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.

Re-opening 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[1] in accordance with the minimum requirements set forth by the Nevada Department of Education (NDE).

With an understanding that developing a reopening plan is complex and time intensive, **the State Public Charter School Authority (SPCSA) has developed an *optional* reopening plan template which covers the topics outlined in NDE's minimum requirements and the Path Forward Framework.** This document should be seen as a resource for schools and not a mandate. Whether schools decide to use this template or develop their own, the topics and guiding questions can serve as a tool for ensuring a comprehensive plan.

Forms

- Certification for Path Forward Program of Distance Education:
  https://www.dropbox.com/s/fztw6wiwm06en2w/Path%20Forward%20Distance%20Education%20Guidance%20Memo%20Certification%20for%20PFPDE.docx?dl=0
- Request for Calendar Adjustment:
  https://www.dropbox.com/s/0ez1fhjcikqn6ln/Path%20Forward%20Distance%20Education%20Guidance%20Memo%20Certification%20for%20Calendar%20Adjustment.docx?dl=0
- Request for Additional Professional Development Days:
  https://www.dropbox.com/s/j85x58e5t8s9jez/Path%20Forward%20Distance%20Education%20Guidance%20Memo%20Certification%20for%20Professional%20Development.docx?dl=0

Resources and References
School Re-Opening

- 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
- 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
- Nevada Summer Learning and Activity Guidance:
  https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/Summer-Learning-and-Activity-Guidance-6.9.20.pdf

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[1] Schools that had previously (prior to March of 2020) been approved by the Nevada Department of Education and the State Public Charter School Authority to serve 100% of students through a full-time program of distance education are not required to develop a Path Forward Programs of Distance Education, but must still develop a re-opening plan that contemplates the applicable topics within Nevada's Path Forward Framework.

- Nevada Interscholastic Activities Association Re-Opening 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

School Name: Pinecrest Academy of Nevada
COMMUNICATION
COMMUNICATION

- *How will you communicate important information to families about the re-opening process?*
- *How will you communicate with students, families, staff and other stakeholders about the actions your school will be taking to keep people safe and healthy?*
- *How will you communicate with students, families, staff and other stakeholders about the actions individuals should take to protect themselves and others?*
- *What is your plan to ensure that Parents receive general updates regarding the district/school's implementation of distance education at least weekly? If English Learners comprise at least 10 percent of the student population, the school will be required to make these weekly updates available in any language that is the native language of at least 50 percent of English Learners enrolled in the charter school.*

Important information will be sent via Infinite Campus and Principal videos.
Families will be communicated with at a weekly minimum regarding updates beginning August 1.
Parent Impact meetings will be held to engage in stakeholder discussions and feedback.

A letter will be sent via Infinite Campus to parents, students, staff regarding all new and existing hygiene measures being taken, including when to stay home and the proper measures to take if sick. Students with infectious symptoms will be sent home, even without fever.

List of forms developed:
1. Health Information for Parents/School Year 2020/2021
2. Teachers Guide for Sending Students to the Health Office
3. Reopening of School and Changes in School Healthcare of Students
4. Mask Requirement Email
5. Athletic/Activities Requirements

REOPENING SCHOOL BUILDINGS
REOPENING APPROACH

- *How will your school building(s) re-open (see options in section 6 of Directive 022 and within the Path Forward Framework)?*
- *Will the school request a calendar adjustment as part of your reopening approach?*
- *How will you approach re-opening for students whose families are not comfortable with them returning to school or who are identified as "vulnerable populations"?*
- *Under a hybrid learning model how would the school determine which students receive in-person instruction at which times?*
- *What circumstances/scenarios will warrant a change in the approach?*
- *If a change in approach is warranted, how will that transition be made?*

All campuses will be prepared to implement full Remote Live learning in the event of a positive case on site or another shutdown directive. The Nevada's Path Forward Framework states that anytime a person who has been present in the school building tests positive with COVID-19 (within 72 hours of being in the building) then the school should expect a closure of at least 2-5 days to clean, disinfect and contact/trace affected individuals.

All students K-12 will take a diagnostic assessment (iReady, Cert) within the first month of school to determine students' academic needs as a result of the Covid-19 pandemic.

Plan A (A/B Model Hybrid Model):
Students attend school for face-to-face instruction two days each week.
Students learn online outside of school three days each week.
- Students on A Schedule will attend in person on the first 2 days of the week, with B days of Remote Live Instruction on the last 2 days of the week.

- Students on B Schedule will attend Remote Live Instruction on the first 2 days of the week, with B days in person on the last 2 days of the week.
- Wednesday will be a cleaning day. Students will work on completing assignments and blending learning expectations. Students will have the ability to check in with teachers via scheduled office hours.
- Families that are not comfortable with sending their child to school will have a full Remote Live option. They will select this option for a minimum of 1 semester. These students will log in to Remote Live Instruction and submit assignments via Google Classroom.
- Holiday weeks will have an adjusted schedule that will be communicated to families.

