

# CCA Instructional Plan - Fall 2020

This instructional plan is subject to change pursuant to state and TEA recommendations and guidelines.

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# Instructional Options

- Families will be offered a choice for the beginning of the fall semester of an in-person (physically present in the classroom) instructional mode or a virtual (attending classes virtually through Teams) instructional mode option. Both options will provide the same instruction and learning outcomes. The virtual instruction mode will require increased support from adults at home, especially for students in the elementary and junior high grades.
- Given the equal demand on teaching personnel, the flexibility to change options afforded by the program, and administrative and technological cost for the in-person and virtual modes, both options cost the same in tuition and are subject to the same fees as outlined in the financial policies. As we are offering both options for classroom instruction, CCA intends to honor all signed contracts of enrollment. If you are experiencing financial difficulty due to Covid-19, please contact the Business Office for assistance (adavis@ccawarriors.com).
- The election of either option is a 6-week commitment. After that, families will be able to change to the alternative option by sending an email officially requesting the change to one of the principals: Sandy Hanson (requests for secondary students, shanson@ccawarriors.com) or Tony Farmer (requests for elementary students, tfarmer@ccawarriors.com). This information will help us adhere to social distancing requirements, arrange classrooms appropriately, and manage traffic flow.
- Attendance will be required and counted for both options. More details are available later in the plan.

## Elementary (Kinder-4th)

### In-Person Instruction

- The in-person instruction mode for Kinder through 4th grade will look like a typical school day for students and teachers other than the recommended protocols as required by public health officials (social distancing, screening, sanitization, etc.).

### Virtual Learning

- Teachers will prepare a weekly assignment sheet that will be posted on Teams. The weekly assignment sheet will outline what is to be taught each MWF as well as homework assignments to be completed on TTH. In grades K-3, the weekly assignment sheet (W.A.S.) will be a PDF or MS Word document that will be posted on the Teams Class site. In addition to posting assignments in the W.A.S., some teachers will be posting their assignments using the “Assignments” feature in Teams, making it convenient for students to submit their work for each assignment directly to the site. In 4th grade, all assignments will be posted in the Teams classroom using the “Assignment Feature,” (no W.A.S. will be supplied for 4th grade). Parents will receive instructions on using the Teams platform soon. Each assignment will be clearly posted with instructions on completing the work and details regarding how the teacher wants the work turned in. It is imperative that all work be turned in when it is due.
- Teachers will record pertinent direct instruction. Parents/Students will access the recorded instruction via Teams and complete the corresponding assignments.

- Assignments are to be scanned by the parents and uploaded for the teacher to view. More information about how this is to be done will be forthcoming from the teacher. Parents will need to have a scanning app (Office Lens is a free Microsoft app that works well with Teams).
- Teachers will be available for video conferencing with virtual students and parents through the Teams site. Teachers will meet with their virtual students live via Teams a minimum of 1 time per week. These live meetings will be scheduled by the teacher and may include meetings with individual students or meetings with all the virtual students in that grade level at the same time. The time of the meeting and the duration of those meetings will be determined by the teacher and based on the needs of the learners.
- Not all courses will effectively translate to a virtual learning environment (especially some specials and elective classes). For example, virtual participation in classes such as Praise and Production, PE, etc. will not be possible. In some cases, students will be asked to choose an alternative elective. In other cases where virtual instruction is not possible, such as elementary music with teacher-provided instruments, the teacher may assign an independent activity for the student to complete on their own. Additionally, it is logistically impossible for learning centers, and instructional method commonly employed in at this level, to take place through virtual learning.

## **Elementary (5<sup>th</sup>) and Secondary (6<sup>th</sup>-12<sup>th</sup>)**

### **In-Person Instruction**

- The in-person instruction mode for 5th through 12th grade will look like a typical school day for students and teachers other than the recommended protocols as required by public health officials (social distancing, screening, sanitization, etc.).

### **Virtual Instruction**

- Students will attend classes virtually, following the same class schedule as if they were attending classes in-person. Schedules will be available in Skyward closer to the first day of school.
- All assignments will be posted in Teams. Students (with the help of parents) will scan completed assignments and upload them for the teachers.
- Direct instruction from the teacher during the class period is subject to vary, depending on the lesson plan design. Virtual students may be asked to work independently or in groups but still be expected to stay logged on and visible for the duration of the period unless dismissed by the teacher. All virtual students must be logged into their classes, have their web cam turned on and be visible at the beginning of each regularly scheduled class period. To be counted as “present,” students must be present and visible in class the entire duration or until the teacher gives permission to log off. Teachers will take attendance for the virtual students in the same manner as in-class students. All attendance policies apply. Please see the Student/Parent Handbook for more information.
- Although CCA dress code is not required for virtual students, they must be dressed appropriately and modestly. Since virtual students will be visible, if dress code becomes an issue, the student may be required to wear an official CCA uniform while visible online.

