



# Doral Academy of Northern Nevada Reopening Plan

## Overview and Purpose of this Document

### Background

Under Emergency Directive 022, all charter schools must develop reopening plans for the 2020-21 school year that contemplate instruction offered through:

1. In-person instruction following social distancing protocols;
2. Distance education under an approved Path Forward Program of Distance Education; or
3. A combination of distance education and in-person instruction.

Reopening plans must be based on *Nevada's Path Forward: A Framework for a Safe, Efficient, and Equitable Return to School Buildings* and include a Path Forward Program of Distance Education in accordance with the minimum requirements set forth by the Nevada Department of Education (NDE).

### Resources and References

#### School Reopening

- Declaration of Emergency Directive 022: <https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/2020-06-09.Declaration-of-Emergency-Directive-022.pdf>
- Guidance for Path Forward Programs of Distance Education: [http://www.doe.nv.gov/uploadedFiles/ndedoenvgov/content/News\\_Media/Guidance\\_Memos/2020/PathForwardDistanceEducationGuidanceMemo20-05\(1\).pdf](http://www.doe.nv.gov/uploadedFiles/ndedoenvgov/content/News_Media/Guidance_Memos/2020/PathForwardDistanceEducationGuidanceMemo20-05(1).pdf)
- Nevada's Path Forward: A Framework for a Safe, Efficient, and Equitable Return to School Buildings: [https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/Nevada\\_Path\\_Forward\\_6.9.20\\_FRAMEWORK.pdf](https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/Nevada_Path_Forward_6.9.20_FRAMEWORK.pdf)
- Nevada Summer Learning and Activity Guidance: <https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/Summer-Learning-and-Activity-Guidance-6.9.20.pdf>
- Nevada Interscholastic Activities Association Reopening Guidance: <https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/NIAA-Reopening-Guidance-6.9.20.pdf>

#### Face Coverings

- Declaration of Emergency Directive 024: <https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/Directive-024-Face-Coverings.pdf>
- Guidance on Face Coverings: <https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/6.22-Guidance-on-Improvised-Facial-Coverings-JH-V1.pdf>

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## Doral Academy of Northern Nevada REOPENING PLAN INTRODUCTION

Doral Academy of Northern Nevada (DANN) prides itself on offering a robust and rigorous academic program with a focus on the development of the whole-child. Through arts integration, social emotional learning, STEAM Project Based Instruction, and an emphasis on all areas of the arts, DANN sets itself apart from other public schools. We value individuality and offer all students an opportunity to grow academically while developing a wide range of skills while exploring their passions and practicing the skills of collaboration and leadership. As such, we believe wholeheartedly that students need and deserve a full-time, in-person educational experience with their peers and facilitated by highly trained educators.

Our goal is to demonstrate a commitment to the safety and health of all students and staff as we follow Phase II guidelines with a 50% maximum building capacity as presented by the Governor, while at the same time preparing for a full return to school for all students as soon as it is viable. In a full return, cleaning and sanitation practices will remain vigilant and social distancing will still be promoted. Our plan also allows for a full return to distance learning in the case of a community outbreak wherein in-person classes are not tenable. We will be ready to pivot immediately to a new phase.

We are making this plan with our stakeholders' needs and values at the forefront, and we recognize the difficulty of implementing any program, which under these unprecedented circumstances, meets the needs of *all* individuals. There is no guarantee of 100% safety for all staff and students, but we plan to follow the American Academy of Pediatrics<sup>1</sup> suggestion to use coordinated interventions to mitigate rather than eliminate risks, because schools play a fundamental societal role in “providing academic instruction, social and emotional skills, safety, nutrition, physical activity, and mental health therapy,” all of which have been hampered by emergency distance learning over the last several months. In developing this plan, we also consulted with four doctors at Renown Medical Center, including the Pediatrician in Chief at Renown Children’s Hospital.

### Reopening Plan

- Plan A: Reopen with a hybrid model of instruction under the Phase II guidelines set forward by Emergency Directive 022, which requires no more than 50% capacity in any one space in a school to provide for social distancing.
- Based on prevailing scientific knowledge and public policy, we will move from the Phase II reopening to either:

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<sup>1</sup> Healthy Children: Return to school during COVID-19, <https://www.healthychildren.org/English/health-issues/conditions/COVID-19/Pages/Return-to-School-During-COVID-19.aspx>

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- **Plan B - A full return of all students (except those with documented health reasons who will continue to be served by distance learning<sup>2</sup>) to the school building full-time.**
- **Plan C - A return to full distance learning in the event of school closure due to a local, state, or federal directive.**

For general understanding by all stakeholders, the following are important definitions:

- **Plan A** = Hybrid Learning Model
- **Plan B** = Full Time Return to School
- **Plan C** = Full Time Distance Learning
- **Cohort 1 (Blue cohort)** - Students attend school on M/T throughout the year (except for special weeks when Monday is a holiday.) These students will be provided with work to complete and instructional videos and live remote instruction on W/Th/F.
- **Cohort 2 (Green cohort)** - Students attend school Th/F throughout the year. These students will be provided with work to complete and instructional videos and live remote instruction on M/T/W.
- **Distance Cohort (Gray cohort)** - This is a small cohort of students whose parents have opted out of in-person instruction. These students will access the Google Classroom and live remote instruction each day of the week. (Students in Gray Cohort must commit to this Cohort each quarter. A student cannot go in and out of this cohort, unless they are on quarantine and need distance education for an extended period of time.)
- **Video instruction** - The teacher posts a video that either instructs students about a topic or how to complete an assignment. This video can be teacher created or come from a reputable curricular source (Zearn, CNN 10, Khan, Mystery Science, etc.).
- **Live Remote Instruction** - The teacher has a scheduled time each day to communicate with students who are not in class for the day. During this time, the teacher is instructing (not only checking in with students). For grades K-4, live remote instruction will occur for 30 minutes during scheduled Specials (This amount of time increases to 40 minutes for 5th grade.). For grades 6-8, live remote instruction will occur for 35 minutes during the teacher's scheduled prep periods. Teachers in grades 6-8 are encouraged to stay on longer with students if questions come up near the end of the 40 minutes. Live remote instruction increases in time if the entire school goes to a distance learning model.
- **Social Distancing** - We are following the guidelines by the American Academy of Pediatrics regarding a 3-6 spacing between students at all times feasible and the mask guidelines of the Governor of the State of Nevada. We will specifically ask that children in grades 3-8 wear masks and encourage students in grades K-2 to do the same if they can without increasing their risk (e.g.

