



# TREASURE VALLEY

## CLASSICAL ACADEMY

### Back to School Safe Return Plan (2/8/22)

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## Overview

For the foreseeable future, the COVID endemic is likely to affect our daily school routines. Prudence calls for thoughtful and coordinated planning as we learn how to best respond to this challenge. It seems likely that over time, our response will become more refined and resemble similar strategies deployed to deal with seasonal influenza.

Generally speaking, there are three possible learning modes:

1. **Normal Learning**: *All students in the school building.*
  - No community spread; normal school routines.
  - Attendance policies are normal per the TVCA Family Handbook.
2. **Modified Learning**: *Most students in the school building.*
  - Minimal to moderate community transmission.
  - School-wide social distancing and mitigation strategies in place.
  - Safety and sanitizing protocols approved by the health district and the county.
  - In-home health screenings (for re-entry) and routine health screenings (as needed).
  - Concentrates on students in school but provides flexibility for homebound students.
3. **Distributed Learning**: *No students permitted in the school building.*
  - Substantial community transmission.
  - Attendance and academic policies highly modified.
  - All schooling via Distributed Learning Model.

Our mission *to train the minds and improve the hearts of students* is best fulfilled when teachers and students come together—on campus and in classrooms. However, until the COVID pandemic has abated, an open school building requires special precautions and protocols to safeguard the health and well-being of our students, faculty and staff. We have developed these protocols in close coordination with local, regional, and state officials.

This plan will be reviewed and modified no less frequently than every six months through September 30, 2023.

## **Coordination with State and County Agencies**

The two agencies primarily responsible for overseeing the opening of schools are the Idaho State Board of Education (**SBOE**) and the Idaho Department of Health and Welfare's health districts. We fall under Southwest District Health (**SDH**) district. This plan follows the recommendations of these agencies as well as those of the Payette County Office of Emergency Management (**PCOEM**) and Payette County Paramedics (**PCP**).

## **Student Reentry Protocols**

At this time, Treasure Valley Classical Academy has not received any new State or County published guidelines, regarding COVID-19, that require implementation prior to re-entry for K-12 schools for the school year 2021-2022.

Faculty, staff, students, and visitors are welcome to voluntarily mask in accordance with CDC guidelines.

Vaccinations are encouraged for all CDC approved ages.

### **A. Initial Screenings (General Health and Temperature)**

Student reentry into the school building for the start of the 2021-22 school year will be contingent on the successful daily completion of an at-home health evaluation and temperature check.

Any student that has shown symptoms associated with COVID-19 or has been exposed to COVID-19 is required to remain at home until it is medically determined that the student is able to return to school. Temperatures of 100° F or higher will require students and their siblings to remain at home until it is medically determined that the student and their siblings are cleared to return to school.

If a student presents ill at school and that student has a temperature above 100° F, the student (and any siblings) will be sent home and not permitted to board the bus. The student and any siblings must remain at home until it is medically determined that the students are clear to return to school.

## **Social Distancing and Mitigation Strategies**

### **Hallways**

The school's culture and behavior expectations already require orderly and quiet transit between classes and activities. Teachers will ensure that students maintain increased spacing in lines as they move through hallways.

### **Classroom Seating**

Teachers will maximize the spacing between student desks.

### **Lunchroom Seating**

All lunchroom tables will be deployed throughout the entire lunch period using increased spacing between students. Lunchroom monitors will enforce spacing standards.

### **Assemblies**

For auditorium assemblies, students will be spaced out to the greatest extent practicable. For morning story time in the gymnasium, students will sit in their customary lines with increased spacing between each student.

### **Physical Education Classes**

All equipment will be sanitized with a solution of bleach or Triad-III prior to re-use.

### **Holding Room for Sick Students**

The TVCA main conference room will be utilized as a holding area for sick students that are waiting to be picked up.

### **Additional Daily Protocols**

Face masks will be made available for medically vulnerable students and staff members. Staff duties and student activities requiring close contact will be modified as necessary.