- Teachers have full autonomy to temporarily stop any recording, mute audio or video as needed throughout each class period.
- In some cases, virtual students may be required to come to the school to take tests, show proficiency (for example, in labs), or other requirements. When this occurs, reasonable precautions will be taken to ensure student safety. Teachers will determine which assessments will require the student to attend campus and provide 24-48 hours' notice of the scheduled exam. Some exams will be taken with the teachers and others will be proctored by administrators or other staff members.
- Teachers will be available to students and parents via Teams chat or video conferencing, email, or phone. Please adhere to the mode of contact preferred by each teacher as outlined in the teacher's class syllabus.
- Virtual students are responsible for the same learning outcomes, assignments, and assessments as in-person students.

## **Attendance**

- Attendance will be taken each period daily for both in-person and on-line (5th-12th).
- Virtual students must have their video camera turned on and stay present on screen for the entire period to be counted as present. The function and availability of the technology to ensure attendance requirements is the responsibility of each family.
- In-person students are expected to attend classes at the CCA facility; they are not permitted to attend classes virtually except under specific circumstances and with prior approval from the teacher and/or CCA Principal or Headmaster. Failure to show up to class will result in the student being counted absent.
- Any student who is absent may still access recorded class meetings, if available. However, these do not make up for or eliminate the counted absence.
- Attendance requirements must be met for students to receive credit for high school credit-bearing classes.

## **All Students**

- All students will abide by the Student Code of Conduct, Student Handbook, and Electronic Use Policy.
- If a hybrid model becomes required by public health officials, we will split students into groups and schedule them for equal access to in-person instruction. The days the students are not in school in person, they will be learning at home, following their regular schedule, and logging in at the required time.
- In the case that CCA must offer only a virtual option, the guidelines for virtual students become applicable to all. Moreover, in such a case, CCA will resume regular classes at the first legal opportunity.

# **Student & Staff Safety Protocols**

# Protocols for Screening and Isolation

- All students and staff will be screened for COVID-19 symptoms regularly and individuals who present with symptoms will be separated and sent home.

## Screening Protocols

- Staff will be required to self-screen for COVID-19 symptoms prior to reporting to work each day.
- Parents or guardians are expected to screen their child/ren for COVID-19 symptoms each day prior to sending their students to school. This includes taking their temperature. Students with a temperature of 100.0 or above are not permitted to attend school. If a parent does not have access to a working thermometer or circumstances prevented the temperature taken prior to school, please have your student report to the front office for a temperature check.
- Teachers will monitor students and call the front office if symptoms begin to present themselves.

## Isolation Protocols for Students or Staff Displaying COVID-19 Symptoms

- When a student has displayed symptoms of COVID-19, such as a fever, coughing, sneezing, shortness of breath, etc., the school will separate the child from their peers and contact the parent. Students must be picked up immediately by a parent or guardian.
- Students and staff who have displayed symptoms of (presumptive positive) or tested positive for COVID-19 will be required to isolate for 10 days from the onset of symptoms and be fever-free for 72 hours and symptoms resolved before returning to campus; unless a written alternative diagnosis is received from the healthcare provider.
- Isolated students are permitted to take advantage of the virtual instruction mode if available. Policies regarding absenteeism must be followed (contacting the teacher, etc.; see Student Handbook).

## Protocols for Responding to Lab-Confirmed Cases of COVID-19

- CCA will close off areas that were heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.
- Any staff and/or students having been in “close contact” (as defined below) with an individual who has tested positive for COVID-19 will be required to self-quarantine for 10 days before being allowed to return to school.
- Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, CCA will notify all teachers, staff, and families of all students if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on campus activities.

