



*Vanguard Academy*

*School Reopening Plan – August 2020*

Updated: July 21, 2020, Pending Board Approval

This document communicates with students, parents and employees of Vanguard Academy the plan for safely reopening schools in August 2020. The plan, approved by Vanguard's governing board, follows guidelines issued by the Salt Lake County Health Department and the Utah State Board of Education.

Updates will be emailed and posted online.

### **Plan At-A-Glance**

- Vanguard will resume daily face-to-face instruction for students, while also providing an online learning option for those who choose.
- Every employee and student will be expected to have a mask or face coverings and wear it in common areas, in classrooms, during transition times, and when arriving and dismissing from school. Allowances may be made under the discretion of the teacher with appropriate distancing.
- Breakfast and lunch will be served each school day in a "grab-and-go" format. Eating areas throughout the school will be designated (classrooms will not be required eating areas).
- Flexibility will be provided for students whose learning needs are best met online. Parents will receive a survey on Monday, July 20th to indicate whether they would like their child(ren) to participate in-person, full time, part time, or online. Survey responses are due on or before Friday, July 31st at 9:00 a.m.

All students registered in Vanguard Academy, whether learning in-person or online, will be assigned a class schedule with Vanguard teachers, who will monitor the instruction, assessment, and intervention for each student assigned to them. Alternatively, students may register with Vanguard counseling office to complete coursework through the SEATS online program (this option applies to parents who intend to provide homeschooling with support from Vanguard teachers).

Vanguard's family survey data, input from students, employees and parents regarding school reopening, student health and safety, and other operational issues helped shape this plan.

1. Maximize student and employee safety. We adhere to all current guidelines issued by state and county officials, with approval from our governing board. We recognize that plans may change in response to conditions of the pandemic.
2. Optimize student learning. No matter the educational platform, we remain focused on our Vision for Learning, which develops the capacities of collaboration, communication, creativity, critical thinking, citizenship, and high moral character.
3. Support student well-being. We seek to interact in meaningful ways so that students and staff feel safe, connected, and confident.

## **Guidelines for Staff**

- Wash your hands frequently and avoid touching your face. Provide opportunities for students to wash their hands.
- Wear a mask or face covering when social distancing is not feasible. This is expected for all staff in all areas of the building.
- Be mindful of your own, students' and co-workers' health and safety concerns.
- Remain flexible with attendance as you address the needs of individual students, while meeting learning standards and professional expectations. Attendance should not be a factor in student grades, and secondary schools will not issue NCs to assure that students do not attend when it is not advisable.
- Accommodate individual learning needs, especially for those students that face higher health risks.
- Assign seating to support contact tracing. Students should face forward and be appropriately spaced.
- Follow protocol for maintaining a disinfected/sanitized environment.
- Communicate with your immediate supervisor if you are unable to perform your essential functions in person at your work location. To determine if your particular condition warrants special accommodation see school administrators.
- When providing online learning, follow these guidelines:

## **Guidelines for Students**

- Prepare for a unique school year and remain engaged in your learning, no matter the format.
- Wash your hands frequently and avoid touching your face.
- Wear a mask or face covering while in common areas, during transition times, in classrooms, and when arriving and dismissing from school. Occasional allowances may be made under the discretion of the teacher with appropriate distancing.
- Sit in assigned seats in classrooms to promote social distancing and contact tracing.
- Plan on activities and athletics as scheduled, adhering to approved social distancing and safety measures.
- Bring a personal water bottle to school each day (refill stations will be available).

## **Guidelines for Parents**

- Monitor your child each morning for symptoms and do not send them to school if they exhibit any of the following:
  - Fever greater than 100.4 degrees
  - Cough, shortness of breath, or difficulty breathing
  - Chills or muscle aches ○ Sore throat
  - Can't smell/loss of sense of taste
  - If exposed to someone who has tested positive for COVID-19 in the last two weeks
- Reinforce the expectation for frequent hand washing, mask wearing, and social distancing.
- Monitor your child's use of technology in the home. Operational Guidelines
  - Building/classroom cleaning - Daily cleaning and sanitizing will occur at Vanguard Academy by the custodial staff following local health and safety guidelines. physical facilities team members will provide continued guidance and support for schools. Hand sanitizer spray bottles have been procured for every classroom and department. Posters showing symptoms prohibiting entrance will be displayed on the doors of all district facilities (included below).
  - Transition times and areas - Vanguard will identify high traffic areas and utilize signage and/or floor markings to minimize congestion. They will also establish protocols for any visitors and non-regular staff including at a minimum temperature checking and the wearing of masks or face coverings.
  - Nutrition Services - Breakfast and lunch will be provided each school day in a "grab and go" format. Eating areas throughout the school will be designated (classrooms may be used, but will not be required eating areas).
  - Faculty meetings – Building Leadership Team members and department and grade level leaders should review and consider modifying staff gatherings, utilizing smaller group meetings, online meetings, or other means of communicating with team members.
  - Special needs - School staff should provide reasonable accommodations to meet individual student learning needs, while considering the health and safety needs of others.