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<sup>2</sup> We will allow families with a documented medical condition in the family to opt out of in-person classes one quarter at a time and will provide these families with a distance-only option, described in detail in the section under Academics.

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constantly touching their face) and will allow families to turn in a note if there is a medical condition that prevents mask wearing.

- ***Approved Calendar for Hybrid Model -***
  - [2020-2021 proposed school calendar Option A](#) - August 17 start day for students
  - [2020-2021 proposed school calendar Option B \(Board Approved\)](#)- August 24 start day for students
  - [2020-21 proposed school calendar Option C](#) - September 8 start day for students
    - An option must be approved by DANN Board and NV DOE.

## COMMUNICATION REGARDING REOPENING

DANN utilizes many methods of communication with our families: frequent updates to our website, email messages to all guardians, Facebook and Instagram posts, and communications from teachers to families through the app Bloomz. Upon Board approval of the plan to reopen, Board and Leadership Team members will email the entire community about the reopening and then host Facebook Live Town Hall meetings after the community has a chance to submit questions for review.

The DANN Leadership Team will continue to send weekly emails to all families and post updates to the website and Facebook on a regular basis. We will not only share the logistics of the plan but also the myriad ways in which we will keep those in the building safe and healthy. Our contracted cleaning company has been working with us through this crisis and will also be sharing materials specific to their practices and products with families.

It is important to note that many aspects of this plan were based on results of a parent and staff survey regarding reopening. The parents of 570 students (of 810, which equals an over 70% response rate) provided feedback in the survey. We will continue to offer staff and parents opportunities to share their ideas and feedback before and during the reopening.

Our school nurse will train our staff on COVID-19 transmission, prevention, symptoms, and screening. Our school nurse will also provide educational resources to teachers to share information with students and families about COVID-19.

DANN teachers will create introductory “open house” zoom meetings so that families can access. In addition, virtual “open house” meetings will be scheduled so that families can ask questions or meet the

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teachers virtually during designated hours. Teachers will also be sending out postcards to all their students in August, to welcome their new students for the year.

During the first two weeks of the school year, all students will be engaged in learning specific protocols and policies to make them safe at school. Family members will receive the same information and will be asked to engage with their students in a family project to review each of the protocols and also practice them at home. In addition, we will post these practices on our website for ease of access for families.

Staff have been included in discussion around the reopening plan. First, staff has been made aware of any new directive or guidelines published by the State as they have been released. The staff also participated in Zoom meetings regarding the plan outline on July 2nd and provided questions and suggestions. Learning Teams will be asked to review all scheduling in the three plans.

## ACADEMICS – Path Forward Plan of Distance Education

### INSTRUCTIONAL APPROACH

We are planning for three different types of instruction (Plan A Hybrid Learning, Plan B In-person Learning, Plan C Distance Education) and will make the choice for the type of instruction based upon the guidance by the State and public health officials. Teachers will have many responsibilities for all plans. We greatly appreciate teacher flexibility, collaboration, and extreme care for all students. Teacher responsibilities shift slightly during Hybrid and Distance Learning and are outlined [here](#). In addition, the school will purchase licenses for iReady for reading and math. *i-Ready* is a comprehensive assessment and instruction program that empowers educators with the resources they need to help all students succeed and can be implemented at school or online. By connecting Diagnostic data and Personalized Instruction, *i-Ready* reduces complexity, saves educators time, and makes differentiated instruction achievable in every classroom. *i-Ready* will allow us to diagnose unfinished learning and provide both grade level instruction and remediation and acceleration for students who need it.

#### Plan A Hybrid Instruction

During the hybrid learning phase of reopening, while 50% school capacity is mandated by policy makers, the following instructional model will be put into place (see multiples schedules on each tab of this [spreadsheet](#) for logistical information and schedules for Kindergarten, Grades 1-5, and Grades 6-8). We will utilize our focus on the 8 Habits to teach and reinforce appropriate behaviors while online using this [resource](#).

***Hybrid Learning Phase = two full days in person with teachers + three days of distance learning + remote live instruction with a teacher. Students will be learning and engaging with new content daily.***

→ The school will be broken into two primary cohorts of students by last name/household.

