

# Safe Return to In-Person Instruction and Continuity of Services Plan (ARP Act)



Entity ID	CTDS	LEA NAME
87334	078504000	Pillar Charter School, Inc.

How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the Centers for Disease Control and Prevention (CDC)

CDC Safety Recommendations	Has the LEA Adopted a Policy? (Y/N)	Describe LEA Policy:
Universal and correct wearing of masks	Y	The School strongly recommends masking as is the recommendation by the CDC. Per the AZ legislation, masking is not required. We will continue to provide and offer masks to students. Visitors and vendors entering campus must be masked. All staff have agreed to mask wearing per the CDC guidelines.
Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding)	Y	The School has assigned student into small pods. Additionally, the School is in the process of removing fixed student work=stations and replacing them modular/mobile student workstations.
Handwashing and respiratory etiquette	Y	Handwashing and sanitizing opportunities are provided before meals, after meals, before and after Physical Education class (when they resume). Students will be reminded how to cough into their elbows and how to wear a mask properly.
Cleaning and maintaining healthy facilities, including improving ventilation	Y	New HVAC units have been installed along with room air purifiers. In addition, rigid cleaning protocols are in place and a large industrial sanitizing sprayer is utilized throughout the day in restrooms and common areas, and nightly in classrooms.
Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments	Y	Upon learning of a positive case of Covid, the School will contact the Fort Mojave Indian Tribe's Health Department. In addition, the School will contact any student/family/staff or community member that has been in contact with an infected person on campus.
Diagnostic and screening testing	Y	The School has implemented screening protocols for students and staff. Thermometers are in each classroom should a child feel ill. Staff are informed of what symptoms to be aware of for themselves and their students. Regular testing is provided by the Fort Mojave Indian Tribe's Health Department.
Efforts to provide vaccinations to school communities	Y	The School has resources to make referrals and recommendations for vaccinations (primary referrals are to the FMIT Health Department).

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Appropriate accommodations for children with disabilities with respect to health and safety policies	Y	Students with disabilities have equal access to education while following proper health and safety policies and protocols. When meeting students one-to-one, the School has dividers in place and staff/providers are masked appropriately.
Coordination with State and local health officials	Y	The School is in regular communication with the FMIT and Mohave County Health Departments. The School implements policies and procedures in accordance with state and local guidance.

How the LEA will ensure **continuity of services**, including but not limited to services to address **students' academic needs and students' and staff social, emotional, mental health, and other needs**, which may include **student health and food services**

### How the LEA will Ensure Continuity of Services?

The School is taking several steps to ensure continuity of services that will address students' academic, and our school community's social, emotional, mental health and other needs. The School's instructional program is centered around a computer-assisted content delivery system and can easily transition from in-person to at-home (remote) learning. The School has added an instructional component to assess students' current academic status and implement an individualized intervention (skills-based) program tailored to their academic needs. The School will rely upon data to guide our instruction and interventions. We are providing professional development and instructional coaching opportunities regularly on instructional strategies, SEL and data driven instruction.

### Students' Needs:

Academic Needs	Students are supported by teachers and instructional facilitators with an RTI that uses a computer-assisted version of the flooding model. Teachers and instructional facilitators will use data to guide them in interventions and lesson modification, along with project-based learning to fill in the gaps. All lesson modifications will include targeted differentiated instruction and address the needs of SWD, EL and students with challenges.
Social, Emotional and Mental Health Needs	The School designated a staff member (site director) to implement our SEL program and facilitate referral (when necessary) to the FMIT Mental Health Services Department. In addition, she will be a participant in the "flooding" groups as an emotional support person.
Other Needs (which may include student health and food services)	The School provides our students and families with a list of resources and contacts that address food insecurity. The FMIT community has vast resources available to the community.

### Staff Needs:

Social, Emotional and Mental Health Needs	The School has built a community of support and warm regard for one another. The site director meets weekly (if not daily) with all instructional staff one-to-one and instructional facilitators during professional development. Staff is encouraged to discuss any/all concerns and we have a level of transparency with one another that is rare and valued.
Other Needs	

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The LEA must regularly, but no less frequently than every six months (taking into consideration the timing of significant changes to CDC guidance on reopening schools), **review and, as appropriate, revise its plan** for the safe return to in-person instruction and continuity of services **through September 30, 2023**

**Date of Revision**

**August 4, 2021**

### Public Input

Describe the process used to seek public input, and how that input was taken into account in the revision of the plan:

The Fort Mojave Indian Tribe is a tight-knit community. Most communication and feedback occur during one-to-one conversation (surveys and questionnaires have not been an effective data gathering tool in the past). During the summer school session (July 12 – August 6, 2021), students, parents, community members and Tribal Council were all invited to share their thoughts, wants, needs and concerns with the School's leadership team. The overwhelming response was that parents wanted their children to receive additional academic support and shared concerns of their child/ren meeting the required high school graduation criteria.

