



# GLOBAL LEARNING COMMUNITY GUIDE

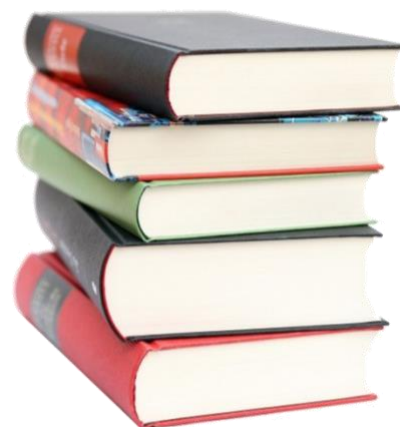
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PREPARING ALL STUDENTS FOR SUCCESS  
2020 - 2021



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## 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
<p><b>Synchronous instruction</b> – requires participants to be present at the same time, virtually</p> <p><b>Examples:</b> Live interactive classes with students &amp; teachers participating real-time, teacher supported work time on video conference calls, scheduled and timed online tests</p>	<p><b>Asynchronous instruction</b> – does not require all participants to be virtually present at the same time</p> <p><b>Examples:</b> 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</p>

### 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. It is also important to note that students will have assigned seating in the face-to-face learning environment. **(NEW August 18, 2020)**



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:

- Ensure that all face-to-face classrooms create permanent seating charts for the school year **(NEW August 18, 2020)**
- Provide and install each campus with signage for six-foot 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. Permanent seating charts will be assigned for every classroom and followed with fidelity. **(NEW August 18, 2020) 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 7:30 a.m. **(NEW August 24, 2020)** (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 the Skyward app **(NEW August 24, 2020)**. ***This should be completed in the morning (NEW August 24, 2020) before arriving to work so that campus administrators can be notified of your status for the 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. The supervisor is to contact the Chief Human Resource Officer, Glenda Brannon to report an employee who failed to pass the self-screening process. **(NEW August 24, 2020)**

### **SPECIAL NOTE: While all students are receiving only At-Home/Virtual 2.0 instruction:**

Employees are to report to the tent area located at the north west entrance of the gymnasium. The temperature check will be taken inside the gymnasium with social distancing being maintained. **(NEW August 24, 2020)**

**SPECIAL NOTE: When students return for face-to-face instruction: (NEW August 24, 2020)**

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. (**UPDATED September 29, 2020**) (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. Permanent seating charts will be assigned for every classroom and followed with fidelity (**NEW August 18, 2020**). **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 7:30 a.m. (**NEW August 24, 2020**) (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 in the morning before arriving to work so that campus administrators can be notified of your status for the workday.** (**NEW August 24, 2020**) Employees will be required to complete a self-screening questionnaire via the Skyward app (**NEW**

**August 24, 2020).** If an employee answers “yes” to any question, they must contact their immediate supervisor to inform them that they will not report to work. The supervisor is to contact the Chief Human Resource Officer, Glenda Brannon to report an employee who failed to pass the self-screening process. **(NEW August 24, 2020)**

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 100.4 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



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

## 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

<b>SAMPLE</b>	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
<b>Campus Status</b>	On campus	Campus is closed and all students are at home.
<b>Learning Environment</b>	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.
<b>Teacher Communication</b>	Mostly face-to-face	Entirely online with both real time and asynchronous activities
<b>Student Experience</b>	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.)
<b>Student Work Feedback</b>	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.
<b>Student Interventions</b>	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.
<b>Formative Assessment</b>	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.
<b>Summative Assessment</b>	Includes timed, monitored, in-class assessments and performance tasks applying content understanding to include district and state assessments	Dependent on the ability of the district to create a secure testing environment in a digital setting which would include district and possibly state assessments; otherwise main focus would be on students applying content skills and understandings through performance, tasks, projects, and discussion on understandings
<b>Schedule</b>	Highly structured on a day-to-day basis following a master schedule.	Most flexibility, dependent upon the age of the student and the district schedule of expectations.

# 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"> <li>● Face-to-Face individual counseling</li> <li>● Face-to-Face risk assessments to support families and students in crisis</li> <li>● Face-to-Face mental health screeners to determine the well-being of students</li> <li>● Face-to-Face small group</li> <li>● Social emotional learning</li> <li>● College readiness</li> <li>● Face-to-Face support to families and students in crisis</li> <li>● Face-to-Face monitor student academic progress</li> <li>● Face-to-Face workshops and mini lessons</li> <li>● Conference with parents</li> <li>● Face-to-Face collaboration with teachers, staff and administration to help students and families</li> <li>● Face-to-Face social-emotional workshops and mini lessons</li> <li>● Face-to-Face referrals for long term counseling</li> </ul>

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



# 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, Stemsscopes, 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](mailto: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

<b>Professional Development</b>	<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>
<b>Meeting Attendance</b>	<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>
<b>Lesson Plans</b>	<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>
<b>Classroom Access</b>	<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>

<p><b>Grading</b></p>	<p>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.</p>
<p><b>Attendance</b></p>	<p>Student attendance requirements will be guided by the direction provided by the TEA and the district will comply with all PEIMS requirements and submissions.</p>

## 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	