY

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based or test-based strategy should be used. Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.

TEST-BASED STRATEGY

A test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing.

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Negative results from at least two consecutive respiratory specimens collected at least 24 hours apart (total of two negative specimens). Note, because of the absence of symptoms, it is not possible to gauge where these individuals are in the course of their illness.

Staff with Symptoms of COVID 19 Who Have not been Tested or Evaluated by a Medical Professional are Assumed to Have COVID 19

Staff with symptoms of COVID 19 may not return to work until:

- The same criteria listed above have been met, or
- Staff member has a statement from a medical professional that clears them to return to work based on an alternative diagnosis.
- Staff exposed to persons known to have COVID 19 may not return to work until:
- The end of the 14-day self-quarantine period from the last date of exposure.

Return-to-work guidance cannot anticipate every unique situation. Therefore, please contact Ms. Glenda Brannon, Chief Officer of Human Resources, for further questions or concerns.

Contact Tracing

WHAT YOU NEED TO KNOW ABOUT: COVID 19 + CONTACT TRACING

Q: What is contact tracing?

A: Contact tracing is a disease control measure to identify persons who may have been exposed to an infectious disease (COVID 19, flu, etc.) and alert their close contacts of their exposure.

Q: Why is contact tracing done?

A: The goal of contact tracing is to help prevent the further spread of infection, to identify hotspots of infection, and to protect friends, families and communities from potential infection.

Q: Is contact tracing confidential?

A: Confidentiality is critical to the success of contact tracing. Your information will be confidential and the identity of the person(s) who may have been exposed will not be shared.

Q: How is contact tracing done?

A: Trained health services staff work with persons diagnosed with COVID 19 to help them recall everyone who they had close contact with while they were infectious. Health services staff will notify person(s) who may have been exposed (contacts) as quickly as possible to prevent additional spread of the disease.

Q: How will contacts be notified?

A: A Health Services staff member will notify the contact by phone that they may have been exposed to COVID 19, provide information on symptoms, resources and encourage them to self-quarantine, if needed to prevent the spread of the disease.

Q: What are contacts asked to do?

A: Contacts must stay at home and maintain social distancing (at least 6 feet) from others they live with, until 14 days after their last known exposure. Contacts should self-monitor for symptoms, avoid contact with high-risk persons and take temperature if these symptoms develop:

- Fever (100° F)
- Cough
- Chills
- Muscle Pain
- Shortness of breath / difficulty breathing
- Sore Throat
- New loss of taste or smell

IF CONTACTS DEVELOP SYMPTOMS, THEY SHOULD SEEK MEDICAL CARE, IF NEEDED, OR CALL 911 IF THERE IS A MEDICAL EMERGENCY.

Q: What will be said to my close contacts about me?

A: Identified contacts will be told they were potentially exposed. They will be asked questions about their symptoms in relation to COVID 19. Contacts will receive information about how to monitor symptoms through the monitoring tool, and information about what to do if they become sick.

Q: How has contact tracing been used previously?

A: Contact tracing was used during the 2014 Ebola virus outbreak, as well as in the SARS outbreak in 2003. Contact tracing is also used to combat measles and tuberculosis.

Employee Support

All staff members are encouraged to communicate any concerns to their supervisor, who will be able to further direct them in the event additional services, information, and/or considerations are needed.

How Your TRS Health Plan Can Help

Through your TRS-ActiveCare plan and CVS Caremark will provide the following to all participants:

- Waived costs for all diagnostic testing of COVID-19 for patients who meet CDC guidelines (ask your provider to make sure you qualify).
- Waived member cost-sharing for inpatient admissions for treatment of COVID-19. Waived cost for all telemedicine visits through 1) [TRS Virtual Health powered by Teladoc](#), and 2) in-network providers who deliver virtual care, such as live video conferencing.
- Free home delivery of all prescription medications. See [CVS Caremark FAQ \(pdf\)](#) for more details.
- Healing better care package – if you are diagnosed with COVID-19, Aetna will send you a care package containing items to help you recover at home. The packages include resources, personal care items and household supplies to protect your loved ones from potential exposure in your home. (In effect till August 31, 2020)
- Refills for maintenance medications before a 30-day prescription is up (eligible 90-day refills strongly encouraged).
- CVS Health has activated a process to allow for 10-14 day overrides when appropriate, for members in areas where a Declaration of Emergency has been issued.
- Access to the following programs:
 - Crisis Response Lines for participants who may be experiencing anxiety related to COVID-19, call 1- 833-327-2386.
 - Expanded 24/7 access to the [Aetna Nurse Medical Line](#), call 1-800-556-1555. Resources for Living toolkit with materials specifically developed for members experiencing anxiety related to COVID-19. For more information contact the Aetna Resources for Living at 1-833-327-2386. (In effect till August 31, 2020)

COVID TESTING LOCATIONS

The Texas Department of Public Safety (TXDPS) has an interactive map of COVID-19 testing locations throughout Texas. Find a site near you by using your address or zip code in their search bar:

[TXDPS COVID-19 Testing Sites Map](#)

CVS Caremark is currently offering drive-thru testing at specific locations. To take advantage of this benefit, do the following:

- Pre-register on www.cvs.com/minuteclinic/covid-19-testing
- CVS will determine your eligibility for testing during registration.
- If eligible, you'll enter in your insurance information on your medical ID card.
- [Find a testing location near you.](#)

Remember, you will still need to bring your *medical ID card* for COVID-19 testing. This is not part of CVS Caremark's pharmacy program. Below are resources available for employees.