## **Monitoring Guidelines**

- Each department should implement monitoring measures to assist students, staff and visitors in checking for symptoms.
- Thermometers have been provided to utilize as part of the school plan.
- Monitor staff and student symptoms and absenteeism.
- Staff and students are encouraged to stay home if they feel sick. Parents should check their children for symptoms each day before school. If staff or students display symptoms of illness at school, they will be sent home.
- If symptoms of COVID-19 are present, follow the protocol from the school nursing team and/or contact the Salt Lake County Health Department, 385-468-4100 (see the “COVID-19 Screening Flowchart” attached below).
- Students and employees showing COVID symptoms should not return to school or work until they have followed all of the criteria established by the local health department or their health care provider.
- Vanguard has identified a quarantine area for students and staff who are sick and unable to return home.

## **Training Guidelines**

- The Vanguard Academy Building Leadership Team, in consultation with our nursing team, will continue to communicate safety guidelines and protocols, and provide training and support for employees and students.
- Teachers will be supported through their grade level and department teams, Vanguard professional learning opportunities, and Academic Operation Managers.
- School personnel at Vanguard will be available for questions or specific concerns. Concerns and questions can be mailed to [kathleen.kingston@vanguardcharter.org](mailto:kathleen.kingston@vanguardcharter.org).

## **Rules & Regulations**

### 1. COVID-19 Related Information

1.1. Symptoms of COVID-19 have been identified and outlined by The Utah Department of Health and the Centers for Disease Control.

1.1.1. Fever over 100.4

1.1.2. Cough

1.1.3. Sore throat

1.1.4. Shortness of breath

1.1.5. Muscle aches and pain (without recent physical exertion)

1.1.6. New reduced sense of taste or smell

1.2. Employees who are showing symptoms of COVID-19 should not be at work and should be tested. COVID-19 testing locations can be found at <https://coronavirus.utah.gov/testing-locations/>.

### 1.3. High-Risk Individuals

1.3.1. People of any age with certain underlying medical conditions are at increased risk for severe illness from COVID-19. People of any age with the following conditions are at increased risk of severe illness from COVID-19:

1.3.1.1. Chronic kidney disease

1.3.1.2. COPD (chronic obstructive pulmonary disease)

1.3.1.3. Immunocompromised state (weakened immune system) from solid organ transplant

1.3.1.4. Obesity (body mass index [BMI] of 30 or higher)

1.3.1.5. Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies

1.3.1.6. Sickle cell disease

1.3.1.7. Type 1, Type 2, or gestational diabetes mellitus

1.3.2. COVID-19 is a new disease. Currently there is limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19.

1.4. Employees identified as High-Risk Individuals should adhere to guidelines issued by the Utah Department of Health:

1.4.1. Wear face masks at all times in public settings.

1.4.2. Stay home as much as possible. If you need to go into public settings, stay at least 6 feet from others.

1.4.3. Wash hands often.

1.4.4. Limit travel to only essential travel.

1.4.5. Continue to seek emergency care, routine doctor visits, and medication pickups.

1.4.6. Limit visiting friends or family without urgent need.

1.4.7. Limit physical interactions with other high-risk individuals, except for members of your household or residence.

1.4.8. Limit attending gatherings of any number of people outside your household or residence.

1.4.9. Do not visit others in hospitals, nursing homes, or other residential care facilities.

1.4.10. When working remotely is not possible, maintain social distancing.

1.5. When schools are operational and students/employees are present, the responsibilities of staff of the District cannot be fulfilled by working remotely. For example:

1.5.1. District Office Personnel - must be physically present to provide face-to-face customer service and support to employees/parents/patrons addressing student learning/safety and other concerns.

1.5.2. School Administrators - must be physically present to oversee the general operations of the school and address student learning as well as safety/emergency situations.

1.5.3. Teachers - must be physically present to address student learning and supervision, provide social and emotional support, as well as address safety/emergency situations.