During Remote Live Learning:
- All teachers are expected to create a Google Classroom prior to the first day of school.
- Students should be taught how to access and utilize the Google Classroom platform.
- Parents should be provided with information about how to access and utilize the Google Classroom platform.
- Teachers will be responsible for all classes in their schedule, including electives.
- Students will be responsible for all classes in their schedule, including electives, as assigned by grade level.
- Distance Education content to be aligned with the Pinecrest Academy Instructional Model and curriculum to ensure consistency from the classroom environment.
- The school is required to contact/interact with each student daily. Contact/interaction means a student:
    - submitted an assignment/blended learning.
    - filled out a Google Form.
    - attended a live, online session.
    - accessing Google Classroom.
    - e-mail or documented phone call.
- Grade level/subject consistency of summative assignments at each campus.
    - Teachers will continue to follow long-range plans and prepare students for standardized assessment.
- Content to be aligned with the Pinecrest Academy Instructional Model and curriculum to ensure consistency from the classroom environment.
- Weekly grades entered into Infinite Campus per grading guidelines.
- Weekly attendance protocols will be followed.
- All classes will have live instruction/office hours available to students/families to answer questions, as required by administration.
- Continuation of blended learning programs including i-Ready, Accelerated Reader, ST Math, and Reflex/Arcademics.
- Teachers will be required to attend grade level/department meetings as scheduled.
- Special education services and support will continue during Remote Live Learning.

For K & 1 Only- Half Day Option
- This option will be provided to families on campuses that are able to offer logistically and based upon family request.
- Students attend AM or PM options in a 3 hour session, Monday, Tuesday, Thursday, Friday.
- Wednesday is reserved for deep cleaning of school. Students will work from home completing blended learning, class assignments, specials, and office hours.
- Lunch will still be provided to Free and Reduced Lunch students.

Calendar:
A calendar revision will be made to reflect the following for Semester 1, utilizing the additional 5 days of professional development when teachers return:
2020

Mon-Tue, July 27 - 28	New Teacher Academy (Optional-Tentative)
Monday, August 3	Teachers Return
August 03-07	Professional Development Training for Teachers
August 10-14	Professional Development Training for Teachers
Friday, August 14	Meet the Teacher (Virtual)
Monday, August 17	First Day of School

Monday, September 7	Labor Day (No school for students and staff)
Monday, September 14	Professional Development Day (No school for students)
Monday, October 5	Professional Development Day (No school for students)
Friday, October 9	End of First Grading Period
Friday, October 16	Parent-Teacher Conferences (No school for students)
Friday, October 30	Nevada Day Observed (No school for students and staff)
Monday, November 2	No School for students and staff
Monday, November 2	First Contingency Day (if needed)
Tuesday, November 3	Professional Development Day (No school for students)
Wednesday, November 11	Veteran's Day (No school for students and staff)
Wed-Fri, November 25-27	Thanksgiving Break (No school for students and staff)
Tue-Fri, December 15-18	MS/HS Exam Days (Half day of school for MS/HS students only)
Friday, December 18	Data Day (Half day for all students)
Friday, December 18	End of Second Grading Period/End of First Semester
Mon-Thur, December 21-31	Winter Break (No school for students and staff)

Backup Option B: Phase 3 (Return to Normal with Safety Precautions)
We will follow all guidelines issued by the Governor and Department of Education.

Backup Option C: Return to Distance Education
Due to the COVID pandemic, all instruction was changed over to distance learning. In the case that an emergency school closure occurs in the future, and to ensure a smooth transition to distance learning, Remote Live learning for all classrooms will be implemented. Additionally, providing students with exposure to online learning will prepare them for 21st Century learning.

During Brick and Mortar Instruction
Although regular, in-person instruction may be occuring, students, parents, and teachers should be trained in the use of Google Classroom or an alternative online platform approved by campus administration. The regular use of Google Classroom will ensure that the Pinecrest community is proficient in and able to efficiently switch to distance education, if needed.

- All teachers are expected to create a Google Classroom prior to the first day of school.
- Students should be taught how to access and utilize the Google Classroom platform.
- Parents should be provided with information about how to access and utilize the Google Classroom platform.
- Teachers should utilize their Google classroom for instruction weekly.
- Teachers should utilize their Google classroom for assignment submission weekly.
- Distance Education content to be aligned with the Pinecrest Academy Instructional Model and curriculum to ensure consistency from the classroom environment.
- Grade/department level consistency of assignments and grading.
- Content to be aligned with the Pinecrest Academy Instructional Model and curriculum to ensure consistency.

During Remote Live Instruction
- All teachers are expected to create a Google Classroom prior to the first day of school.
- Students should be taught how to access and utilize the Google Classroom platform.
- Parents should be provided with information about how to access and utilize the Google Classroom platform.
- Teachers will be responsible for all classes in their schedule, including electives.
- Students will be responsible for all classes in their schedule, including electives.
- Remote Live content to be aligned with the Pinecrest Academy Instructional Model and curriculum to ensure consistency from the classroom environment.
- The school is required to contact/interact with each student daily. Contact/interaction means a student:
  - submitted an assignment/blended learning.
  - filled out a Google Form.
  - attended a live, online session.
  - accessing Google Classroom.
  - e-mail or documented phone call.
- Grade level/subject consistency of summative assignments at each campus.
  - Teachers will continue to follow long-range plans and prepare students for standardized assessment.