## U.S. Department of Education Interim Final Rule (IFR)

### (1) LEA Plan for Safe Return to In-Person Instruction and Continuity of Services

- (a) An LEA must describe in its plan under section 2001(i)(1) of the ARP Act for the safe return to in-person instruction and continuity of services—
- (i) how it will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the CDC:
    - (A) Universal and correct wearing of masks.
    - (B) Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding)
    - (C) Handwashing and respiratory etiquette.
    - (D) Cleaning and maintaining healthy facilities, including improving ventilation.
    - (E) Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments.
    - (F) Diagnostic and screening testing.
    - (G) Efforts to provide vaccinations to school communities.
    - (H) Appropriate accommodations for children with disabilities with respect to health and safety policies.
    - (I) Coordination with State and local health officials.
  - (ii) how it will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health, and other needs, which may include student health and food services.
- (b)(i) During the period of the ARP ESSER award established in section Start Printed Page 212022001(a) of the ARP Act, an LEA must regularly, but no less frequently than every six months (taking into consideration the timing of significant changes to CDC guidance on reopening schools), review and, as appropriate, revise its plan for the safe return to in-person instruction and continuity of services.
- (ii) In determining whether revisions are necessary, and in making any revisions, the LEA must seek public input and take such input into account
  - (iii) If at the time the LEA revises its plan the CDC has updated its guidance on reopening schools, the revised plan must address the extent to which the LEA has adopted policies, and describe any such policies, for each of the updated safety recommendations.
- (c) If an LEA developed a plan prior to enactment of the ARP Act that meets the statutory requirements of section 2001(i)(1) and (2) of the ARP Act but does not address all the requirements in paragraph (a), the LEA must, pursuant to paragraph (b), revise and post its plan no later than six months after receiving its ARP ESSER funds to meet the requirements in paragraph (a).



- (d) An LEA's plan under section 2001(i)(1) of the ARP Act for the safe return to in-person instruction and continuity of services must be—
  - (i) In an understandable and uniform format;
  - (ii) To the extent practicable, written in a language that parents can understand or, if it is not practicable to provide written translations to a parent with limited English proficiency, be orally translated for such parent; and
  - (iii) Upon request by a parent who is an individual with a disability as defined by the ADA, provided in an alternative format accessible to that parent



**Pillar Charter School**  
Pillar Academy of Business & Finance  
Pillar Academy Online & On-Site Learning Centers

# **TEAM REOPENING & MITIGATION GUIDANCE**

*OUR INITIAL RESPONSE TO COVID-19*

***Revised August 4, 2021***

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## INTRODUCTION

As we face the challenges presented by the novel Coronavirus, safety remains our top priority. This plan is to aid in navigating the reopening of our campus where employees, students, and staff have clear guidelines to ensure comfort and safety and mitigating the spread of Covid-19. The guidelines, procedures and protocols referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the Arizona Department of Education (ADE), and other applicable local, state, and federal agencies.

## GUIDING PRINCIPLES

To ensure the continued health and well-being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

## SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

### PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, students, and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	May	<ul style="list-style-type: none"> <li>• Supplies, equipment</li> <li>• Prepare detailed work schedule for phases.</li> <li>• Prepare building and transportation for reopen with thorough cleaning</li> </ul>
Phase 1	June	<ul style="list-style-type: none"> <li>• Implement social distancing protocol and open facilities with limited access/use</li> </ul>
Phase 2	July	<ul style="list-style-type: none"> <li>• Expand use of school based on recommendations and data from CDC and applicable state and local agencies</li> </ul>
Phase 3	August	<ul style="list-style-type: none"> <li>• Open school</li> <li>• Expand full operation based on recommendations and data from CDC and applicable local and state agencies.</li> <li>• Determine what restrictions/guidelines stay in place</li> </ul>



## **EMPLOYEE AND STUDENT SAFETY**

### **VISITOR RESTRICTIONS**

For everyone's safety, Pillar Charter School will not allow normal visitation to our campuses until reopen date. Only PCS staff are allowed on campus during preparation for reopen. Once the school is re-opened, visitors will be limited, screened, and required to follow current CDC guidelines.

### **EMPLOYEE SCREENING AND PROTOCOLS**

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing.
- Chills
- Repeated shaking with chills.
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19.