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- ◆ The blue cohort will attend school in person on Mondays & Tuesdays for the full day. This method will require Board and State approval for a newly proposed calendar (options for the Board are included on page 1).
- ◆ The green cohort will attend school in person on Thursdays & Fridays for the full day.
- ◆ In both Cohorts 1 & 2 (blue and green), all Cohorts will engage in learning through the Google classroom on Wednesdays and the other two days each week they are not experiencing in-person learning.
- ◆ The distance cohort will provide for an opt-out of all in-person learning for medical reasons and by [parent contract](#) with the school each quarter of the school year.
- Instruction will include a five-tiered approach for Cohorts 1 & 2 (blue and green)
  - ◆ In-person instruction with both core content and elective teachers two days a week (M, T or Th/F).
  - ◆ Required live remote instruction for certain lessons during a scheduled time(s) daily for all students learning from home.
  - ◆ Required distance learning through Google Classroom for both core and electives with reading, assignments, assessments, and collaborative projects assigned for each day the student is not at school.
  - ◆ Required participation in online curriculum, like iReady and Zearn, which allow for frequent progress monitoring by teachers.
  - ◆ Additional support and mandatory minutes with licensed personnel will be provided to IEP and ELL students, as well as additional online and in-person support for struggling readers.
- Distance cohort C (gray) will receive all of the above instruction, except for in-person instruction. However, distance cohort students will be required to participate in live remote instruction every day with their teachers. We will have a distance education coordinator to assist students at home.
- If students are struggling with technology, we will provide call in options for remote live instruction as well as paper copies of assignments and readings on the Google Classroom at the request of parents.
- In person instruction will require social distancing, and teachers will mark areas of their classroom for children to sit and spread out. The sharing of supplies will be mitigated wherever possible. Students will utilize hand sanitizers and learn to use best hygiene practices.
  - ◆ In classes like P.E., art and drama, teachers will mark areas of their classroom for children to sit and spread out for the required social distancing. Sharing supplies will be mitigated whenever possible with cleaning between classes. Students will utilize hand sanitizer and learn to use best hygiene practices in these classes.
  - ◆ In music classes, particular attention will be paid to percussion instruments, music theory, music history and music notation for the first quarter of school to lessen the use of shared musical instruments and prevent any illnesses spread by vocalizing. Music teachers will teach students proper cleaning and sanitization processes to their students as stated by [NAfME](#).
  - ◆ Where possible, we will move these classes to outdoor spaces.

## Plan B Full Return In-Person Instruction

In the event that a new directive allows students to return to school full time, we will pivot the following week to provide for in-person instruction every day for all students except for those whose families have



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chosen the distance cohort for that quarter. Google Classrooms will be maintained for students in the Distance Cohort. However, the Distance Cohort will have a single weekly check-in with a teacher to ask questions and receive individualized support, but there will no longer be remote-live instruction. We will continue to provide for a Distance Learning Coordinator for additional support.

## Plan C Full Distance Education

If the school is closed for a short period (1-5 days), students will work at home using their Google classrooms. Teachers will still provide mandatory live remote instruction alongside a daily check-in by video chat with their class. However, if a community outbreak requires closure of longer than one school week, all students in all cohorts will utilize their Google Classroom, and teachers will provide live-remote instruction throughout the school day with breaks for students to rest their eyes, be active, eat, and complete tasks. The schedule for live-remote instruction in case of full distance education can be found here on the [Spreadsheet](#). We will utilize our focus on the 8 Habits to teach and reinforce appropriate behaviors while online using this [resource](#).

## MEETING STUDENT NEEDS

### Appropriate Education for ELs, GATE, and students with IEPs

Students who have been identified as EL in the blue or green cohorts will receive inclusive supports in the classroom during in-person instruction. During distance learning and hybrid online learning days for cohorts blue and green and teachers will modify lessons as needed to support EL students using various programs such as Microsoft Note which allows for students to hear text read to them and has a visual dictionary which will help support new language learning. Cohort blue and green students who have been identified as needing an IEP will receive support from their special education teacher during the in-person days at school and will have access to meetings with their special education teacher during their on-line learning times to help support their educational needs and meet their required minutes for educational support. Students who have opted for the distance learning cohort and have been identified as EL will have access to modified assignments from their classroom teacher via Google classroom and will also have access to various programs such as Microsoft Note which allows for students to hear text read to them and has a visual dictionary which will help support new language learning. Students who have opted for distance cohort and have an IEP will have access to their special education teacher during the week (Monday-Friday) for specific support to meet their required minutes and meet their educational goals. Special Education teachers will be available Monday through Friday and students will be required to attend their set meeting times to receive maximum educational benefits during distance learning.

- All Special Education students will be provided a separate distance and hybrid learning plan to ensure services are not disrupted.
- GATE services will continue during hybrid and distance learning.



## REOPENING SCHOOL BUILDINGS

### Plan A: Hybrid Learning Phase

During the hybrid learning phase of reopening, while 50% school and classroom capacity is mandated by policy makers, the following building safety protocols will be put into place.

*Hybrid Learning Phase = two full days in person with teachers + three days of distance learning + remote live instruction with a teacher. Students will be divided into cohort groups Blue, Green & Gray/Distance to ensure minimal exposure.*

- In an effort to ensure the viability of social distancing within the school, DANN students will be broken into 2 primary cohorts of students by last name/household that will attend in-person learning, and a 3rd cohort for medically fragile students who are unable to return to in-person learning.
  - ◆ Blue Cohort will attend school in person on Mondays & Tuesdays for the full day.
  - ◆ Green Cohort will attend school in person on Thursdays & Fridays for the full day.
  - ◆ Blue and Green Cohorts will engage in learning through the Google classroom on Wednesdays and the other two days each week they are not experiencing in-person learning.
  - ◆ The Distance Cohort will provide for an opt-out of all in-person learning for medical reasons and by parent contract with the school each quarter of the school year. This classroom will engage in learning through Google classroom and live instruction each day. The school is writing a grant to pay for a part-time certified teacher to act as the Distance Learning Coordinator, if more than 5% of the student population chooses Gray Cohort C.
- DANN will teach and reinforce the importance of social distancing.
  - ◆ Students and teachers will be encouraged to social distance from other people (e.g. linoleum squares, helicopter arms, seat stickers, etc.);
  - ◆ Students and teachers will be encouraged not to gather in groups;
  - ◆ Students and teachers will be encouraged to use caution when interacting with large groups when outside of school, in order to follow State current phased guidelines.
- The DANN school nurse will contact families with out of date immunizations, and conduct an ongoing awareness campaign regarding the importance of keeping children home who are showing signs of illness.
- DANN will teach and reinforce the use of cloth face coverings/face shields. We recognize that face coverings and/or shields will be challenging for students and teachers to wear in all-day settings, as such DANN will encourage face coverings and/or shields to be worn by staff and students in accordance with the most current [State guidelines](#).
- DANN will support healthy hygiene behaviors by:
  - ◆ Provide supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch/foot-pedal trash cans;