- Content to be aligned with the Pinecrest Academy Instructional Model and curriculum to ensure consistency from the classroom environment.
- Assignments and content delivered and due on a weekly basis.
- Weekly grades entered into Infinite Campus per grading guidelines.
- Weekly attendance protocols will be followed.
- All classes will have live instruction/office hours available to students/families to answer questions, as required by administration.
- Continuation of blended learning programs including i-Ready, Accelerated Reader, ST Math, and Reflex/Arcademics.
- Teachers will be required to attend grade level/department meetings as scheduled.
- Special education services and support to continue in a distance education environment.

PHYSICAL HEALTH SCREENING
- *How will you screen staff and students?*

- Parents/guardians will be advised to check students at home to rule out fever and/or signs or symptoms of illness prior to departure from home.
- Train staff on the use of PPE, taking temperatures, proper handwashing technique and appropriate environmental cleaning for health offices and classrooms. Encourage teachers to do basic first aid in the classroom and during recess to decrease the number of students coming to the health office to minimize exposure to students who are ill.
- Staff and parents to notify administration immediately if exposed to COVID-19.
- Notify HCP, health dist., follow CDC guidelines for quarantine and return to campus.
- Individuals who do not have a medical issue should not use the Health Office as a walk-through, use the restrooms, etc.
- Isolate students that are ill, even if no fever.
- Students and staff will receive a daily temperature check before entering the building. *Effective May 1, 2021, temperature checks will no longer be taken upon student/staff arrival due to decreases in reported positivity rates of community and campuses and in adherence to updates in guidelines/recommendations from governance and SNHD.
- Review and revise health office guidelines for when to use the isolation area and when to send home.

PHYSICAL HYGIENE
- *How will you address and reinforce hand hygiene and respiratory etiquette?*
- *How will face coverings be used? Please refer to Emergency Directive 024 and the associated guidance which outline the requirements for face coverings.*

- At arrival at school, students will follow all instructions related to personal preventive measures, including wearing a cloth face covering. These guidelines will be communicated to families via email.
- Social distancing will be observed at all times as students enter and move throughout the
- building. Social distancing stickers will be placed throughout campuses.
- Students will utilize hand sanitizer when entering the building/classroom.
- Good hygiene practices will be taught and followed- including handwashing, covering cough, staying home when ill, monitoring temperatures.
- The health office will allow for two spaces for student care:
  - Healthy students coming for routine needs: medication, diabetic checks, basic first aid/injury assessment
  - Second area for students/staff who are ill and being evaluated for possible infection and/or pick up.
- Review and revise health office guidelines for when to use the isolation area.
- If a second area is used for isolation, an additional staff member will be trained to supervise that area when necessary.
- Students/staff to maintain 3 feet distance from others and students/staff required to wear face masks unless medical conditions are prohibitive. All students/staff will be required to wear masks during arrival/dismissal/transitions. Cloth masks to be provided by parents but the front office will have backup masks available for students on campus if they become lost/soiled/damaged.

- Identify other means to address uniform violations other than sending to the health office. Another area and staff to help the student or ignore uniform violations for this school year.
- Students can do distance learning at home if sent home ill and/or in quarantine.
- School nurses may be required to perform health assessments in another location than the health office. Mass vision/hearing screening may need to be performed in individual classrooms if a large room to maintain distancing is not available.
- Starting inventory (for health office use only) to include:
  - Infrared thermometers
  - Masks (N95 for FASA and Nurse when available; will need to be fit tested and have an OSHA approved respirator program or contract with one).
  - Gloves (10 bx)
  - Face shields
- School nurse and FASA to wear PPE (mask/gloves/ face shield) when working with students and gown if suspected infectious illness and needs to be close to the student.
- Use appropriate disinfectant that has a kill claim for COVID-19 (follow CDC and SNHD guidelines)
- Hand washing prior to and after each student, if touching students (even if wearing gloves) or use of alcohol hand sanitizer if soap/water is not available.
- All surfaces to be cleaned in between student use by health office personnel (cots and chairs).
- Frequent and routine cleaning of commonly touched surfaces. Custodians to clean and disinfect all surfaces daily and most frequently touched areas during the day.
- Teachers will have the necessary supplies to clean tops of desks, chairs during the day.
- Thorough cleaning of all surfaces in the health office to be done by custodial staff daily.
- Refer students/staff that are considered "high risk" to their medical provider to determine when school re-entry for their individual health concerns is recommended. Documentation will be provided to administration.

School Supply Lists for Families
- All supply lists will be individual. No shared items.
- Supply lists will include supplies needed for the general education classes as well as all specials and electives.
- Supply lists to include facemasks provided by families.
- Supply lists to include personal water bottles.

TEAMS Before/After School Care
- Students will report directly to their assigned classroom for TEAMS.
- Snacks will be delivered to students in classrooms.

SOCIAL DISTANCING
- *How will you maintain social distancing in line with the Path Forward Framework, Governor's Emergency Directives, and Nevada Department of Education guidance?*
- *How will you transition as necessary when the prevailing guidance shifts in response to public health conditions?*

Phase 2 Hybrid Model:
- All instruction must be held in spaces that allow students and staff to remain at least three feet apart. Desks/seats should be placed to allow students and staff to remain at least three feet apart.
- Whenever possible and developmentally appropriate, there should be no group or pairs work that would require students to regularly interact within three feet, recognizing that this is not possible for early childhood students and some students with disabilities.
- Students on campus should not participate in activities that would make it difficult to maintain consistent social distancing or with the likely potential for spreading the virus through respiratory droplets.
- Whenever possible, students should not be brought together in gatherings outside of their class group unless distancing of 30 feet between groups can be maintained.
- Whenever possible, consistent groupings of people (students and staff) should be maintained to minimize virus spread in the school community.
- Plans for entry and exit procedures will reduce the number of people congregating in large spaces or mixing in hallways, including potentially organizing one-way hallways.