## Daily Sanitation Protocols

### School Wide Disinfections

A combination of CDC-approved products including hospital-grade Triad III disinfectant and a dilution of disinfecting bleach to clean desks, common tables, countertops, doorknobs and handles, hands-on learning items, bathroom fixtures, phones, and customer service areas is utilized by janitorial staff.

### Hand Sanitizer Stations

Teachers, staff, and students will keep their hands sanitized using the automatic touchless dispensers of Purell professional grade advanced hand sanitizer that are installed in every classroom and in hallways.

### Hygienic Practices

Parents are required to keep sick students and their siblings home for at least 72 hours after a fever subsides *without the use of fever-reducing medicines*. We rely on parents to promote the same hygienic practices we will direct students to practice at school, including:

- covering coughs or sneezes with a bent arm or tissue and washing hands or using hand sanitizer afterwards;
- washing hands with soap and water for 20 seconds, dry hands with a paper towel, and using the paper towel to turn off the faucet;
- keeping hands away from nose, mouth, and eyes; and
- avoiding the sharing of food, drinks, and personal care items (e.g. lip balm).

## Hybrid Learning for Homebound Students

We respect the right of families to keep students at home in the interest of their health and safety during this pandemic. We also expect to require some students to stay at home, if only for a short period of time, as a precautionary measure—for example, possible exposure to COVID-19 or if their screenings indicate a temperature of 100° F or higher.

In addition to the TVCA Family Handbook, the following attendance categories are in effect:

- Absent (due to COVID-19 illness): no attendance penalty or academic restrictions
- Absent (due to parent COVID-19 health concerns): no attendance penalty or academic restrictions

We will offer the following flexibilities to accommodate students who are homebound:

- Homeroom teachers or assistants will offer weekly “live” tutoring sessions (via GoogleMeet or Zoom) as appropriate and as practicable. While these sessions will not cover all the in-class material, they will provide homebound students with the help to stay up on their core academic skills. All students will be expected to complete and submit classwork distributed to them by their teachers.
- Attendance policies will take into account the special circumstances of the COVID-19 pandemic. Homebound students will not be penalized for their absences.
- Homeroom teachers will be in close contact with homebound students and will make weekly phone calls to parents (at a minimum).
- Lunches and school materials will be made available to homebound students. Details will be coordinated with each student’s family.

**Parents pursuing a hybrid learning accommodation are requested to submit a Request for Hybrid Learning Accommodation form (please refer to Appendix 2).**

## Procedure for Positive or Suspected COVID-19 Case

The following procedure is to be used if a student or employee in the school building is identified as COVID-19 positive or suspected positive.

**Action Item:** *Student or employee is respectfully asked to isolate in the holding room.*

- For students, front office will call parents or legal guardians for pickup.
- For employees, front office will coordinate with school leadership to manage follow-on effects.
- Student or employee will be provided appropriate personal protection equipment and any employee interacting with the confirmed or suspected case will be provided with an N95 mask and gloves.

**Action Item:** *Front office traces list of potential exposures (employees and students).*

- Front office will coordinate (as appropriate) with parents/legal guardians of student or directly with the employee to build a list of potential exposures.

**Action Item:** *School leadership decides on the length and scope of closure (if warranted).*

- School leadership will provide SDH with appropriate details and exposure information.
- School leadership will coordinate with SDH/PCOEM on the scope of the closure if warranted (class, grade, or school)
- School leadership will coordinate closure decision with the TVCA Board of Directors.
- Points of Contact:
  - SDH: Ms. Lekshmi Rita Venugopal
  - PCOEM: Mr. Adam Gonzales
  - TVCA BOD: Mr. Marvin Lasnick

**Action Item:** *School leadership communicates appropriate details to school community.*

- School leadership will update the school community (parents/guardians) via appropriate mass communications system (email/text/voice) with appropriate incident details.