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- ◆ Teach and reinforce handwashing with soap and water for at least 20 seconds and increase appropriate monitoring to ensure adherence among students and staff;
- ◆ Restrict hallway congestion with clear directional traffic in hallways and .
- ◆ Limit parents/nonessential individuals from entering the building;
- ◆ Install plexiglass in reception areas, and discourage shared lounges (Korioth, 2020)
- ◆ Provide for a socially distanced lunch in the cafeteria with sanitizing between each seating and using only ¼ capacity of the space.
- DANN will implement school wide sanitary and cleaning practices.
  - ◆ A professional cleaning service will clean all school spaces accessed by teachers and students daily, there will be a deep cleaning schoolwide each Wednesday - in between learning days for each cohort.
  - ◆ Wednesday deep clean will ensure all classrooms, workrooms, bathrooms, shared common spaces (in use) will be thoroughly cleaned.
  - ◆ Posters will be hung around the school in visible areas to promote cleaning and sanitization procedures.
- Posters will be hung around the school in visible areas to promote cleaning and sanitization procedures.
- Dragons' Den (Before/After School Programming)
  - ◆ If Dragons' Den services can be offered, expectations and policies will mirror those being implemented in the varied phases of schooling as determined by DANN.
  - ◆ If it is possible to offer after school enrichments, the expectations and policies will mirror those being implemented in the varied phases of schooling as determined by DANN.

## Plan B: Full Return of all Students to the School Building Every Day

***Full return will be instituted once policy makers have identified this as an allowable option.***

- DANN acknowledges that “Evidence suggests that spacing as close as 3 feet may approach the benefits of 6 feet of space, particularly if students are wearing face coverings and are asymptomatic, ...If it is not feasible without limiting the number of students, other risk-mitigation strategies may be more favorable.” (Korioth, 2020)
- DANN will emphasize the importance of ensuring all students' immunizations are up to date, encourage annual flu vaccinations for all students and staff, and conduct an ongoing awareness campaign regarding the importance of keeping children home who are showing signs of illness.
- DANN will teach and reinforce the use of cloth face coverings/face shields. We recognize that face coverings will be challenging for students and teachers to wear in all-day settings, as such DANN will encourage face coverings to be worn by staff and students as feasible.
- DANN will support healthy hygiene behaviors by:
  - ◆ Provide supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch/foot-pedal trash cans;
  - ◆ Teach and reinforce handwashing with soap and water for at least 20 seconds and increase appropriate monitoring to ensure adherence among students and staff;

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- ◆ Restricting hallway congestion by having one direction traffic in hallways.
- ◆ Limit parents/nonessential individuals from entering the building;
- ◆ Installing plexiglass in reception areas, and discourage shared lounges (Korioth, 2020)

→ DANN will implement school wide sanitary and cleaning practices.

- ◆ A professional cleaning service will clean all school spaces accessed by teachers and students daily to include;
  - electrostatic cleaning machine
  - air scrubbing
  - daily, nightly and weekly sanitization schedules.
  - Wednesday deep cleaning building-wide
- ◆ Posters will be hung around the school in visible areas to promote cleaning and sanitization procedures.

→ Dragons Den

- ◆ Dragons Den expectations and policies will mirror those being implemented in the varied phases of schooling as determined by DANN.

## Plan C: Full Distance Education for All Students

If the school is closed due to Covid-related restrictions in Washoe County or the State of Nevada, the building will be open per the mandates identified by the state, i.e. social distancing mandates, group size restrictions, etc. All students will receive live remote instruction multiple times per day as well as access to Google Classroom for assignments, tasks, and assessments. Plan C will be an enhanced version of Spring Distance Learning with additional opportunities for interaction and learning across all content areas, including electives.

## HEALTH & SAFETY

### PHYSICAL HEALTH SCREENING

We are asking that each staff member and parent complete a [self-screener](#) daily prior to school. All parents and teachers will be required to sign a document of understanding (Blue [Cohort](#) and [Green Cohort](#)) at the beginning of the year that ensures their understanding of the DANN Covid exclusion policies:

- ◆ All students/teachers exhibiting a fever must remain off campus for at least 72 hours.
- ◆ All families are encouraged to avoid large group gatherings outside of school.
- ◆ All students/teachers will be required to present a negative Covid test if/when it is determined that they have had a significant exposure. Significant exposure requires that more than 15 minutes of time is spent with an infected person (positive test result not suspected) without a mask or without social distancing.
- ◆ All screenings will be conducted safely and respectfully, and with measures in place to ensure confidentiality and in accordance with any applicable privacy laws or regulations. Confidentiality should be maintained.

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- ◆ As part of our daily morning meetings in classrooms, students will indicate “how they are feeling in their hearts (SEL), mind (readiness to learn) and body (health).