- Signage and floor markings will be utilized to maintain social distancing and provide guidance to individuals to enter one at a time.
- Students will eat lunch at their desks or assigned seats in the cafeteria to maintain social distancing.
- Recess times will be staggered to allow for physical activities and brain breaks while maintaining social distancing guidelines.
- Volunteers on campus will not be allowed unless prior approval is granted by administration.

HUMAN RESOURCES

STAFF RETURN TO WORK
- *How will staff return to work?*
- *How will you address circumstances where staff are not comfortable returning to work or are identified as "vulnerable populations"?*
- *How will your staffing approach ensure strong implementation of your overall reopening approach?*
- *How will you prepare for the possibility of increased staff absences due to illness and ensure that staff who are sick are able to stay home?*

Changes/Additions to the Staff Handbook

The following changes to the Staff Handbook are being made by the Academica legal department and the revised language will be distributed to all schools prior to the report date for teachers to return for the 20-21 school year.

1. **Families First Coronavirus Response Act (FFCRA)** – the policy should follow the federal guidelines and expires on December 31, 2020, unless the benefits are extended by the federal government.

2. **Occupational Safety and Health Act** – This will acknowledge and adopt the most up to date recommendations and directives from state and federal authorities regarding workplace safety as they are released.

3. **Exposure Policy** – Policy regarding employee exposure including the following:
   a. Require Employees to complete Employee Pandemic Questionnaire to identify employees with non-medical reasons for possible absence during a pandemic (Questionnaire is ADA compliant and available upon request from Academica).
   b. Administration may send employee home if they display Covid-19-like symptoms.
   c. 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 Covid-19.
   d. School may require each employee to have their temperature taken prior to working each day/week.
   e. Require employees to report travel to any area under a Level-3 travel restriction.
   f. Follow CDC recommendations regarding self-quarantine related to exposure.
   g. Require certain person protective equipment (PPE).

4. **Discrimination/Harassment based upon disability or race/national origin perceived to be affiliated with Covid-19** – this will add language to the current discrimination and harassment policies to include any discrimination/harassment based upon disability or race/national origin perceived to be affiliated with Covid-19.

5. **Employee/Student/Parent Interaction Policy** – in order to minimize contact between school employees and students/parents this policy will give suggested guidelines limiting such contact.

6. **High Traffic/High User Areas** – Provide cleaning materials and require those employees/volunteers that use copy machines, employee bathrooms, break areas, etc. to disinfect the equipment and/or areas after each use.

7. **Paid Time Off** – Addition to the current PTO policy which may include the following:
   a. Requirement for employees who are sent home because they are exhibiting Covid-19 symptoms to use PTO until they satisfy at least one qualification for Emergency Paid Sick Leave or FMLA leave.
   b. Require employees working from home to keep a log of work activities. For any day a log is not produced, PTO must be used.

Changes/Additions to the "School" portion of the Staff Handbook

The following changes to the handbook are campus/system specific and are updates that each administrator should consider for the 20-21 staff handbook.

1. **Licensed Employee Evaluations –**
   Temporarily suspend any requirement to use student standardized testing results in teacher or administrator evaluations until such data is available.
   Continue to require scheduled observations and evaluations whether the employee is providing distance or in-person instruction.
2. **Lunch/Prep time accommodations-**
   Teachers and staff will be expected to supervise students eating lunch in classrooms. Administrative teams will create a schedule to allow for teacher breaks throughout the day.
   Teachers may only take students out for breaks as scheduled by administration.
3. **Substitute Coverage related to Covid-19**
   Teachers must immediately notify administration of any positive COVID 19 test which may require an extended absence from the campus (until at least 7 days after all symptoms have subsided is the current guidance).
4. **Expectations of Distance Education/Transition back to Distance Education**
   Teachers will be expected to follow Remote Live Instructions guidelines as listed in Option C above.
5. **Policy regarding arrival and departure of employees** – This policy will put employees on notice that their arrival and departure times may be changed by administration to accommodate and facilitate any required staggered starts.

Teacher's Lounge
- Staggered seating will be provided or teachers may eat in the classroom.
- Staff to clean commonly used items such as microwave, coffee makers, refrigerator doors, etc. after use.
- Cleaning supplies to be provided.

GOVERNING BODY AND SCHOOL LEADERSHIP ROLE
- *How will you share consistent and up-to-date information with your governing body and school leadership?*
- *How and to what extent will the governing body and school leadership weigh in on key decisions?*

- Principals will report updates at regularly scheduled board meetings.
- A board member participated in our Reopening Committee meetings to develop our plans.