## **Protocols for Face Coverings**

- Face coverings will be recommended and/or required in accordance with state mandates and recommendations.
- In compliance with current state guidance face coverings for students in kindergarten through 4<sup>th</sup> grade are optional. All students in the 5<sup>th</sup> through 12<sup>th</sup> grades will be required under the current order to wear a face covering while inside the building and riding in school vehicles.
- In addition to the state mandate, CCA may require a face covering if social distancing practices must be compromised such as student to student or student to teacher close contact.
- Parents are responsible for supplying face coverings if they are required to be worn when school resumes. Please ensure cloth face coverings meet dress code guidelines (solid colors in black, white, grey, brown, maroon, or tan). Disposable face coverings may be worn and can be blue as well as the colors previously stated. All face masks should cover the mouth and nose of the student. Students may also opt to wear a clear face shield in lieu of a mask. In contrast to face masks all face shields should cover the entire face.

## **Protocols for Campus Visitors/Volunteers**

- Visitors should come to the campus only if necessary. Consider using a virtual option to meet with administrators and teachers.
- Visitors/volunteers must follow the virus prevention and mitigation requirements of the school.
- Parents of elementary students should take advantage of “Meet the Teacher” as a way of introducing their child to their new classroom. Parents will not be permitted to walk their students to class on the first day and until further notice.
- Until further notice, bringing snacks/food to the campus for classes to share (birthdays, etc.) will be suspended.

## **Protocols for Hand Sanitizing and Disinfecting**

- Hand sanitizer will be available at the main entry to the campus, in the cafeteria, and in common areas throughout the campus.
- Student hand sanitization, including mechanical hand washing or use of hand sanitizer will be required upon return from outdoors, before eating, and following restroom breaks.
- The school will undergo regular and thorough sanitization procedures including, but not limited to, disinfectant spray for classroom surfaces, disinfectant schedules for all areas, professional sanitization for COVID-19 exposed classroom/areas, etc.

## **COVID Incidence Feedback and Monitoring**

- To receive proper feedback as to whether CCA’s cleaning efforts, protocols, and risk management is working, we request the following information from parents sent in an email to Dana Guleserian ([dguleserian@ccawarriors.com](mailto:dguleserian@ccawarriors.com)) as soon as their child moves into one of the following categories:

- **COVID-19 Positive.** Use this category only if your child has been tested and diagnosed with COVID-19 and is subsequently being quarantined for at least 10 days or until no fever is present for 72 hours, whichever is longer.
- **COVID-19 Suspected.** Use this category if your child is manifesting COVID-19 symptoms that you are reasonably sure are not the result of a different illness (such as an allergy or other non-contagious affliction). If your child has not been tested but reporting symptoms, report them in this category until the symptoms disappear for at least 72 hours or until a test confirms they do not have COVID-19.
- **COVID-19 Possible.** Use this category if your child has had “[close contact](#)” with someone who is manifesting symptoms of or is confirmed to have COVID-19. In this case, the students should be kept home for 72 hours to see if symptoms have manifested.
- All information shared with the school concerning any category of COVID-19 illness is for internal use only and is not shared with any third party such as a governmental agency or health organization.
- Since CCA is not a medical entity authorized to diagnose any disease, and furthermore, because we are a private religious institution, we are not required, nor do we voluntarily, supply disease tracking information, names of individuals, sources of infections, or any other statistics resultant to our internal feedback monitoring to anyone.

## Learning Environments

### General Classroom Configurations and Procedures

#### Teachers will:

- Classroom student desks will be spaced apart as much as possible and facing the same direction.
- Classroom surfaces will be cleaned at the end of each period (6-12<sup>th</sup> grade) or activity (K-4<sup>th</sup>).
- Eliminate communal supplies as much as possible.
- Outline hand washing and sanitizer protocols.
- Classroom doors will remain open during class to increase air flow.

#### Physical Education Protocols

- Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.
- Any activities bringing students into close physical contact will be avoided as much as possible.
- Equipment will be disinfected regularly.
- Sanitizing areas and access to handwashing will be provided.



# Common Areas

## Restrooms

- Students must wash hands after using the restroom.
- Increased cleaning and disinfecting of restrooms will occur throughout the school day.

## Water Stations

- Students are encouraged to bring water bottles to school to refill from water stations; otherwise, they may purchase bottled water from the Cornerstone Café.

## Hallways/Corridors

- Congregating in hallways is discouraged. Study tables in the hallways will be removed.

## Cafeteria Lunch Procedures

- Depending on the number of students in the school, students may have meals in both the cafeteria and in classrooms. Students will be encouraged to use outdoor areas for lunch when weather permits.
- Students will socially distance as much as possible.
- Lunch deliveries from outside entities or parents will not be allowed.
- Please prepare lunches for your child(ren) that do not require heating. Microwaves for student use may be removed from the cafeteria.
- Operational policies for the Cornerstone Café (upper campus) are still being considered. Please plan to send a lunch with your student until an announcement is made concerning the Café.