- Please see our [decision-making matrix for attendance and school closure](#).
- The state is working on a plan to provide COVID-19 testing to all educators prior to the start of the school year. We do not yet have details on this.
- Parents will be strongly encouraged to conduct a temperature check on their child prior to dropping them off every morning and to complete the same self-screener as staff. If any staff member or students exhibit any sign or symptom of Covid, they will have an immediate temperature check and be sent home if they have a fever of 100 or higher.
- The DANN school nurse (who will be on campus M, T, Th, & F) will host sick students with COVID symptoms until the parent comes for pick up within the half hour. She will also send home [guidelines for keeping children healthy and lengths of time to keep ill children at home](#). In addition, the nurse will track illnesses amongst students and staff and alert the administration and the Health Department if there are any trends in illness different from the norm.

## PHYSICAL HYGIENE

DANN will support healthy hygiene behaviors by:

- Provide supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch/foot-pedal trash cans;
- Teach and reinforce handwashing with soap and water for at least 20 seconds and increase appropriate monitoring to ensure adherence among students and staff;
- DANN students over the age of 9 and teachers will be encouraged to wear face coverings according to the most recent guidance on this issue. We will ask that students in grades 3-8 wear face masks and/or face shields. Individuals who cannot wear face covering due to a medical condition or disability, or who are unable to remove a mask without assistance must inform administration in writing - *persons exempted under this provision shall not be required to produce documentation verifying their condition.*

## SOCIAL DISTANCING

- Students will be trained in new protocols.
  - ◆ They will be asked to sit at marked desks and tables with room between themselves and other students.
  - ◆ They will use the linoleum squares in the hall to remain distanced behind other students while walking through the hallways.

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- ◆ There will be marked spots in the cafeteria where students can sit in order to be further apart. We will also encourage eating outside in good weather as suggested by the American Academy of Pediatrics.
- The school will facilitate new transitions, including having the East side of the building classrooms transition earlier than the west side classrooms to prevent crowded hallways.
- Children who are sick with any cold/flu symptoms will be isolated in the nurse's office until their parent picks them up, while children with scrapes, bruises, etc. will be allowed to enter the office of the clinical aide.
- Common areas (e.g. copy room, teacher's lounge, conference room, cafeteria, maker space) will be sanitized by the user after each use (the school will provide cleaning supplies).

## HUMAN RESOURCES

### STAFF RETURN TO WORK

Doral Academy of Northern Nevada loves its teachers and staff! We respect and admire their commitment to providing the best education to all of our students and for relentlessly pursuing our school's mission and vision during emergency distance learning in the Spring. Our staff did not falter in providing a robust educational experience and a plethora of social emotional supports during our closure. It is our goal that when teachers return to the building they do so with the knowledge that we are doing everything in our power to create a safe work environment. In order to do so, our school will be utilizing CARES Act grant funding to purchase:

- Personal Protective Equipment (PPE) to include:
  - ◆ face masks
  - ◆ face shields
  - ◆ gloves
  - ◆ gowns (clinical aide)
  - ◆ sneeze guards for the front reception area
- School-wide protective measures:
  - ◆ hand sanitizing stations
  - ◆ caps on water fountains
  - ◆ sanitizing wipes and sprays
  - ◆ hydrostatic sprayers
  - ◆ additional infrared thermometers
  - ◆ stickers/tape to mark student seating areas in classroom/cafeteria
- Professional cleaning services during the school day and a deep clean each Wednesday between student groups

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We will also limit access to the building. Although our school believes wholeheartedly in building positive community relationships and inviting guests into our school, during our first month of school we will not allow non-staff adults into the school unless it is for a scheduled meeting. Also, because we want our teachers to feel comfortable staying home if they are ill, we will work with our substitute service provider and our PTO organization to recruit additional substitute teachers.

- If Administration is unable to fill a requested substitute position for a staff member out for an extended period of time, families of students in that class will be notified that students will participate in distance learning until the teachers return.

Please see our [decision-making matrix for attendance and school closure](#).

In regards to leave due to Coronavirus, we hope this [flowchart](#) will be helpful to staff making decisions regarding PTO, in addition the following language has also been added to our Employee Handbook:

**2.7 Families First Coronavirus Response Act (FFCRA)** *Your employer is committed to the safety of our employees, customers, and the general public and seeks to minimize the negative impacts related to the Coronavirus.*

*We will follow the requirements of the FFCRA effective April 1, 2020, through December 31, 2020, or as directed by a government agency(s) and/or law, including all federal, state, or local laws relevant to the FFCRA requirements, to the best of our ability. While the administration will work to ensure compliance with the FFCRA, employees are requested and expected to do their part to assist in working through the various provisions and keeping the school informed of their need for possible assistance available under the FFCRA. This policy covers all full-time and part-time employees.*

### ***Extended Family & Medical Leave Act (EFMLA)***

*Any employee who has worked for the school for at least 30 calendar days is eligible to take up to 12 weeks of COVID-19 leave from their workplaces if the employee is unable to work due to a need for leave to care for a son or daughter under 18 years of age of such employee if the school or place of care provider of such son or daughter is unavailable, due to a public health emergency related to COVID-19.*

*The first ten days of EFMLA are unpaid; then, the employee is entitled to receive 2/3 pay for the remaining 50 days, with a cap of \$200 per day and \$10,000 in the aggregate. The employee, at their discretion, may opt to use PTO or emergency sick pay (see below), as available, to receive pay for the first 10 days.*

*Any FMLA time previously used by an employee during the school's FMLA 12 month lookback period, or any FMLA time currently being used or used after April 1, 2020, for another FMLA approved reason, will be deducted from the 12 weeks provided under EFMLA. EFMLA does not provide additional FMLA time above what is already mandated.*