LOGISTICS

FACILITIES MANAGEMENT
- *What adjustments will be made to the facility or use of the facility to support your reopening plan and to minimize the risk of spreading COVID-19?*
- *How and how frequently will you clean and sanitize various parts of the facility to minimize the risk of spreading COVID-19?*

Operations Managers will directly assist school administration in their responsibility to evaluate school-based custodial personnel and inspect their work performance.
- Daily Cleaning - Custodial staff will work during each school day to support the learning environment.
- Enhanced Cleaning - Custodial staff will work between student cohorts to clean and disinfect all high-touch surfaces throughout the school.
- Disinfectant Cleaning - In the event of a COVID-19 confirmed positive, Operational services will initiate an electrostatic spray cleaning of school.
- No Field Trips or have Virtual Field Trips.
- Limit or no volunteer opportunities with parents.
- Eliminate or reduce student /office aides.
- Lines may be drawn on hallways to display right of way.
- Dots 6 feet apart may be displayed in waiting/standing areas.
- Library usage- reservations/sign up, wait to enter.
- Lockers- students may be given limited set times to access lockers (before and after school, before and after lunch).

Arrival Procedures

- Thermometer check stations at entrances. *Effective May 1, 2021, temperature checks will no longer be taken upon student/staff arrival due to decreases in reported positivity rates of community and campuses and in adherence to updates in guidelines/recommendations from governance and SNHD.*
- Hand sanitizer at door of each room for students to sanitize upon entering.
- Hand sanitizing stations at all entrances, throughout halls, front entry, MP room.
- No Opening Ceremonies, students go straight to class.
- No families walking students to class or drop off items.
- Increase coverage/security at all entrances/exits.

Classroom Setup
- Desks 3 feet apart.
- No carpet whole group area.
- Limited or no shared supplies.
- Curriculum orders to ensure no sharing of textbooks or workbooks.

Recess Procedures
- Staggered times assigned for blacktop, carloop, or field use.
- Playground structures closed.
- Walks around carloop permitted by classes as scheduled by administration.
- Brain breaks scheduled throughout the day as scheduled by administration.

Restroom Procedures
- Every other urinal and sink blocked off or partitioned.
- Restrooms will be cleaned every hour and checklist will be signed.

Water Fountains
- Cover all water fountains.
- Students must bring their own water.
- Water will be available for emergencies.

Dismissal Procedures
- Within the classroom for carloop, students stay in the same class.
- Separate walk-up/bicycle dismissal area, spread out 6 ft.
- Place dots 6 ft apart in waiting areas.

School Supply Lists for families
- No shared items.
- Personal masks provided by families.
- Individual water bottles (no drinking fountains).

Before and After School Care
- Go straight to assigned classrooms rather than gathering in the MP room.

Teacher's lounge
- Stagger tables or eat in classrooms.
- Microwaves- staff required to clean before and after use.
- Cleaning supplies provided on counters.

Cleaning/Sanitizing Schedule (checklists in areas for staff signature when complete).
- Handrails, elevator buttons, door handles- every hour.
- Restrooms- every hour.

Nurse's Office Procedures
- A well area and a sick area/room.
- Waiting area seats 3 feet apart.

NUTRITION SERVICES/BREAKFAST & LUNCH
- *How will the school adjust meal-time procedures to minimize the risk of spreading COVID-19?*
- *If the school provides meals, what precautions will be taken during meal preparation and service to minimize the risk of spreading COVID-19?*
- *How will the school ensure that students have access to nutrition services to which they are entitled?*

Lunch
- Students will eat lunch in classrooms or in the MP room if socially distanced and no more than 50 present.

- Establish procedures with the goal to reduce corridor/hallway traffic.
- Equipment sanitized at regular intervals.
- Hand washing/sanitizing reminders for staff and students.
- Require/provide face coverings for all staff.
- Require/provide gloves for all staff handling lunches.
- Maintain social distancing during distribution and meal time.
- No use of drinking fountains.
- Support Staff will pick up the cart with lunches and take it to their designated room.
- 20 minute seat time requirement is currently waived.
- Eliminate POS pin pad; use rosters and have Kitchen Managers enter the information into IC after lunch
- Academica/NSLP school staff will need to coordinate and provide NSLP training to support staff to ensure they are accurately counting and claiming meals.

TRANSPORTATION/ARRIVAL & DISMISSAL
- *How will the school adjust arrival and dismissal to minimize the risk of spreading COVID-19?*
- *If the school provides transportation, what changes will be made to ensure social distancing, proper cleaning and sanitation, and overall mitigation of the risk of spreading COVID-19?*

Our current carloop silent arrival/dismissal procedure will be utilized with social distancing and face mask guidelines..
Walk up and bike areas will continue to be utilized with social distancing and face mask guidelines.

Arrival Procedures
- Thermometer check stations at entrances.
- Hand sanitizer at door of each room for students to sanitize upon entering.
- Hand sanitizing stations at all entrances, throughout halls, front entry, MP room.
- No Opening Ceremonies, students go straight to class.
- No families walking students to class or drop off items.
- Increase coverage/security at all entrances/exits.

