



Promise Academy's Guide to a Safe Reopening

July 1, 2020

Revised July 31, 2020

Dear Promise Academy Parents

We know our parents, students, teachers and staff have been waiting to hear more details of our plans to return to school and what this year will look like for all our stakeholders. The document contains plans for our reopening in the fall with the best information available at this time. The pandemic has disrupted all our lives and our normal educational processes and systems. We are counting on everyone's flexibility and understanding as we venture into this unknown territory. However, Promise Academy has always risen to the challenge, in fact our tag line from our inception has always been **Rise Above** and we will do it by **Keeping the Promise** of educating our students for the challenges that lie ahead.

We are doing our best to ensure that students can safely learn next year no matter what environment they are in. Your cooperation will be critical in keeping our schools safe; keep your students home if they are sick, check the temperature of yourself and your students before coming to school everyday (temperatures will also be checked at school), and limit unnecessary travel/self-quarantining after necessary travel.

Overview of the plan:

Parents will choose whether they want their student to attend school in person or virtually for the first semester of 2020-2021, pending recommendations of the Shelby County Health Department. We recognize that our families have different needs, and we want each family to be able to make a choice that is safest for them. We are asking each family to make a choice for the first semester by 7/20 so that we can appropriately plan and staff our schools, but we will consider requests to switch during the semester on a case by case basis. All families will be given a chance to make a choice for the second semester later in the year.

The 2020-2021 School year is scheduled to begin Wednesday, August 26th, but that continues to be dependent on Shelby County Health Department recommendation.

Face masks will be required for all students, staff, and visitors on all campuses and on buses. Masks are a critical part of keeping our staff and students safe from COVID. Each family will need to ensure that their students arrive at school masked on a daily basis. If your student has a condition that prevents them from wearing a mask, you will need to reach out to your principal for guidance.

On all campuses, we will socially distance as much as possible. We are planning on using all available space on all of our campuses, including non-traditional classroom spaces such as the gym and cafeteria, so that we can keep students as far apart as possible as much as possible.

Students will be provided with a device to access online learning. We also plan to distribute hotspots to those parents that need access. Stay tuned for more details on device and hotspot distribution.

Our school calendar has been adjusted to reflect a later opening date.

As of this date, we will **not** administer COVID-19 tests to staff or students. While we are putting in place other health measures such as temperature checks and encouraging all students and staff who exhibit symptoms to stay at home, we are leaving COVID-19 tests to the health experts. If you are experiencing symptoms, we strongly encourage you to visit one of the many testing sites in Memphis.

We will continue to follow guidance from the state and our LEA authorities (SCS, ASD), and communicate with our families and staff as frequently as possible. This year is bound to be unlike any school year we have experienced before, and it is likely that the situation and the guidelines for schools will change multiple times. We will make decisions using the best data and direction we have available to us at the time. We will do our best to communicate any changes as soon as possible. We appreciate the flexibility of our staff and families as we work through this pandemic.

Sincerely,

A handwritten signature in cursive script that reads "Thomas A. Beazley". The signature is written in black ink and is positioned above the printed name and title.

Thomas A. Beazley
Executive Director

Parent Choice for the 2020-2021 School Year

Parents have two options for their students: in-person or virtual education. We encourage you to consider each option, and choose the one that best meets your student's needs. No matter what option you choose, your child will have access to quality instruction. In either environment, we will have grading and attendance policies to maintain high expectations.

Option 1: Students can attend school in-person – Dependent on Guidelines from Shelby County Health Department.

Option 2: Students can continue their learning for first semester virtually from home with teachers from the network.

Option 1: Students can attend school in-person.

Should parents choose to have their students attend school in person, we are excited to welcome students back into the building this fall. We have been working all summer to make preparations for students to return to school safely in the fall. However, since COVID-19 is contagious and unpredictable, parents should be prepared for students to temporarily switch to virtual learning if health professionals indicate that this is the best option. In this case, students will be provided with a device and transition into virtual learning with their teachers.