Resources

TRS- ActiveCare participants	BlueCross BlueShield	(800) 222-9205	www.bcbs.com
	Scott & White Health Plan (HMO)	(800) 222-9205	www.trs.swhp.org
	Teledoc	(855) 835-2362	https://member.teladoc.com/trsactivecare
<p>Texas Department of State Health Services</p> <ul style="list-style-type: none"> COVID 19 Self-Checker COVID 19 Test Collection Sites 			
		Dial 2-1-1, then choose Option 6.	https://www.dshs.state.tx.us/coronavirus/testing.aspx coronavirus@dshs.texas.gov
<p>Centers for Disease Control and Prevention</p> <ul style="list-style-type: none"> "If You are Sick or Caring for Someone" 			
		(800) 322-4636	https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html

Guidelines for Sanitizing Technology Devices

Safety Precautions to Best Protect Yourself and Others	<ul style="list-style-type: none"> When cleaning technology devices, it is important to follow manufacturer guidance. Wear a face mask. Wear gloves when handling technology items. Wash hands frequently or use hand sanitizer with at least 60% alcohol. Maintain at least six feet of distance when verifying the delivery or receipt of technology items.
General Cleaning Tips	<ul style="list-style-type: none"> Use a lint-free cloth, screen wipe or microfiber cloth. Prior to sanitizing a laptop, close the laptop, remove the battery from the bottom and unplug all external power sources and cables. Open the laptop after disconnecting the battery. Avoid placing pressure on the screen; pushing on the screen or excessive wiping can damage the pixels of a flat-screen monitor. Remove dirt, dust and crumbs from the keyboard, using a can of compressed air. Do not use bleach or other aerosol sprays. Do not submerge or spray cleaner directly on devices.

Cityscape Schools, Inc.
Statement of Activities
For The Fiscal Year To Date Period Ended May 31, 2020

	Net Assets Without Donor Restrictions	Net Assets With Donor Restrictions	Total
REVENUES			
Local Support Revenues:			
5740 Other Revenues From Local Sources	98,728	84,758	183,486
5750 Revenues From Cocurricular, Enterprising Services or Activities	-	34,765	34,765
Total Local Support Revenues	98,728	119,524	218,252
State Program Revenues:			
5810 Per Capita and Foundation School Program Act Revenues	-	8,338,784	8,338,784
5820 State Program Revenues Distributed by Texas Education Agency	-	74,699	74,699
Total State Program Revenues	-	8,413,483	8,413,483
Federal Program Revenues:			
5920 Federal Revenues Distributed by the Texas Education Agency	-	1,117,516	1,117,516
5930 Federal Revenues Distributed by Other State Agencies (Non-TEA)	-	1,091	1,091
Total Federal Program Revenues	-	1,118,608	1,118,608
Net Assets Released From Restrictions:			
Restrictions Satisfied by Payments	9,849,534	(9,849,534)	-
TOTAL REVENUES	9,948,262	(197,919)	9,750,343
EXPENSES			
11 Instruction	4,291,433	-	4,291,433
13 Curriculum & Instructional Staff Development	228,335	-	228,335
21 Instructional Leadership	77,949	-	77,949
23 School Leadership	954,131	-	954,131
31 Guidance, Counseling and Evaluation Services	25,818	-	25,818
33 Health Services	9,959	-	9,959
35 Food Services	827,142	-	827,142
36 Extracurricular Activities	37,145	-	37,145
41 General Administration	801,813	-	801,813
51 Facilities Maintenance and Operations	1,159,721	-	1,159,721
52 Security And Monitoring Services	90,794	-	90,794
53 Data Processing Services	234,901	-	234,901
61 Community Services	2,500	-	2,500
71 Debt Service	941,730	-	941,730
81 Fund Raising	191,856	-	191,856
TOTAL EXPENSES	9,875,227	-	9,875,227
Operating Transfers In	-	-	-
Operating Transfers Out	-	-	-
CHANGE IN NET ASSETS	73,035	(197,919)	(124,884)
NET ASSETS - BEGINNING OF YEAR	880,450	1,208,734	2,089,184
NET ASSETS - END OF PERIOD	953,485	1,010,815	1,964,300

Cityscape Schools, Inc.
Statement of Financial Position
As of May 31, 2020

ASSETS

Current Assets	
Cash	2,849,488
Restricted Cash	5,309,406
Due From Grantor Agencies	844,470
Receivable	6,893
Total Current Assets	<u>9,010,256</u>