Dismissal Procedures
- Within the classroom for carloop, students stay in the same class.
- Separate walk-up/bicycle dismissal area, spread out 6 ft.
- Place dots 6 ft apart in waiting areas

ATHLETICS/EXTRA-CURRICULAR ACTIVITIES
- *How will the school adjust athletics and/or extra-curricular activities to minimize the risk of spreading COVID-19?*
- *If the school offers NIAA sports, describe your plan for athletics, which should comply with NIAA guidance.*

Phase 2 Guidelines:

Guidance is based upon the NIAA document released on June 9, 2020 for NIAA Sports. This guidance is heavily based on guidance issued by the National Federation of State High School Associations (NFHS) Sports Medicine Advisory Committee (SMAC), Guidance for Opening up High School Athletics and Activities issued May 19, 2020. This document and the NFHS SMAC guidance are rooted in the belief that "…it is essential to the physical and mental well-being of high school students across the nation to return to physical activity and athletic competition." It is recognized that due to the pandemic, all students may not be able to return to athletic activity in all schools and areas of the state at the same time. It is also recognized that athletic activity may be suspended for an individual, a team, a school, or for an area of the state or the entire state, in a particular sport or several sports as may be dictated by the need for safety resulting from the pandemic.

- With the transition to Nevada Phase 2, school facilities will be opened in accordance with Phase 2 of the White House/CDC guidance. With schools open under restrictions for individuals, Phase 2 of the NFHS SMAC guidance is to be used for school facilities that are open.
- Similarly, Phase 3 of the NFHS SMAC guidelines would apply in Nevada Phase 3.

Decreasing potential exposure to respiratory droplets is the guiding principle behind social distancing and the use of face coverings. It is also the basis of the stratification of risk by sport presented later on in this document. The use of cloth face coverings is meant to decrease the spread of respiratory droplets. As state and local COVID-19 prevalence decreases, the need for strict social distancing and the use of face coverings will lessen. Look to guidance from your state and local health departments.

- The Centers for Disease Control and Prevention (CDC) is additionally "advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others." ("Recommendation Regarding the Use of Cloth Face Coverings, Especially in Areas of Significant Community-Based Transmission").
- Recognizing the benefits and potential drawbacks of the use of cloth face coverings during conditioning and physical activity, the NFHS SMAC recommends the following: i. State, local or school district guidelines for cloth face coverings should be strictly followed.
- Cloth face coverings should be considered acceptable. There is no need to require or recommend "medical grade" masks for athletic activity.
- Any student who prefers to wear a cloth face covering during a contest should be allowed to do so.
- In the absence of guidelines to the contrary, we recommend that cloth face coverings be worn by students during Phases 1 and 2 as outlined below. Exceptions are swimming, distance running or other high intensity aerobic activity. Cloth face coverings may continue to be used during Phase 3 when not engaging in vigorous activity, such as sitting on the bench during contests, in the locker room and in the athletic training room.
- Plastic shields covering the entire face (or attached to a helmet) shall **not** be allowed during contests. Their use during practices increases the risk of unintended injury to the person wearing the shield or teammates.
- Coaches, officials, and other contest personnel must wear cloth face coverings at all times during Phases 1 through 3.
- Testing regimens, specific guidelines regarding mass gatherings, and response to a student or team member testing positive for COVID-19 (including contact tracing) are all currently under review, and guidance will come from CDC and state and local health departments. Limited testing availability, lack of resources for contact tracing, and expanding knowledge of the characteristics of COVID-19 transmission could all result in significant changes to the recommendations below.
- Due to the near certainty of recurrent outbreaks this coming fall and winter in some locales, state associations must be prepared for periodic school closures and the possibility of some teams having to isolate for two to three weeks while in-season. Development of policies is recommended regarding practice and/or competition during temporary school closures, the cancellation of contests during the regular season, and parameters for the cancellation or premature ending to postseason events/competitions.
- With the uncertainty of which phase of recovery will be active at the beginning of a sports season or maintained during a season, scheduling contests that require less travel when possible should be considered. Such scheduling will reduce time spent in buses or vans. It will also potentially decrease the need for rescheduling contests as "opening up" may occur regionally. If opponents at the time of a contest are subject to different restrictions, re-scheduling that contest for a later date may be problematic.
- Until a cure, vaccine or very effective treatment is readily available, or so-called "herd immunity" is confidently reached, social distancing and other preventive measures such as face covering will be a "new normal" if workouts, practices, and contests are to continue.

Pre-Workout/Contest Screening:
- All coaches and students should be screened for signs/symptoms of COVID-19 prior to a workout. Screening includes a temperature check.
- Responses to screening questions for each person should be recorded and stored so that there is a record of everyone present in case a student develops COVID-19.
- Any person with positive symptoms reported should **not** be allowed to take part in workouts and should contact his or her primary care provider or other appropriate health-care professional.
- Vulnerable individuals (over 65, pre-existing health conditions) should **not** oversee or participate in any workouts during Phase 2.
- If locker rooms or meeting rooms are used, there must be a minimum distance of 6 feet between individuals at all times. Efforts should be made to encourage students and coaches to limit the use of locker rooms when at all possible by arriving ready for workouts and showering at private residences.
- Workouts should be conducted in "pods" of students with the same 5-10 students always working out together. Smaller pods can be utilized for weight training. This ensures limited exposure if an individual develops an infection.