1.5.4. Operations Managers- must be physically present to provide support for teachers specific to student learning and supervision.

1.5.5. Counselors - must be physically present to provide students social and emotional support as well as address safety/emergency situations.

1.5.6. School Psychologists/Social Workers/Other Related Service Providers - must be physically present to provide student social and emotional support, complete required testing, as well as address safety/emergency situations.

1.5.7. Administrative Assistants/Secretaries - must be physically present to address student, patron, educator, and supervisor needs/concerns as well as address safety/emergency situations.

1.5.8. Para Educators/Aides - must be physically present to address student learning and supervision as well as address safety/emergency situations.

1.5.9. Nurses - must be physically present to address ongoing student medical issues as well as address safety/emergency situations.

1.5.10. Custodial - must be physically present to clean, sanitize, and maintain the facility.

1.5.11. Physical Facilities Services - must be physically present to perform maintenance duties such as electrical, HVAC, mowing, painting, plumbing, etc.

1.5.12. Information Technology Services - must be physically present to perform maintenance duties such as computer and network repair, on-site employee customer service, etc.

1.5.13. Nutrition Services - must be physically present to prepare and serve meals to students as well as clean and sanitize.

#### 1.6. High-Risk Individual Employees:

1.6.1. are not precluded from working onsite; however, the employee should adhere to social distancing (ideally 6+ feet), wash hands often, and use appropriate Personal Protective Equipment (PPE).

1.6.2. upon authorization from the Director/supervisor and Human Resources, an alternative position could be available for remote work.

1.6.3. who are required to work onsite will be provided general PPE, at the employee's request through their supervisor.

1.6.4. who require further accommodations and qualify under the Americans with Disabilities Act (ADA), should contact the Human Resources Department for assistance.

#### 1.7. Due to the unprecedented events caused by COVID-19, the U.S. Congress passed the Families First Coronavirus Response Act (FFCRA), beginning April 1, 2020 and which expires December 31, 2020.

1.7.1. Leave is available through the FFCRA. A section of the Act grants employees emergency paid sick leave, which provides that a full-time employee is entitled up to two weeks (80 hours), or a part-time employee's two-week equivalent (a number of hours equal to the number of hours that such employee works, on average, over a 2-week period) of paid sick leave. Employees eligible for this leave would need to meet one of the following six (6) qualifying conditions:

1.7.1.1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;

1.7.1.2. has been advised by a health care provider to self-quarantine related to COVID-19;

1.7.1.3. is experiencing symptoms of COVID-19 and seeking medical diagnosis;

1.7.1.4. is caring for an individual subject to an order described in (1.7.1.1.) or self quarantined in (1.7.1.2.);

1.7.1.5. is caring for their son or daughter whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19;

1.7.1.5.1. If leave is needed beyond the initial 2 weeks and they have worked for the School for at least thirty (30) days, an eligible employee may receive an

additional 10-week partially paid expanded family and medical leave, for which this leave can be taken (please contact Human Resources). Or,

1.7.1.6. is experiencing any other substantially similar conditions specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

1.7.2. Conditions 1.7.1.1, 1.7.1.2., 1.7.1.3. are paid at the employee's regular rate of pay for two weeks (up to 80 hours) or the maximum per day (\$511 for qualifying conditions - 1.7.1.1, 1.7.1.2., 1.7.1.3.)

1.7.3. Conditions 1.7.1.4., 1.7.1.5., 1.7.1.6. are paid at 2/3 of the employee's regular rate of pay for two weeks (up to 80 hours) or the maximum per day (\$200 for qualifying conditions - 1.7.1.4., 1.7.1.5., 1.7.1.6.)

1.7.4. FFCRA paid sick leave is capped at two weeks (up to 80 hours) for any combination of the qualifying conditions.

1.7.5. Notice will be posted at each work location site and sent to all employees through district email.

#### 1.8. Employees testing positive for COVID-19

1.8.1. Employees who test positive for COVID-19, and have been told to self-isolate by the health department or a medical provider, are required to self-isolate for fourteen (14) days or until the employee tests negative for COVID-19.

1.8.2. Employees who use this leave must complete the Employee Family First Coronavirus Response Act Leave Form and submit it to Human Resources as soon as possible.

1.8.3. If additional leave is required, as directed by a medical provider, benefit-eligible employees may use leave according to District policy (i.e. Health and Disability, or FMLA).

1.9. Employees caring for someone who has been quarantined as specified in FFCRA qualifying conditions 1.7.1.1. or 1.7.1.2 can apply for the stipulated leave and must complete the FFCRA Leave Form and submit it to Human Resources as soon as possible.