The following are the key changes we are making to ensure safety for our students choosing in-person learning:

Cohorts of Students: In grades K-5, students will stay with the same group of students all day long in the same classroom to limit interactions with other students. Teachers will rotate in and out of the classroom to offer instruction in different subjects. Students may leave the classroom to participate in their elective classes, but transitions will be monitored so that they do not come into contact with other students. In PE, students will engage in distanced activities, with PE classes outside if possible. If a student requires ELL, SPED, or RTI services, they may be pulled from their cohort classroom into another classroom where social distance will be maintained. As much as possible, we will keep students with other students from their cohort.

Social Distancing: We will maintain social distance as much as physically possible within our classrooms. We have eliminated non-essential furniture in each classroom so that we can distance student desks as much as possible. Desks will face the same direction. We are planning on utilizing non-traditional classroom spaces like the gym and cafeteria to provide additional learning space for students. We will use signs and markers to encourage students and staff to maintain social distance.

Face Masks: All staff and students in grades K-5 will be expected to wear a face covering that covers their mouth and nose. Promise will provide some masks in case of need, but all families should include masks in their back to school supply list purchases. If the guidance about masks changes, we will revisit our policy. **Visitors on campus will be limited and will require an appointment.** They will also be required to wear a mask. If your child has a medical issue that prevents them from wearing a mask, please consult your building principal.

Handwashing: Classroom schedules will include time for handwashing. Hand sanitizer and disinfecting wipes will be available in classrooms and at key points around the building.

Increased Cleaning: All classrooms and buildings will undergo nightly cleaning.

- Common areas (Auditorium/Multi-purpose Room, Cafeteria, Classrooms, Hallways, Library, Office Areas, Stairwells and Teacher Work Areas) will be cleaned and disinfected a minimum of 2x's a day
- Clean and sanitize counters, desktops, seats, table tops, handrails and doors (handles & windows)
- Sweep/vacuum/mop floors/empty trash
- Water fountains are closed and students will be issued Promise water bottles for them to have at their desks.
- Check and restock all tissue, paper towel, hand soap and hand sanitizer dispensers
- Restrooms are to be cleaned and disinfected a minimum of 4x's a day (2x's during am hours, 1x during pm hours, & the end of shift).
- Clean and disinfect countertops, sinks, toilets, urinals, and flush valves
- Sweep/mop floors
- Clean partitions, stalls, walls, and doors
- Check and restock all tissue, paper towel, hand soap and hand sanitizer dispensers

Temperature Checks – As of this date, will not administer or require COVID-19 tests of teachers or students. While we acknowledge that testing and contact tracing are essential tools in the epidemiological response to the pandemic, testing and contact tracing are solidly in the domain of health professionals. However, every adult and student will have their temperature checked before they enter the building in the morning. Each school will provide specific instructions about their temperature procedure during registration. Students with a temperature higher than 100.4 will be sent to an isolation room and will need to be picked up immediately. Staff with a temperature higher than 100.4 will be told to return home immediately. Students and staff returning to school after a failed temperature check will need a doctor's note.

In addition to temperature checks visitors will be asked the following questions: Have you been in close contact with a confirmed case of COVID-19?; Are you experiencing a cough, shortness of breath or sore throat?; Have you had a fever in last 48 hours?; have you lost sense of taste or smell?; Have you had vomiting or diarrhea in the last 24 hours? If the answer is yes to any question, Promise Academy will direct them to leave and seek medical care and/or COVID-19 testing.

Movement in School: Movement in the hallways will be directed and restricted as much as possible to ensure social distancing. Signs and posters indicating that masks are required, and other information pertaining to COVID-19 related will be prominently displayed throughout the school. These displays will include procedures and processes for students, staff and visitors to comply with during their time on campus.

Before and After Care: Parents of scholars who attend before or after care will receive a copy of guidelines from the Boys & Girls Club that details processes and procedures for the program including arrival and departure. These guidelines are aligned with the CDC and Shelby County Department of Health recommendations.

Drop Off and Pick Up: Each campus will provide details on specific drop off and pick up procedures during registration. Parents should anticipate not walking their students into the building and picking up/dropping off promptly so that students do not linger on campus. Students will no longer gather in common areas in the morning and afternoon; they will report directly to their cohort classroom.