- There must be a minimum distance of 6 feet between individuals at all times, whether indoors or outdoors. If this is not possible indoors, then the maximum number of individuals in the room must be decreased until proper social distancing can occur. Appropriate social distancing will need to be maintained on sidelines and benches during practices. Consider using tape or paint as a guide for students and coaches.

Facilities Cleaning:
- Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable diseases.
- Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms, locker rooms, weight room equipment, bathrooms, athletic training room tables, etc.).
- Weight equipment should be wiped down thoroughly before and after each individual's use of equipment.
- Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.

Personal & Clothes/Equipment Hygiene:
- Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating in workouts.
- Hand sanitizer should be plentiful and available to individuals as they transfer from place to place as well as at all practices and contests.
- Appropriate clothing/shoes should be worn at all times in the weight room to minimize sweat transmission onto equipment/surfaces.
- Students should be encouraged to shower and wash their workout clothing immediately upon returning to home.
- There should be no shared athletic towels, clothing, or shoes between students.
- Students should wear their own appropriate workout clothing (do not share clothing), and individual clothing/towels should be washed and cleaned after every workout.
- All athletic equipment, including balls, should be cleaned intermittently during practices and contests.
- Athletic equipment such as bats, batting helmets and catchers gear should be cleaned between each use.

Physical Activity:
- Lower risk sports practices and competitions may resume.
- Modified practices may begin for Moderate risk sports.
- Maximum lifts should be limited and power cages should be used for squats and bench presses. Spotters should stand at each end of the bar.

Hydration:
- All students shall bring their own water bottle. Water bottles must not be shared.
- Hydration stations (water cows, water trough, water fountains, etc.) should *not* be utilized.

Phase 3
Guidelines will be followed in accordance with NIAA and/or NCSAA recommendations.

INFORMATION TECHNOLOGY
- *What technology resources are necessary to implement your re-opening plan?*
- *How will you ensure that the school has all necessary technology resources to support your re-opening plan?*
- *What actions will you take to expand access to technology and internet connectivity for students, families and educators?*

- 1:1 deployment of Chromebook devices where possible or provided upon request and availability
- GoGuardian content filtering for all students.
- Arrange to have all students on-boarded to the COLEGIA platform to improve Zoom classroom security, ease of transition between virtual classes, and easy access to all related instruction software programs. This should be completed during the summer/start of the school year.
- Ensure all students have devices and connectivity needed to participate in Remote Live Instruction.
- Assess and choose online services to meet school needs (Colegia, Zoom, Google) and make sure all student and teacher accounts are active and ready for the start of the school year.

Remote Live Learning:
- Expectations should be set for a Remote Live instruction model, at home, attending a virtual class schedule throughout the school day according to the teacher provided schedule for the grade level. This model

improves student engagement, eases the burden on families/parents who would otherwise be "homeschooling" children with materials provided by the school, and has been shown to meet or exceed student educational growth in the traditional classroom model during Academica Florida's Spring 2020 semester (comparing i-ready test growth during same periods in 2018 and 2019)
- Student expectations may include appropriate dress, location appropriate to learning, school appropriate language and behavior, and limited distractions in background. Progressive discipline applies to Remote Live instruction.
- Meetings and classrooms are not made public.
- All teacher accounts will utilize all available safety features, such as waiting rooms and required full names.
- Screen sharing options should be set to "Host Only".   Teachers can allow students to share their screen for presentations.
- Provide IT and Curriculum support/information for families to enable them to better help their students if needed.
- Use CARES/ESSER funding to purchase needed devices.

WELLNESS AND RECOVERY

SOCIAL-EMOTIONAL LEARNING – TIER 1
- *How will the school provide tier 1 (universal) social emotional support to students?*

- The school nurse should work closely with the school counselor and mental health professionals to manage student mental health / anxiety.
- Safe Voice and Report A Bully links are provided on websites.
- Counselors and Safe School Professionals will continue to meet with students in all Phases.
- Safe School Professionals will visit classrooms where possible and where needed to provide coping and resilience skills.

TRAUMA-INFORMED PRACTICES – TIERS 1-3
- *How will the school monitor students, staff and families who may be struggling and evaluate their social emotional needs?*
- *What tier 1 (universal) trauma-informed practices will be in place?*
- *What tier 2 and tier 3 additional supports will be available to support students, families and staff that may be in need of more intensive support?*

- Counselors and Safe School Professionals will continue to meet with students in all Phases.
- Staff will receive training in trauma-informed practices.
- Local and community resources will be communicated to families in need.
- Staff will monitor and refer students of concern to Safe School Professionals and Counselors.
- Administration will follow up on all reported staff concerns regarding social and emotional concerns as a result of the Covid-19 pandemic and refer to appropriate resources.

ACADEMICS – Path Forward Plan of Distance Education
(required for all schools not already approved by the Nevada Department of Education to provide full-time distance education to 100% of students)

INSTRUCTIONAL APPROACH
- *How will instruction be provided to students (describe synchronous and asynchronous approaches, as applicable)?*
- *What accommodations will be provided to students without access to technology, which may include distance education through paper correspondence?*
- *How will the school ensure that students who are quarantined on the advice of local public health officials have access to distance education?*
- *How will the school ensure that a teacher attempts to contact each student via electronic means or by telephone at least once per day?*
- *How will teachers be accessible to students through the internet or by phone during the school's regular instructional hours?*
- *What adjustments will be made to specific courses to minimize the risk of spreading COVID-19, such as band, physical education, chorus, or certain CTE courses?*

- Refer to above guidelines regarding in person and remote live instruction expectations.
- Students quarantined based upon a medical recommendation will be able to participate in Remote Live Instruction.
- Teachers will have regular office hours and utilize email/Zoom/phone conferences throughout the week with families.