Other Assets	
Deferred Expenditures	1,403,975
Depreciable Assets, Net	20,579,553
Total Other Assets	<u>21,983,528</u>

TOTAL ASSETS	<u><u>30,993,784</u></u>
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LIABILITIES AND NET ASSETS

Current Liabilities	
Accounts Payable and Accrued Liabilities	69,974
Accrued Wages Payable	414,073
Short Term Debt and Current Portion of Long Term Debt	256,637
Current Portion of Capital Lease Obligation	112,295
Interest Payable	275,457
Other Current Liabilities	20,271
Total Current Assets	<u>1,148,706</u>

Noncurrent Liabilities	
Noncurrent Portion of Long Term Debt	27,791,974
Noncurrent Portion of Capital Lease Obligation	88,824
Total Noncurrent Liabilities	<u>27,880,798</u>

Total Liabilities	<u>29,029,505</u>
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Net Assets	
Without Donor Restrictions - Net Assets	321,690
With Donor Restrictions - Net Assets	1,642,589
Total Net Assets	<u>1,964,279</u>

TOTAL LIABILITIES AND NET ASSETS	<u><u>30,993,784</u></u>
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Cityscape Schools, Inc.
Schedule of Budgetary Comparison
For The Fiscal Year To Date Period Ended May 31, 2020

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Fiscal YTD Actual</u>	<u>Variance</u>
REVENUES				
5700 Revenues from Local and Intermediate Sources	140,000	390,000	218,252	(171,748)
5800 State Program Revenues	11,164,102	11,258,946	8,413,483	(2,845,463)
5900 Federal Program Revenues	1,725,838	1,385,942	1,118,608	(267,334)
TOTAL REVENUES	<u>13,029,940</u>	<u>13,034,888</u>	<u>9,750,343</u>	<u>(3,284,545)</u>
EXPENSES				
11 Instruction	5,171,020	5,579,880	4,291,433	1,288,446
13 Curriculum & Instructional Staff Development	405,432	284,826	228,335	56,491
21 Instructional Leadership	53,825	25,000	77,949	(52,949)
23 School Leadership	1,254,361	1,192,587	954,131	238,456
31 Guidance, Counseling and Evaluation Services	92,952	48,244	25,818	22,425
33 Health Services	4,335	13,560	9,959	3,601
35 Food Services	976,243	975,284	827,142	148,142
36 Extracurricular Activities	23,288	31,413	37,145	(5,732)
41 General Administration	1,252,017	1,033,966	801,813	232,153
51 Facilities Maintenance and Operations	1,870,147	1,745,857	1,159,721	586,136
52 Security And Monitoring Services	83,062	117,260	90,794	26,466
53 Data Processing Services	314,782	306,454	234,901	71,554
61 Community Services	14,809	7,500	2,500	5,000
71 Debt Service	1,217,867	1,427,867	941,730	486,137
81 Fund Raising	68,450	245,191	191,856	53,335
TOTAL EXPENSES	<u>12,802,590</u>	<u>13,034,888</u>	<u>9,875,227</u>	<u>3,159,661</u>
Operating Transfers In	-	-	-	
Operating Transfers Out	-	-	-	
CHANGE IN NET ASSETS	<u>227,350</u>	<u>0</u>	<u>(124,884)</u>	<u>(124,884)</u>

Cityscape Schools, Inc.**Statement of Cash Flows**

For the Fiscal Year To Date Period Ended May 31, 2020

Cash Flows From Operating Activities

Change in Net Assets	(124,884)
Adjustments to Reconcile Change In Net Assets to Net Cash Used By Operating Activities	
Depreciation Expense	487,136
Receivables and Due From Grantor Agencies	(114,983)
Deferred Expenditures and Other Assets	(50,169)
Payroll Liabilities	(54,799)
Accounts Payable and Accrued Liabilities	(57,455)
Other Assets/Other Liabilities	13,175
Due To Governments	20,271
Interest Payable	275,457
Net Cash Provided by Operating Activities	<u>393,748</u>

Net Cash Flows Used By Investing Activities

Purchase of Depreciable Assets	(647,432)
Net Cash Used By Investing Activities	<u>(647,432)</u>

Net Cash Flows Provided (Used) By Financing Activities

Proceeds From Loans Payable - Long Term	1,514,000
Repayment of Capital Leases	(86,460)
Net Cash Used By Financing Activities	<u>1,427,540</u>

Net Increase (Decrease) in Cash and Cash Equivalents	1,173,857
Cash and Cash Equivalents at Beginning of Year	<u>6,985,037</u>
Cash and Cash Equivalents at End of Period	<u>8,158,894</u>

Closed Session: Discuss tenet leases at both campuses

No documents for this item

Open Session

No documents for this item

Closed Session: Personnel

No documents for this item

Open Session

No documents for this item