**Action Item:** *If necessary, TVCA transitions to Distributed Learning Mode.<sup>1</sup>*

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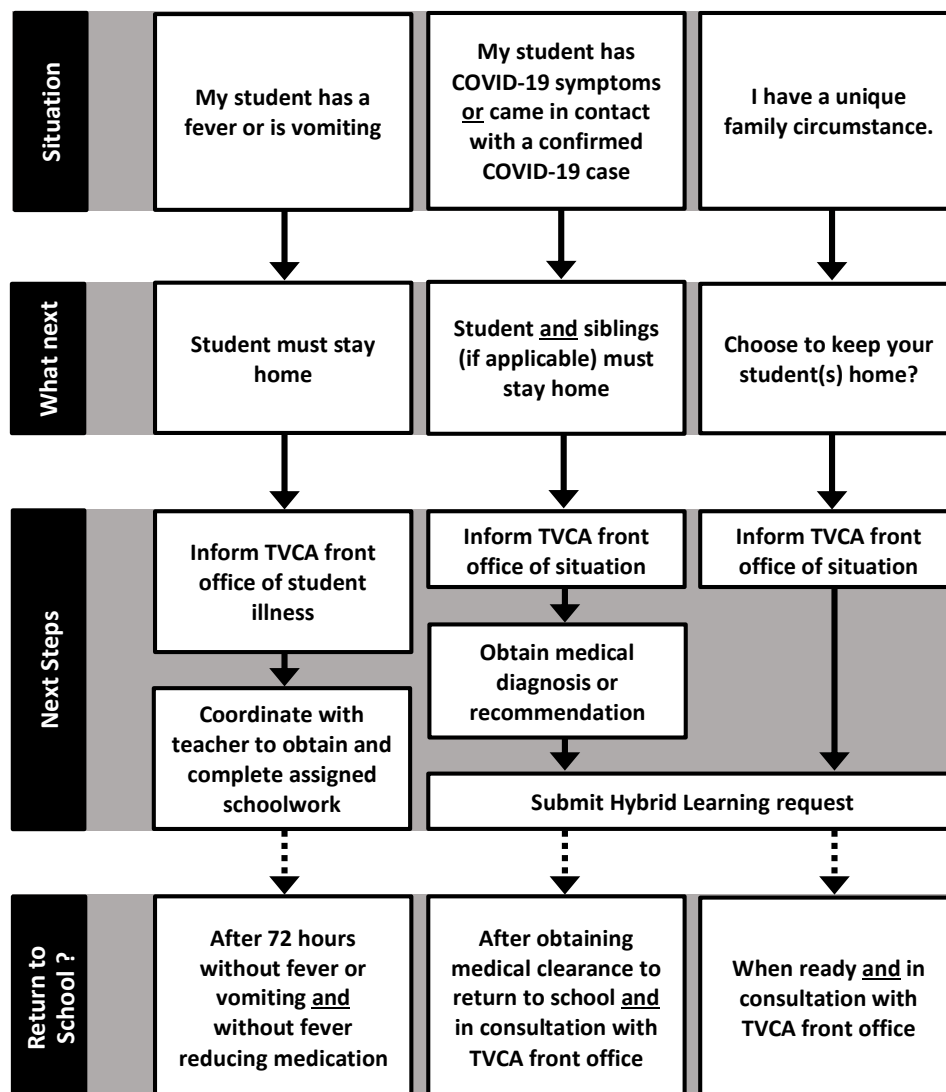
<sup>1</sup> Please refer to Appendix 4 for Distributed Learning Plan.