1.10. Notice: Where leave is foreseeable, an employee should provide notice of leave to the School as soon as possible. Under these rules, after the first workday of paid sick time, employees are required to follow reasonable notice procedures in order to continue receiving paid sick time.

1.11. Employees who have been or were potentially exposed to COVID-19, and have been told to self-isolate by the health department or a medical provider, are required to self-isolate for fourteen (14) days or until the employee tests negative for COVID-19.

1.11.1. Employees who use this leave must complete the FFCRA Leave Form and submit it to Human Resources as soon as possible.

1.11.2. Employees experiencing symptoms of COVID-19 and seeking medical diagnosis should NOT be at work and should self-isolate until the employee tests negative for COVID-19.

1.11.2.1. Employees who use this leave must complete the FFCRA Leave Form and submit it to Human Resources as soon as possible.

## **Online Learning**

Online Learning Expectations During School Dismissal (pandemic, construction delays, weather closures, natural disasters): Vanguard Academy maintains a focus on ensuring high levels of learning and well-being for all through a united effort of the Building Leadership Team (BLT), grade level teams and department teams. Students thrive when these 3 essential teams continue to embrace Vanguard's vision and the RTI Framework in order to meet students' needs.

FAQs:

1. What should teachers be focusing on during this online learning experience?

Pursuing Vanguard's Vision for Learning by teaching carefully chosen essential standards. Teachers should work with their teams to identify, assess, and intervene for the learning that is truly essential.

2. Are teachers using Canvas Big Blue Button?

Yes. Canvas is the expected learning management platform for Vanguard educators in the event of online or blended learning. Exceptions may be approved through the Director and the Board.

3. Can teachers still use other online tools with my students?

Yes. Teachers are encouraged to use a variety of school supported solutions to meet student learning needs.

4. Should teachers still be having virtual face-to-face meetings with my students in an online environment?

Yes. Periods of online or blended learning will require the use of both synchronous and asynchronous learning opportunities. Teachers are expected to have regular face-to-face interactions with their students during periods of school dismissal.

5. How much work time should teachers require from my students?

Student work should be assigned according to class time recommendations to ensure healthy balance and emotional well-being.

6. How many hours should teachers be working during periods of school dismissal?

Teachers should work all of their contract hours (including extended day), but the scheduling of those hours can be flexible to meet individual needs.

7. Are teachers still expected to collaborate with their team(s)?

Yes. Preparing, delivering, and managing online learning is a complex and difficult endeavor. The work teachers do in collaboration is essential for the development of meaningful online learning.

8. What should teachers do about grading during times of school dismissal?

Teachers will continue using Vanguard Academy approved grading policy. They may have the option of Pass and Needs Improvement during school dismissals.

## **Secondary Online Learning During Periods of School Dismissal (pandemic, construction delays, weather closures, natural disasters)**

### **Guidelines for Secondary Educators Essential Standards and Curriculum Development:**

Because comprehensive coverage of all standards is even more difficult in an online environment, deliberately choosing standards that are essential and delivering a viable curriculum becomes paramount for the success of students.

- **Assessment and Intervention:** Teachers should regularly assess student learning and provide opportunities for intervention, as necessary.
- **Enrichment:** As teacher capacity in a digital environment increases, enrichment experiences can become a more frequent part of the digital learning process provided for students.
- **Best Practices:** Online learning requires specific student skills and dispositions, so teachers are encouraged to incorporate development best teaching practices into their learning plans.

**Learning Management Platform:** A Learning Management Platform is meant to help teachers facilitate meaningful instruction, intervention, assessment, grading, discussion, collaboration, and relationship building. Canvas is the expected platform secondary educators should use in the event of online or blended learning at Vanguard Academy.

- **Why Canvas?** Using a singular platform significantly simplifies the educational experience for students and families.
- **Exceptions:** Teams with a compelling need for an exception to the exclusive use of Canvas should contact their department head and Director to request approval for an exception.
- **Parent/Family Access to Canvas:** Parents may download the Canvas Parent Observer app to monitor the work of students.
- **Syncing Grades:** Grades in Canvas should be synced weekly with PowerSchool, which will remain the official system for recording grades.
- **Supported Solutions:** Teachers are encouraged to use a variety of school supported solutions to meet student learning needs and to provide a varied and enriching experience. Teachers may use other learning tools as long as they follow the required practices for student data privacy.
- **Remote Access:** Ideally, tools should be web-based and should not require an installed program. The technology department will work, where possible, to give access to necessary installed applications remotely.