MEETING STUDENT NEEDS
- *How will the school adapt to provide appropriate education for English Learners, students with IEPs and students with 504 plans?*
- *How will the school evaluate the efficacy of its implementation of distance learning in the spring of 2020 and determine the academic needs of students due to the disruption in in-person instruction?*
- *How will the school meet students' academic needs based on this determination?*
- *How will the school continue to evaluate the efficacy of their plan to meet students' needs and adjust, as needed?*

- The Special Education Department has both an alternate schedule plan that meets the needs of the students while they are on campus, and a distance learning plan that meets the students needs while they are off campus and participating via distance learning. Each of these plans target the students individualized goals and service minutes.
- In order for the school to determine the efficiency of it's distance learning plan, our students progress towards their goals will continue to be tracked via progress monitoring and ongoing collaboration with both the general education teacher, parent and special education teacher. The collection of this ongoing data will help the team determine the needs of each student.
- Each of our students IEP'S are written to provide the best support for each of our students in the least restrictive environment. The use of the students progress monitoring data and academic scores will give the team the data they need to provide the best support for each of our students and their academic needs.
- The continued use of data tracking will provide the team with the information needed to determine if what they are doing is working or if adjustments need to be made to a student's programming. If adjustments do need to be made then the team will be able to call a revision meeting at any time throughout the school year.

Alternating Days with A/B Schedule
- Create a schedule that allows for push-in services on days in attendance and pull-out related services provided on Remote Live Learning days to avoid pulling students from the less-restrictive environment, given the reduced in-person instruction time.
- Create a Special Education Alternate Schedule Plan for students whose minutes of service will need to be adjusted in the A/B model, and hold meetings with families.

All Remote Live Instruction
- Create Special Education Distance Education Plans (Format of plans is created and available to all schools from SESS).
- Virtual Special Education Push In- Ensure SPED teachers and IA's have access to Zoom classrooms.
- Virtual Special Education Pull Out- SPED teachers to create a schedule of classes for Zoom group or individualized instruction.
- Virtual Related Services- Arrange for virtual access to all service providers where applicable (special accommodations may be needed for physical therapy, audiology, or other services which cannot be modified to virtual instruction).

GATE Instruction
- GATE will continue to provide services through push-in, pull-out, project based learning, and virtual extension coursework.

ATTENDANCE AND ENGAGEMENT
- *How will the school track student attendance in Infinite Campus?*
- *How will the school engage parents and families to communicate and reinforce the importance of attendance?*

Regardless of which instructional option (traditional, virtual, or hybrid) is selected by the schools, any Infinite Campus attendance codes or alternative attendance procedures will have to be approved by the state and be in accordance with the NAC and NRS. Attendance options will be pushed into the appropriate Infinite Campus model. Once

established, attendance rules will be posted in parent handbooks. Each charter system/school will need to decide if a state approved code will be reflected as excused or unexcused. Each reflects equally regarding chronic absenteeism.

- Attendance can be tracked through in-person presence, participation in Zoom sessions, submitting assignments, completion of blended learning, email, phone calls, and Google Form submissions.
- Teachers and administrators will maintain contact logs and reach out to families with attendance and engagement concerns.
- Videos and newsletters will be sent to families weekly to communicate the importance of attendance and engagement.

PROFESSIONAL LEARNING
- *What professional learning will be provided to educators and staff regarding high-quality distance education and health and safety requirements related to preventing the spread of COVID-19?*
- *Will the school request additional professional development days and if so, how will these professional development days be used?*

- We are requesting the 5 additional PD days in addition to our current professional development calendar for the year.
- Staff will be trained on how to wear and clean a mask, hygiene and hand washing/sanitizing procedures, social distancing guidelines, temperature checks, and conducting symptom checks.
- Students will be instructed on wearing and cleaning a mask, social distancing procedures, hygiene and hand washing/sanitizing procedures.
- Staff and students will be trained on hygiene procedures.
- Social and emotional professional development will be provided.
- Teachers will be trained in implementation of online platforms, including Google Classroom, Colegia, and Zoom.
- Professional development will be provided to maintain high quality education in a virtual format.

SUPPORTING PARENTS/FAMILIES
- *What resources will be provided to parents/families so that they can support students?*

- Counselors and Safe School Professionals will continue to meet with parents/students in all Phases and provide support to families.
- Local and community resources will be communicated to families in need.
- Staff will monitor and refer students of concern to Safe School Professionals and Counselors who will then contact parents.
- Families will be provided resources for devices, connectivity, technical support, and use of online platforms.
- Teachers will provide office hours to answer questions, provide homework support, and address concerns.
- Teachers will contact parents of students displaying a drop in grades, social and emotional concerns, and/or poor attendance.
- Families that are directly impacted by Coronavirus will receive support to continue learning virtually.
- Families that cannot obtain connectivity and/or technology access will be provided access through paper correspondence.