## Appendix 1: Parent Decision Matrix



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### Parent Decision Matrix



## Appendix 2: Request for Hybrid Learning Accommodation



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### Request for Hybrid Learning Accommodation

Student Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Reason for Request:

- ☐ Immune compromised student or family member in the home
- ☐ Student has COVID-19 symptoms
- ☐ Student had contact with confirmed COVID-19 case
- ☐ Other unique circumstance (please explain):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Other Students in household:

Student Name: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Student Name: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Student Name: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

#### For Office Use Only

TVCA Administration Approval: \_\_\_\_\_

Notes: \_\_\_\_\_

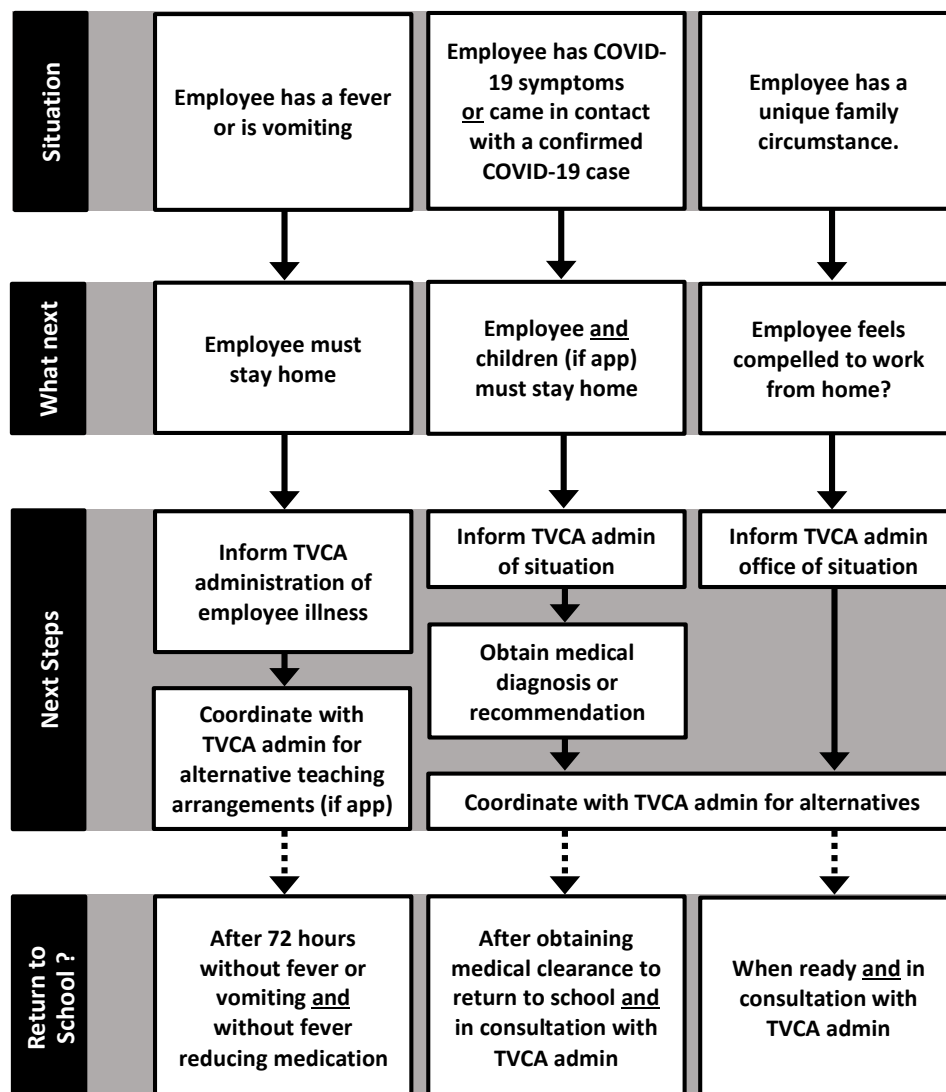
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## Appendix 3: Employee Decision Matrix



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### Employee Decision Matrix



## Appendix 4: TVCA Distributed Learning Plan (3/25/20)



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### TVCA Distributed Learning Guide

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## Overview

### Perpetuating our Mission

An education founded in the liberal arts and sciences is a deeply humane thing and thrives on—indeed requires—personal conversation between faculty and students. Not only do students and teachers participate in the so-called great conversations, but the faculty live a life of inquiry with each other and ought to model that for students.