## Recess

- Recess will be held outside, weather permitting.
- Students will sanitize/wash hands when returning from recess.
- Any recess equipment used during recess (e.g. balls) will be sanitized after use.
- Students are not required to wear masks outside when engaged in physical activity and keeping social distancing guidelines.

## Transitions

- To prevent congregating during transition times, students will be permitted to take their backpack to the classroom as space allows. More direction will be given to the students directly from their teachers.

- When transitioning between classes, students will travel corridors as far to the right as possible and maintain social distancing.
- There will not be time allotted between classes for passing periods. Students will leave one class and go directly to the next to aid in maintaining social distancing.

## **Arrival and Dismissal**

- Upon arrival, students should go directly to their classrooms and avoid congregating in common areas.
- Students should not arrive on campus before 8:15 am. Upon arrival, students should proceed directly to their first class.
- Following their last class of the day students should promptly exit the building. All students should be out of the building by 3:45 pm at the lower elementary campus and by 4:00 pm at the upper campus.
- Please look for additional guidelines pertaining to arrival/d dismissal as the first day of classes approaches.

# **Extra-Curricular Programming Considerations**

## **Athletics**

- Athletic practices and contests will be conducted following all safety protocols provided by guidance from TAPPS and CCA. This will include COVID screening, sharing & sanitizing of equipment, locker room usage, laundry, etc.
- Hand sanitizing stations will be in athletic areas and hand washing will be emphasized before, during, and after activities. Equipment will be sanitized on a regular basis.
- Cleaning and sanitation of all athletic facilities will happen routinely.
- Van travel will follow transportation guidelines provided by the TEA, TAPPS, and CCA.
- Spectator attendance at games and contests is TBD by the TAPPS guidelines. Crowd sizes could be limited and CCA will follow all TAPPS guidelines.
- All aspects of all athletic events will be evaluated after receiving guidance from the TEA and TAPPS to minimize the risk of exposure for both athletes that are participating and spectators that are observing.
- If athletes choose virtual learning, they are required to attend every practice during the athletic period, as well as before and after school practices to be recorded present and receive credit. Transportation will not be provided to and from athletic practices for students who choose virtual learning, it will be the responsibility of the student.

## **Fine Arts**

- Large group practice sessions will follow social distancing guidelines as much as possible.
- Fine Arts music private lesson teachers will be allowed to teach on campus and will follow the same protocols as teachers. Private lessons can be conducted virtually if agreed upon between individual families and the lesson teacher. All school guidelines and pricing will continue to be adhered to.

## **Chapel**

- Chapels will be held outdoors and scheduled according to accommodating weather. Social distancing protocols will be followed to the extent possible.

## **Immersion and Field Trips**

- During the 2020 fall semester, immersion and field trips will be very limited due to the restrictions brought on by COVID-19, the proximity required by all modes of transportation, and the practices of the target location.
- A trip may be allowed if all safety protocols can be met without significantly affecting the desired learning outcomes of the event.
- In the case that an event takes place during the first semester, the parent may elect whether their student participates.
- Immersion and field trips are open for participation by all in-person and virtual learners.

## **Private Instruction**

### **Dyslexia Therapy**

- Dyslexia therapists will follow the same protocols as teachers. Therapy sessions will be offered both in-person and virtually. All therapy sessions will be scheduled in-person unless a family requests virtual therapy session. Therapy sessions will be independent of a family's instructional mode, meaning a family may choose for their student to receive their regular academic classes virtually but choose to have therapy in-person and vice versa.

### **Private Music Lessons**

- Private music instructors will follow the same protocols as teachers. Lessons sessions will be offered both in-person and virtually. All lessons will be scheduled as "in-person" unless a family specifically requests the virtual option. Lessons are considered as independent of a family's instructional mode, meaning a family may choose for their student to receive their regular academic classes virtually but choose to have music lessons in-person and vice versa.

## **Other**

# Close Contact

- “Close contact” with an individual who is lab-confirmed to have COVID-19 is defined as:
- being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
- being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield:
- If either occurred at any time in the last 14 days at the same time the infected individual was infectious. Individuals are presumed infectious at least two days prior to symptom onset or, in case of asymptomatic individuals who are lab confirmed with COVID-19, two days prior to the confirmed lab test.