### ***Emergency Paid Sick Leave***

*The FFCRA provides for Emergency Paid Sick Leave that varies, based on the status of the employee: 80 hours of pay for full-time employees and a prorated portion for part-time workers based on their average number of hours over a typical two-week period.*

*Eligible reasons for receiving Emergency Sick Pay include the following:*

1. *The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;*

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2. *The employee has been advised by a health care provider to self-quarantine related to COVID-19;*
3. *The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;*
4. *The employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);*
5. *The employee is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; or*
6. *The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.*

*If the sick leave is for an employee who is sick, quarantined, or seeking a diagnosis (reasons 1 – 3 above), the benefit will replace the employee's wages up to a maximum benefit of \$511 per day up to a total of \$5110 for all ten days. If an employee is requesting leave for reasons 4-6 above, the benefit will replace at least two-thirds of the employee's wages up to a maximum benefit of \$200 per day up to a total of \$2000 for all ten days.*

## **Documentation of Eligibility**

*The School recognizes that in some instances, it may be difficult to obtain the usual medical certification or documentation of illness, or of school or daycare closures, during the COVID-19 pandemic. The School reserves the right to require such documentation to be provided later on. Employees found to have abused these new Emergency Family Leave, or Sick Pay Policies may be subject to disciplinary action, up to and including termination of employment. Additionally, if the employee is found to have abused these new Emergency Family Leave or Sick Pay Policies, the School will seek to be reimbursed any benefits received under this policy by the employee or require the employee to use their available PTO days to cover the missed days.*

## **To Apply for FFCRA Benefits**

*Employees who feel they meet the requirements to qualify for either or both of these benefits under the FFCRA should contact the office manager at their school.*

## **Notice**

*Because the information about and the response to the COVID-19 pandemic is continually changing, please be advised that this Policy may be revised at any time, based on the overall situation and changes in federal, state, and/or local laws.*

...

## **3.19 Safety**

### ***General Safety***

*Each employee is expected to assist the School in maintaining a safe school environment. All accidents -- including those which do not involve serious injury -- must be reported immediately to school administration.*

### ***Pandemic Illness Exposure***

*If a pandemic has been declared by the CDC, Federal Government, State Government, or Local Authority, the following policies will apply:*



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1. *Employees are required to complete an Employee Pandemic Questionnaire to identify employees with non-medical reasons for possible absence during a pandemic. The questionnaire will be provided to employees by the school's office manager.*
2. *Administration may send employees home if they display symptoms associated with the pandemic.*
3. *Administration may ask employees who report feeling ill at work, or who call in sick, questions about their symptoms to determine if they have or may have the illness associated with the pandemic.*
4. *School may require each employee to have their temperature taken on a regular basis as a condition of entering the workplace.*
5. *Employees are required to report to their supervisor travel to any area under a Level-3 travel restriction.*
6. *Employees are required to follow CDC recommendations regarding self-quarantine related to exposure of the illness associated with the pandemic.*
7. *Administration may require certain person protective equipment (PPE) as a condition to perform employee's work duties.*
8. *Employees using common areas or equipment must disinfect the equipment or area after each use. The school shall provide the cleaning materials required to disinfect. Common areas or equipment include copy machines, printers, bathrooms, break areas, paper cutter, etc.*

Teachers and staff who believe they will qualify for EFMLA can contact the office manager for paperwork to make a claim which will be processed by the HR staff Academics to determine eligibility. We communicate regularly with employees about school happenings and changes. We will continue to utilize weekly emails and meetings to deliver news, discuss impacts, and gather feedback from our colleagues.

## GOVERNING BODY AND SCHOOL LEADERSHIP ROLE IN COMMUNICATION

The DANN Board of Directors will choose two members to liaise regularly with Principal Orr to fully understand the on-the-ground happenings associated with reopening. Principal Orr will continue to provide updates to the Board at each scheduled meeting. After each regularly scheduled Board Meeting, the Board Chair or designee will send an email communication to families about any changes.

Principal Orr will remain in consistent contact with the State Public Charter School Authority and remain up-to-date on all new guidance and directives from the Governor and State Superintendent of Public Instruction. In weekly emails to staff, Principal Orr will make note of news and changes to policy. She will continue to work with the Leadership Team to implement day to day decision-making. Principal Orr will consult with the Board if any major changes to the plan are deemed necessary.

## LOGISTICS

### FACILITIES MANAGEMENT

Doral Academy will install hand sanitizing stations throughout the school, provide frequent reminders of hand washing, hang social distancing signs (i.e. dots to sit on, hallway signs, markings placed six feet apart), install plexi- glass window installed at the front desk, and not allow parent volunteers permitted for a minimum of two weeks. All parent drop off and pickup will be outside only.

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We will hire a maintenance worker during school hours to help with cleaning and sanitizing as well as teachers/staff assisting with wiping down shared equipment daily. There will also be an evening cleaning service every day, and a deep cleaning once a week.

All teachers and classrooms will be provided with cleaning and sanitation kits. The cleaning company will ensure additional cleaning practices, and staff will be asked to clean throughout the day to sanitize shared supplies or spaces. Stairwell rails will be sanitized between student classes utilizing the stairs. We will allow students access to recess and play equipment as we will be adding handwashing and hand sanitizing stations to the playground area and all students will wash hands after recess.

## **NUTRITION SERVICES/BREAKFAST & LUNCH**

Doral Academy is in contract with the Boys and Girls Club of Northern Nevada to provide free and reduced lunches to those who qualify and allow the purchase of lunches through BGC to those that do not qualify. Students not wishing to pay for lunches may bring their own to school. The school already has in place several tables for children to sit at who have allergies.