When we move to a distributed learning platform, our way of education is immediately challenged. If we want to perpetuate our mission of *training the minds* and *improving the hearts* of our students, we must recognize the limitations under which we must now work.

The answer to ensuring the wellbeing of our mission has less to do with academics and instruction, and more to do with the care and assistance we offer our families. This is particularly important for us as a first-year school. If we do this well, our families will feel connected rather than isolated and supported rather than abandoned.

Social distancing, while necessary under the present circumstances, is anathema to building our present and future school community. We are living through a truly historic event and the stress our families are dealing with right now is unprecedented. Many of them are facing challenges they never faced before, and this seems particularly true in our rural setting. It is also worth noting that above and beyond everything else parents are dealing with, they did not sign up for school at home. While some will excel and use the flexibility wisely, many will not know what to do without structure and routine. Families that have experience with home schooling will probably be good at it, but not all visions of home schooling are the same.

While most of us will rightly want to focus on how to *train the minds* of our students under the present circumstances, we must soften our expectations for what we think students can accomplish in terms of academic schoolwork in this environment. Information technology will allow us to create structure through daily “live” engagement time with students and high-quality recorded lessons in the core and special subjects. This can be supplemented with assigned reading time and homework.

However, these necessary and well-intentioned things will be ineffective without continual outreach and intentional engagement with students and their families. In fact, this outreach could be the best way for us to perpetuate how we *improve the hearts* of our students, short of daily physical contact with them. How we—the faculty and staff—demonstrate and live out our character in these times that stress our everyday habits will speak volumes to our students and families. We have a unique opportunity to demonstrate professionalism, calm confidence, and responsibility through the examples we set for others. If we can meet this challenge with intelligence, compassion, and grace, we will do a lot to promote the long-term mission, community, and well-being of our school.

## **Operations**

### **Communications**

Staying in touch with families is an all-school effort and one of the best ways that we can reduce the anxiety and stress of the whole community. All communications should be professional, well-crafted, and exemplify the school's virtues. Communications expectations are outlined below:

- The school will issue daily updates to our parent community (as appropriate) and will also feature a weekly edition of *The Sentinel*.
- Employee-wide Zoom video conferences will be held weekly on Fridays at 3:00pm.
- Homeroom teachers are expected to:
  - Call each household at least once per week (perhaps more with struggling students).
  - Issue weekly electronic newsletters to include: general academic information and guidance, organizational recommendations for parents to sustain an orderly schedule at home, general tips and advice (perhaps from other families), and lighthearted items (e.g. constructive social media tidbits, family reading time recommendations, etc.).
- Student Services staff are expected to:
  - Call each household with a student with special needs at least once per week.
- Phone communication with families should take place during school hours if possible (8:00am – 2:30pm) and should make use of school phones as much as possible.

### **School-as-Hub**

As an essential business (service provider) and in accordance with Governor Brad Little's Order to Self-Isolate (Section 8/f/xi, page 7) dated 3/25/20, the school will remain open as a hub for the purposes of facilitating distributed learning operations. All employees who come to the school must practice disciplined social distancing by maintaining a six-foot separation distance to the greatest extent possible.

Faculty members may individually decide if and when to work at school or work from home. Staff should coordinate their daily efforts with Mr. Lambert and Dr. Condra.

### **Staff**

Customer service and support are a priority, especially during this time.

The goals throughout this distributed learning period are to:

- Provide support to faculty and parents wherever possible.
- Support and participate in daily distributed logistics at the school (meal and academic materials distribution and collection, IT support to faculty, etc.)

- Continue and sustain planning for AY20-21 including facility projects, campus expansion, curriculum and supply orders, furniture orders, etc.