All screening information will be kept confidential.

**SEE ATTACHMENT: SELF-SCREENING PROTOCOL**

### **HEALTH PROTOCOL**

- If an employee becomes ill at work or if another person (contractor, volunteer, etc....) is exhibiting symptoms of COVID19 on school property, they may be asked to leave the premises and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact our site director. You may be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID19, you may return to work when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. You have improved in respiratory symptoms (cough, shortness of breath, etc.); and
3. At least 7 days have passed since symptoms first occurred.

- If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work until the three criteria listed above have been met.

## GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you, or someone you have been in contact with, has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home.
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
  - a. Your healthcare provider
  - b. Our Principal
  - c. Your supervisor
3. Your supervisor will work with our principal to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

## SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. PCS employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – One person at a time will be allowed in the front office with our secretary. Taped lines on the floor will mark the area in which you may stand to maintain the social distancing requirement of 6 feet.
- Spontaneous Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided in the parking lot, on campus, etc...

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

To minimize exposure to COVID-19, we will be using PPE which will/may include:

**Masks:** Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

**Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

*Please note that social distancing should still be practiced even with the use of gloves and masks.*

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

## PERSONAL WORKSPACE/CLASSROOM

PCS staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

## SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, with special attention to commonly touched surfaces. PCS has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The PCS Custodial Team will clean all workspaces at their designated cleaning time.

*Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces. Please do not use your own personal cleaning supplies or mix school cleaning supplies.*

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

**Capacity**– PCS will be monitoring the number of employees in shared spaces. Employees should only use the work room during scheduled preparation times. If this space is needed before or during after school, please maintain Social Distancing guidelines, taking turns if necessary.

**Conference/Classrooms** – Certain conference/classrooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Google Meets as a virtual option even for employees in the office or school.

**Breakrooms or Teacher Lounge/Multipurpose Room**–These spaces could be closed for use depending upon infection rates and risk. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves. Each employee is responsible for wiping down and sanitizing appliances, faucets, etc...

## FACILITIES CLEANING

The safety of our employees and students is our priority. Our campus and buses have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and

reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

## GENERAL DISINFECTION MEASURES

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day Teachers sanitize doorknobs after each touch.
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	At the end of each use by staff/Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	At least 4 times a day
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each use, morning, afternoon, and any additional trips
<b>Common Areas</b>	Office, Workroom, Conference rooms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site will be 100% disinfected prior to anyone returning to work.

## GENERAL DISINFECTION MEASURES PROTOCOL

General measures will be followed regularly. Trash will be removed after meals and collected each night. All rooms will be vacuumed/mopped each night. Desks and common areas will be cleaned as we have before Covid19.

## CLEANING AND DISINFECTION PROTOCOL

- Cleaning and sanitizing will be conducted throughout the day by all staff as a general precaution.
- Classrooms, offices, common areas campus-wide and buses will be sanitized with an industrial strength sprayer.

## SIGNAGE

Signage will be placed throughout the offices and school.

Examples:



## FOOD OR OTHER DELIVERIES

Bringing or sharing refreshments during meetings is prohibited to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages should not be delivered to PCS.

## PREVENTIVE MATERIAL INVENTORY

PCS will provide an adequate supply of:

1. Soap, disinfection, hand sanitizer, paper towels, and tissues
2. Masks, face shields and other protective gear
3. Touchless thermometers on-site for employee and student screening

## BUS DRIVERS/BUS PROTOCOLS (if applicable)

Bus drivers or custodial staff must disinfect the buses at a minimum:

1. Immediately after morning route
2. Immediately following afternoon routes
3. Any use of the bus in addition to morning and afternoon routes

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days.

## COVID19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to our designated **isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room:

- Administration must complete the **Attachment: Suspected COVID19 Case Form**
- Staff attending the suspected infected person, should wear a protective mask and gloves while working with the suspected infected person.
- Administration will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- Administration must identify persons who may have encounter the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact Administration.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

## **RESTROOM USAGE DURING THE WORKDAY**

We have established maximum capacity for our restrooms and placed signage. We have also provided supplies for employees to clean up after themselves in staff only restrooms.

## **VISITORS ON CAMPUS**

The safety of our staff and students remains our primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building.

## **CAFETERIA AND MEAL PERIODS**

Students may bring their own meals or be served individually plated meals in the classrooms or outdoors, instead of the cafeteria for both breakfast and lunch.

Students will not have access to the microwave.

PCS will use disposable food service items.

## **MODIFIED ARRANGEMENTS**

Seating/desks are at least 4-6 feet apart.