All staff will wear masks any time they are serving food as well as gloves. The school lunch program provider will be given a temperature check before they enter the building. We will eliminate the individual student keypad entry for lunch pickup in order to ensure a sanitized place. We have also added hand sanitizing stations at the entrance of the cafeteria.

Cafeteria seating will include social distancing according to the AAP guidelines and include specific seat locations for students during the hybrid learning model. All tables will be facing in the same direction so students are not facing one another during lunch. We will mark the lunch pick up line for social distancing.

Students who qualify for the National School Lunch Program will be able to obtain free lunches from all Boys and Girls

Club of Truckee Meadows open locations on days they are not in attendance.

- 2680 E. Ninth Street (Donald W. Reynolds)
- 1300 Foster Drive (William N. Pennington)
- 1090 Bresson Ave (Carano Youth Center)
- 3905 Neil Road (Neil Road Youth Center)
- 325 Patrician Drive (Lemmon Valley Youth Center)

## **TRANSPORTATION/ARRIVAL & DISMISSAL**

DANN does not provide transportation for students and during the Hybrid Learning phase, only 50% of students will be arriving and leaving the school. Students at DANN arrive on a staggered start and are dismissed at a staggered pickup, regardless of whether we are in Plan A or Plan B ([Bell Schedule](#)).

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## ATHLETICS/EXTRA-CURRICULAR ACTIVITIES

All extracurricular activities will be approved or denied on a case by case basis depending on factors such as spacing, activity level (mild, moderate, or high risk), number of students participating, and whether or not the activity is inside or outside. No more than 10 people may engage in a physical activity for athletics inside the building and no more than 50 people outside the building with proper social distancing. All participants or spectators must adhere to the current mandates of the State of Nevada in regards to face coverings, social distancing, and building capacity.

Upon determination of the risk level of each sport, certain guidelines will occur for Doral Athletics. Plan A: basketball and volleyball teams may practice in groups of 10 or less indoors. If a team exceeds 10 players, the team must be placed in pods of 5 students or less that rotate in the field space with cleaning during each rotation. No more than 50 people may engage in a physical activity outside the building as long as they adhere to proper social distancing. All participants or spectators must adhere to the current mandates of the State of Nevada in regards to face coverings. Competitions cannot occur for basketball and volleyball until the current NIAA regulations are modified because they are a moderate risk sport. Cross country and track may compete and practice in phase 2 outdoors with up to 50 people without wearing a face mask as long as they are maintaining social distance because they are a low risk sport. All coaches, support staff, and referees must wear a face mask at all times in Plan A while indoors unless they are actively participating in the activity. Spectators can only attend events if they are within the guidelines for building capacity, social distancing only after all essential personnel have entered the facility. When practicing indoors, all players should maintain social distancing with intermittent cleaning of equipment throughout practice. [NIAA-Reopening-Guidance](#)

## INFORMATION TECHNOLOGY

DANN prides itself on seeing the value in technology without requiring students to be tied to computers unnecessarily. As such, we are not a 1-1 school. That being said, we already utilize many programs and applications for teaching and learning that can be utilized from home or from school. These include, but are not limited to curricular resources such as: iReady, Mystery Science, Wonders ELA, Eureka Math, Zearn, Illustrative Mathematics, Learnzillion EL, Reading A-Z, Type to Learn, etc.

Students will need computer and internet access at home in order to use Google classroom to watch instructional videos, complete readings, participate in asynchronous discussions, complete assignments and tasks, take quizzes and assessments, access learning apps, and participate in collaborative projects. These tasks will be implemented in a manner like a flipped classroom. They will also need access in order to participate in daily remote live instruction with their teachers.

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DANN utilizes Infinite Campus for student record-keeping and parent communication around attendance, grades, discipline, assessment, and RTI monitoring. We will continue to utilize IC for all of the above. All teachers at DANN will also maintain a Google Classroom. Because our focus is on collaboration and equity across the grade and subject areas, students will have access to all materials developed for instruction and assessment for the entire grade (elementary) or content area (middle school). DANN teachers are comfortable utilizing both Google Meet and Zoom for remote live instruction.

DANN will utilize CARES Act funding to purchase two additional Chromebook carts of 30 computers in order to make technology available to families who require it. We will send out a survey regarding technology needs in early August in order to be able to provide adequate home access to a device as well as to help families in need of internet service. These computers will be due back to the school quarterly for updates and maintenance as well as to maintain accurate record keeping. We will prioritize computer checkouts for families who have a child who requires assistive technology or has no available devices at home. After prioritizing this need, we will allow for families who would appreciate additional devices for multiple children. Based on our computer check-out during emergency distance learning in the Spring alongside additional students and a projected 15% increase in interest in computer check-out, we assume we will have access to enough technology to loan to families.

## WELLNESS AND RECOVERY

### SOCIAL-EMOTIONAL LEARNING

DANN recognizes the importance of social emotional learning (SEL) and is committed to continuing to support all students. SEL helps students learn to manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships and make responsible decisions. DANN strives for all students and staff to feel connected in a safe and supportive environment whether on campus or virtually learning. DANN has also created a [community resource list](#) to provide to families and support all those in need of wraparound services.

DANN School Counselor and School Social Work Intern will provide SEL lessons to students on campus K-5. Lessons will include self image, emotional awareness, empathy, kindness, resiliency, relationship skills and positive decision making. Lessons will be provided to all students in their classrooms and also small groups during lunch for students needing extra support.