**Synchronous and Asynchronous Learning:** While most online learning will likely be asynchronous, teachers are expected to provide opportunities for regular face to face interactions with students. Personal interaction contributes to student well-being and supports learning.

- **Synchronous learning** (done at a set schedule; such as a video conference) is still recognized as a valuable pedagogical approach in an online setting.

- Scheduling: When teachers choose to lecture or provide direct instruction, that instruction should be scheduled in advance and recorded, if possible, to allow for maximum student access. Live direct instruction should happen during school hours and in conjunction with the schedules developed by individual schools.
- Consultation Times/Teacher Availability: Teachers are encouraged to make themselves available during consultation times throughout the week to help students process learning delivered during direct instruction time.
- Small Group Work: Small group interaction is encouraged if feasible within the context of the discipline. Students value interaction with their peers.
- Asynchronous learning (done on the student’s schedule) will be a necessity during times of online education, but teachers should still be involved in the learning process if they are relying heavily on this delivery method.

**Student Feedback and Assignment Deadlines:** Regular feedback is crucial if learning is primarily asynchronous. Students should have at least 48 hours to complete each assignment from the time that it is posted on Canvas to facilitate greater opportunities for asking questions and receiving feedback. No work should be due after school hours or on the weekend.

**Class Time Guidelines:**

Student work should be assigned according to these recommendations to ensure healthy balance and emotional well-being. Students may work more on some days than others, but the average time working on classroom learning expectations should not exceed the following guidelines.

<u>Time Recommendations</u>	<u>Grades 7-9</u>	<u>Grades 10-12</u>	<u>Honors, AP, or College</u>
Total Daily Student Work Time	2 to 3 hours per day	3 to 4 hours per day	
Approximate Daily Student Work Time for Individual Classes	Approx. 20 minutes per class	Approx. 25-30 minutes per class	Approx. 30-45 minutes per class

## **Communication with Families**

- How often? Teachers should communicate with families on a weekly basis. This communication can be done through SwiftK12, Canvas, email, text, etc. Learning expectations and due dates should be clearly communicated on a daily or weekly basis.
- Responding to Parent/Guardian Emails: Teachers should respond to parent/guardian emails (or other contact methods) within 24 hours on established school days.
- Video Conferencing: Individual video conferencing with students and their families is permissible to help teachers assess needs.

Student Engagement: Student engagement is necessary for online learning to be successful. Teachers should regularly monitor engagement in online learning activities.

- Students who are not engaged:
  - The families of students who do not engage in online learning should be contacted by the teacher or other designated school personnel, and assistance should be offered.
  - If students continue to stay disengaged, school administration should be alerted so school level resources can be offered.

## **Teacher Work Hours**

- Teachers should work the equivalent of their full contract work hours in planning, assigning work, contacting students and families, intervening, and meeting with collaborative teams.
- Flexibility: Teachers may adjust the scheduling of their contract hours to accommodate their personal and family needs. Please make sure that a portion of the time worked is during normal school hours so that synchronous learning opportunities and scheduled consultation times can be provided.
- Setting Limitations: Teachers are encouraged to limit their work hours and not respond to families and students outside of established work hours. Online learning does not obligate teachers to be on-call at all times.

**Collaboration**: Preparing, delivering, and managing online learning is a complex and difficult endeavor. The work your collaborative teams do is essential for the development of meaningful online learning.

- **Grade Level and Department Teams:** Teams and teachers should continue to work in grade level and department teams and assist each other in focusing on essential standards and developing online resources to ensure the learning of those standards.
- **Platform:** Teachers are expected to work with their collaborative teams through video conferencing or other means for at least 1 hour per week.
- **Scheduling:** Collaboration can be scheduled during the established meeting times and days or at a different time to accommodate team members. If possible, team leaders are encouraged to schedule collaboration at times that will enable administrators and coaches to occasionally participate in collaboration efforts.

### **Grading and Reporting Progress**

- **Grading Scale:** Grading will continue to be based on the Vanguard Academy traditional grading scale (A, A-, B+, B...F or Pass/Fail). Under unique circumstances and through discussion between teacher, parent, student, guidance counselor and administrator, a pass/fail option can be used.
- **Syncing with PowerSchool:** Grades in Canvas should be synced weekly with PowerSchool, which will remain the official system for recording and reporting grades.
- **Frequency:** Teachers should continue to update grades and progress weekly, just like they would in a face-to-face environment.