### **Student Services**

Perhaps the greatest instructional challenge we face during this time is the discrepancy among families in their ability to support their children at home. During normal times, we sustain a common school culture and common classroom cultures, which helps students who do not have the same level of home support. That general culture cannot exist in the absence of a shared structure, and some families have unique challenges creating it or finding the time to do schoolwork. Student Services' goal is to attempt to diminish the gap created by the absence of a common school and classroom culture.

This is also a unique opportunity to reach out to students who are struggling. These students may not have the supports necessary to complete their schoolwork well and in a timely fashion, and this situation exacerbates the problem. The more we communicate proactively with households who may need help, the more we close the gap. This especially pertains to students who were identified as risks for retention.

IDEA and ADA

FAPE requires the same level of service for students with IEPs and 504s as we offer ordinarily. This includes direct and indirect support, evaluations, and meetings. Accommodations or modifications built in to IEPs or 504s must continue.

### **Busing Logistics**

Daily busing is an integral part of the distributed learning plan. The purpose of daily busing is to distribute meals to families that qualify for FFRL (and other families if desired and available) and also to distribute and pick up academic materials. Each of the four bus routes will run once a day, with buses departing the school at 11:00am. To the greatest extent possible, buses will have an additional person on board to facilitate the delivery and pickup of materials. Each bus route will have one "hub" stop for families that do not normally make use of school-provided bus transportation.

### **School Nutrition**

Treasure Valley Catering will prioritize its efforts for families that qualify for and receive FFRL services. TVC is committed to providing daily lunch meals to FFRL families. TVC will seek to supply lunch meals to additional families if desired and to the extent that these additional efforts can be supported by the food and product supply chain.

## **Academics**

### **Educational Priorities**

Within the context and constraints of the distributed learning model, these are the educational priorities that should be followed:

1. **Basic cognitive skills:** reading and writing (literacy) and numeracy (mathematics)
2. **Core subjects:**
  - a. English language and literature
  - b. Mathematics
  - c. History
  - d. Science
3. **Special subjects:**
  - a. Art and music
  - b. Spanish
  - c. Physical Education

### **General Guidance**

Keeping in mind the overview in the beginning of this policy as well as the academic priorities as listed above, homeroom and specials teachers are afforded flexibility as they adapt to the distributed learning model.

We must emphasize literacy and numeracy with short lessons in these each day. This may be one of the best opportunities for families, outside of summer, to read as much as possible. We should underscore this opportunity for parents. In younger grades, phonics supports reading, but the pedagogy of explicit phonics is too difficult to expect from parents at home. A way to compensate for this is to provide short, daily spelling lessons and much encouragement for ongoing, grade-level appropriate reading. In the middle and upper elementary grades, grammar instruction supports reading in much the same way. We cannot expect most parents to be able to teach either phonics or grammar in the way we do, so our instruction in these must also be explicit and short. We supplement these basic priorities with science and history lessons each week, drawing attention to the most important elements of our curriculum.

#### **Homeroom Teachers**

In general, homeroom teachers ought to aim to provide the structure for 3-4 hours of academic work per day. This structure should encompass the following daily components:

- “Live” student engagement via the daily “live” schedule (see below) and the GoogleMeets platform. This engagement time need not be committed toward direct

instruction, but should always facilitate classroom community building and time for student questions.

- Pre-recorded instructional lessons in the core subjects (about 2 per day) at a grade and developmentally appropriate length using the Zoom platform.
- Pre-recorded instructional lessons in the special subjects (according to the schedule listed below).
- Reading time (with guidance and mentoring)
- Academic work/assignments/homework (with guidance and mentoring)

With the exception of the daily “live” student engagement session, the above components are not rigidly essential. Rather, they are to be used as a guide to daily student academic engagement. Additional components and creative, mission-aligned elements are welcome and left to individual teachers’ imagination and discretion.

Homeroom teachers must take “attendance” during daily live sessions and report this attendance to the front office.