All desks will face forward and no groupings or pairings of students will be allowed.

Students on the school bus will be spread apart, seated with siblings, and if necessary, seated closest to classmates.

Physical guides, such as tape on floors or sidewalks and signs on walls, are placed to ensure that staff and children remain at least 6 feet apart in lines and at other times.

Common areas such as cafeteria and playgrounds will be closed. In the event of shared equipment, it will be cleaned and disinfected between use.

## **TRANSPORTATION CHECKLISTS**

Sanitation logs will be turned in to the Transportation Director after completing your last route. All surfaces must be cleaned with a disinfectant solution. Bus drivers will always wear masks.

## **SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS & STAFF**

Administration will develop videos and resources for parents and teachers to access. Administration will work with students individually or in small groups to address any well-being needs. Professional

development for teachers and paraprofessionals will address creating trauma sensitive classroom and campus environments.

### **STAFF TRAINING**

1. **Pre-return to school training-**  
Presented remotely to ensure understanding and preparedness to align with this manual.
2. **First Day Training/Orientation**  
Align local protocols and procedures with this manual; meeting area adheres to social distancing protocols or is presented via digital platform such as Google Meets.
3. **Cleaning Crew Protocols**  
Disinfection methods, comprehensive cleaning training

It is especially important that all employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District checklists
3. Response Teams
4. Disinfection Measures
5. Transportation
6. Isolation protocols
7. On site health screening
8. Daily self-screenings
9. Visitors
10. Cleaning Crew Protocols

## **COMMUNICATION METHODS**

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website.
3. Follow our social media platforms.
4. Google Classroom
5. Option 3 on new phone system
6. Updated email "mailing lists."

## SECTION II. ACADEMICS AND HOME-BASED LEARNING

PCS developed a COVID19 plan to organize and develop systems in place for our school's reopening. It has been a team effort of various departments and grade levels to get a diverse set of knowledge and skills. Our shared goals are as follows:

### 1. Optimize Professional Development

Tasks: Develop a plan for professional development for our staff for:

1. Trauma Informed Classrooms
2. Hybrid Teaching and Learning
3. Understanding the Cognitive Needs of Students from Poverty

### 2. Optimize Instructional Services

**Re-entry Plan:** We will gather data through a STAR Reading & Math baseline assessment to determine proximal learning.

**Instructional Gaps:** We will analyze the data from the baseline assessment to determine where the gaps are with each student.

**Scope and Sequence:** We may need to integrate previous grade level standard with our current grade level instruction. Using data to drive instruction, and the results of STAR we can help close gaps, while staying on course to cover our required grade level content.

**At Home Learning Packets, Online Learning:** Students in-person and at-home (when necessary) will be provided with laptop computer and internet access at home. In the event of a campus closure, all resources, such as worksheets, videos...will be available in Google Classroom, Edmentum Courseware, ExactPath and Renaissance Learning. Allowing students MAXIMUM flexibility and access to resources.

### 3. Optimize Facility, Safety, and Security

- PCS developed the re-entry plan of students and staff in the building and outlined all safety protocols. These plans follow the recommendations of the CDC, will be further detailed in staff and student/parent handbooks, and reinforced by signage and multiple modalities of communication.

### 4. Optimize All Available Resources

- A needs assessment survey was created to help PCS assess the technology needs of the families.
- ESSER funds will purchase any additional technology components for student use while at home.

### 5. Optimize Student Service

- Administration and instructional facilitators will focus on addressing the social-emotional well-being of our students. In addition, we will work to address any parent concerns with special education and 504 services.



## **GRADING POLICY**

### **Grading and Attendance**

To receive credit and attendance for the courses for this school year students are expected to complete the assignments. The grading policy remains the same and protocols will be established to ensure students are completing assignments and coursework.

### **Completion Protocols**

Students not making progress, not completing academic units, or opting not to participate during a school-closure, will be eligible for summer school or virtual summer school.

## **RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSES**

If the school does not reopen or must close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

All student work is done digitally and online. Therefore, students are expected to continue their coursework using the same protocols as when they are on-site and in-person. Teachers may require periodic Google Meets meeting to check-in, tutor or provide additional guidance during a school closure.

## **ONLINE INSTRUCTION**

Edmentum Courseware and Google Classroom are our online components to help deliver instruction.

## **III. EXTRACURRICULAR AND DISTRICT-WIDE PLANNING**

**Currently we are not participating in any sports, afterschool programs or field trips.**

**THANK YOU EVERYONE FOR YOUR PATIENCE AND COOPERATION!**