Teachers (K-5) will have daily Morning Meetings with their students to provide a positive and structured beginning to their day. Morning meetings help regulate emotions, boost empathy and teamwork, supports all aspects of learning and develops trust. Each morning, teachers will ask questions like, “How does your heart feel? How does your body feel? How does your mind feel?” This will allow us to assess social emotional and physical health at the beginning of the and act quickly if a student mentions symptoms of illness.

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Teachers (6-8) will have daily SEL lessons to begin each day. The SEL lessons focus on The 8 Habits of Healthy Teens, resiliency, organization and study skills, internet safety, kindness, mindfulness and goal setting. The School Counselor and School Social Work Intern will also provide small groups during lunch for middle school students needing extra support.

Campus wide, DANN utilizes Stephen Covey's The 8 Habits of Happy Kids and Healthy Teens. The 8 Habits will be implemented daily in and out of the classroom as we focus on positive pro social skills in the building and [online](#).

If hybrid learning is implemented, the DANN School Counselor will provide daily SEL videos for students to access online. These videos will be available to all students K-8.

DANN will give families the option to complete the [Child Post Traumatic Symptom Scale](#) as a screening tool. DANN School Counselor will work closely with community based mental health providers to make referrals for families needing additional support. The School Counselor and School Social Work Intern will work closely with identified students offering one-on-one support and check-in/check-out support.

## TRAUMA-INFORMED PRACTICES

DANN School Counselor has completed the Trust Based Relational Intervention & Trauma-Informed Classroom Training as well as Trauma-Informed SEL in the classroom and Psychological First Aid training from the National Child Traumatic Stress Network. Professional Development training will be provided to all staff to include trauma informed care, suicide prevention and reporting child abuse and neglect. Staff will also self assess utilizing the ProQOL-Professional Quality of Life Measure to assess their stress/trauma level. The staff will also be prepared to implement [trauma informed instruction](#) after professional learning offered by the counselor. Staff and students will all be encouraged to practice self-care to continue to build healthy coping mechanisms. Self-assessment tools as well as mindfulness websites and activities will be provided to teachers.

DANN School Counselor and School Social Work Intern will work closely with community agencies to refer families in need of psychiatric care, mental health services and community based resources.

## SUPPORTING STUDENTS & FAMILIES

DANN prides itself in being responsive and supportive to parents and families. With this in mind, we will provide technology to those families who do not have access during online learning in all three cohorts. We will send out a survey to identify these needs and will also assist any families who require access to internet service. Families with multiple children will be able to check out computers so all children will have access to distance learning if they have opted for Gray Cohort. Parents will have access to classroom teachers via Bloomz and email if there are any questions or concerns. The leadership team and grade level teams will

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also provide support to those families in crisis by providing [counseling resources](#) and other forms of support as deemed necessary to the well being of the children and the family.

## ATTENDANCE

Attendance during hybrid learning will be tracked in Infinite Campus by:

- Physical presence in the classroom on assigned days for in-school learning (traditional attendance).
- Completion of a daily attendance form and daily assignments in Google classroom on at-home learning days.
- Attendance at all scheduled synchronous live remote instruction sessions on at-home learning days (required without exception for all students opting out of in-school learning).
- Student absences from live sessions/work completion will be treated like a traditional absence and will require parent verification. The Registrar, teachers, and an office team will follow up with any student who is absent more than three days without parent contact. If a student misses more than 7 days, the parent/guardian will be required to attend a meeting with school administration to make a plan for work recovery and future attendance.
  - ◆ We have not yet received state guidance regarding any potential changes to policy regarding chronic absenteeism and the 10% rule.
  - ◆ For students who have opted out for in-school learning for the quarter:
    - Completion of a daily attendance form and daily assignments in Google classroom.
    - Attendance at all scheduled synchronous live remote instruction sessions.

Attendance during a full return to in-person instruction will be tracked in Infinite Campus by:

- Physical presence in the classroom (traditional attendance for all students who have not opted out of in-person learning).

Attendance during an emergency closure with full distance education will be tracked by:

- Completion of a daily attendance form and daily assignments in Google classroom.
- Attendance at all scheduled synchronous live remote instruction sessions.

Under regular circumstances DANN communicates regularly with parents regarding the importance of attendance and the harmful effects of missed instruction. We will continue to focus on this as a part of our weekly communications. In addition, we will work diligently to provide relevant and engaging instruction to drive students towards participation. In addition, we will monitor attendance and teachers will reach out to students and families when participation wanes. If a teacher makes multiple failed attempts, a team of office staff members will contact the family. If absences continue, parents/guardians will be required to meet with administration to put into effect a plan of action. Absences without medical purposes do fall on the DANN Restorative Progressive Discipline Plan. However, as the Governor opens the economy without fully reopening schools, it will leave many parents with little recourse for monitoring their child's education, and we will always work with individual families to meet the needs of students.

## PROFESSIONAL LEARNING



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DANN Staff will have access to Google Classroom for Education, an online learning platform with courses for the new learner and courses for the advanced learner. These courses focus on providing high-quality distance education to help educators make the most of the learning time within Google Classroom. Teachers have already received training around the online programs utilized within DANN which include iReady, Zearn, Learnzillion, Eureka Math, RAZ Kids and (Upper school math program). Students will have in-person learning around online learning while in both cohort 1 (blue) and cohort 2 (green) so the adjustment to full online learning will be seamless if it needs to happen. DANN will submit a proposed calendar adjustment that adds 5 additional professional learning days - proposed calendar [option A](#) (start school August 17), [option B](#) (start school August 24- Board Approved), or [option C](#) (start after Labor Day) will need to be approved by Doral Board and NV DOE through the State Public Charter School Authority.