Homeroom teachers should consider the following questions and are encouraged to collaborate (primarily by grade level) and innovate to come up with their own answers:

- How can small reading groups take place for intervention?
- How can you offer tutoring to select individuals in an online format?
- Is there a way to encourage math fact practice with online games?
- What does a read along look like?

#### Specials Teachers

Specials subject teachers should plan their pre-recorded instructional lessons in the following grade bands: K-2, 3-4, and 5-6. In general, specials teachers should make one lesson per grade band available to homeroom teachers per week. These pre-recorded lessons can include imaginative components (e.g. an online virtual tour of a famous art museum, a link to a classical music recording, a link to an online Spanish immersion activity, or a sibling or family competition for physical education or a particular type of activity such as push-ups, wall-sits, or sit-ups).

The school will implement the following schedule for specials subjects:

School Day	Specials Subject
Tuesdays	Art
Wednesdays	Music
Thursdays	Spanish
Fridays	Physical Education

### **Daily “Live” Class Schedule**

Homeroom teachers must follow the daily “live” class schedule below. This is important both for routine as well as due to the fact that many TVCA households have multiple siblings and this requires daily deconfliction in the schedule.

Time Slot	Level
07:30am – 08:45am	6th Grade
08:50am – 10:05am	5th Grade
10:10am – 11:25am	4th Grade
11:30am – 12:25pm	3rd Grade
12:30pm – 01:15pm	2nd Grade
01:20pm – 02:05pm	1st Grade
02:10pm – 02:55pm	Kindergarten

### **Assignments and Homework**

Homeroom teachers must provide a weekly assignment schedule by Monday. Specials teachers should coordinate any assignments with homeroom teachers. The weekly assignment schedule should be simple so that parents can easily check off what work has been accomplished. For simplicity’s sake, weekly assignments can be posted by Monday in Google Classroom.

Here are some guidelines to keep in mind for assignments (homework):

- While students should turn in some work, we do not need to maintain the same level of grading and accountability for student assignments as during normal school days.
- Any assignment should have at least one gap day from when it is initially assigned until it is due.
- Core Knowledge content readers build reading fluency and generally teach subjects well.
- Be imaginative with assignments. For example, for science, encourage students to go outside to make observations to take advantage of spring and how ecosystems change during this time of year. Have them turn in a grade-level appropriate writing assignment about what they observe or have them pick something to track and report on. Use this as an opportunity to build analytical skills (e.g. graph or plot things they can observe daily outside, etc.).
- Assignments should include writing. For instance, younger students can draw part of a story and explain it, or they could draw their favorite part of a lesson and write 1-2 unique sentences about it. Older students should occasionally work with paragraphs or short creative writing assignments. An observation journal or a daily journal, with instructions on a more formal and less colloquial tone, is appropriate for upper elementary students.

### **Information Technology Platforms**

TVCA will use the following main information technology platforms for distributed learning instruction. Faculty members who wish to take advantage of additional platforms should coordinate this with Mr. Beltran.

#### **Google Classroom**

Google Classroom will serve as the main platform for homeroom teachers. This is our replacement for the actual classroom in the school building. Additional Google Classrooms may be established at the direction of the Principal (e.g. according to student services needs, etc.).

#### **Google Meets**

Google Meets will serve as the platform for “live” engagement sessions.

#### **Zoom**

Zoom will serve as the platform for recorded instruction as well as for one-on-one or one-on-few student engagements (e.g. student services’ needs).

### **Distributed Learning Professional Standards**

As we shift to the distributed learning model, we expect all employees to maintain the same high professional standards in our address, diction, and promptness.

- Both live and recorded video sessions should be professional in attire (as expected in the school building) as well as in setting, decorum, and tone.
- Students will look to teachers as role models. This is a tremendous opportunity for positive impact and character shaping.
- Teachers should also keep in mind that their presentations (live or recorded) are likely to be viewed by a much wider audience and therefore will serve as a reflection of what Treasure Classical Academy stands for.
- Social media guidelines remain in effect, which means employees must not engage with parents via social media platforms.