Meals: Promise Academy will utilize the cafeteria for meals to whatever extent possible. Based on their campus, parents and students can expect some combination of grab and go meals, meals consumed in classrooms, an increased number of lunch periods and/or shorter lunch times. Shelby County provides our meals for the schools and more information will be forthcoming and shared with families as it becomes available to us.

After School Activities: We know many of our students enjoy participating in afterschool sports and activities, but many of these activities carry additional risks during the pandemic. Afterschool sports and activities are suspended until further notice.

Parent Meetings: Parents can request virtual or phone meetings to discuss their student's process. All parents are welcome at Promise Academy; however, appointments must be scheduled to ensure proper procedures are followed. Plexiglass has been installed in the offices and we ask all staff and visitors to remain behind the plexiglass at all times. Parents and visitors requesting appointments will follow the same protocols as staff - temperature check and questionnaire.

Recess: All K-5 students will still have recess; however, they will only have recess with their cohort and will not be able to access playground equipment until further notice. Students will engage in age-appropriate, distanced activities during recess.

Bus Transportation: Parents will need to decide if they want their student to ride the bus after reviewing our plan for bus transportation. Students will be required to wear a mask on the bus. Busses will be cleaned before and after each route. Students who ride the bus will have their temperature checked when they arrive at school. Since buses are often warm in the summer, if a student fails the initial temperature check, they will be isolated and give a chance to cool down before being issued a second temperature check. If they pass the second check, they can attend school. If they fail the second check, they will need to remain in the isolation room and be picked up immediately. Once we have enrollment numbers and bus numbers, we will communicate with parents about specific social distancing realities on buses and the number of routes that will be available.

Field Trips: There will be no first semester field trips.

Devices and Hotspots: Given the uncertainty of the situation, all students in K-2 will be issued iPads and all students in 3-5 will be issued Chromebooks. Hotspots will be available on a limited basis, first issued to families who have opted for virtual learning.

Procedure for when a student or staff member tests positive: It is critical to the health of our staff and students that Promise Academy be made aware of any student or staff member that has tested positive for COVID-19. All staff and students can be assured of confidentiality and privacy when reporting their positive test results. Promise Academy will follow all current CDC and health department guidance on what to do when students or staff exhibit symptoms and when a case is suspected/confirmed. Students or staff who exhibit symptoms will be directed home to self-isolate and seek medical attention, as necessary. Positive or suspected cases will be confirmed with the local Department of Public Health who will assist with developing recommended next steps based on the level of potential exposure. According to the most recent guidance from the SCHD, those who may have come in close contact with a confirmed case will be directed to self-isolate and self-monitor for potential symptoms. This may result in the temporary closure of school buildings for two to five days.

At a minimum, in the event of a confirmed case, Promise Academy may close off portions of the building for a period of 24 hours and allow for additional cleaning/disinfecting before reopening. According to the most recent guidance from the SCHD, before returning to work or school in person, anyone who has tested positive for COVID-19 must wait at least 72 hours after symptoms ceased (resolution of fever and improvement in respiratory symptoms) AND 10 days since symptoms first appeared. Depending on the extent of positive cases within a school, a school may need to close for up to two weeks and then stagger student attendance upon restarting. During this time those students will shift to our virtual instruction model so that students and teachers will continue uninterrupted teaching and learning. The school will seek additional information from local and state authorities when questions and concerns develop. In addition the school will continue to adhere to COVID-19 safety requirements as set forth by local and state authorities.

Our facilities use MERV 9 air filters. The American Society of Heating, Refrigerating, and Air-Conditioning Engineers or ASHRAE recommends a MERV rating of at least a 6 for schools. National Air Filters will change filters quarterly. This increased change and higher than recommended MERV rating will ensure healthy air quality at our schools.

Communal areas such as teacher lounges, high traffic areas, and communal devices such as telephones and printers will have hand sanitizing stations near them. Additionally high traffic and communal areas are on a routine cleaning schedule that will be validated with a signature of the responsible person after each cleaning/sanitizing. Office telephones will only be used by office staff and sanitized after each use.

Should there be a need for parent meetings for distribution of computers or other matters CDC and Shelby County guidelines for social distancing, wearing of masks and maintaining distances equal to or greater than 6 feet will be required. At no time, until further information is provided by the Shelby County Health Department will the building capacity exceed 50%

Each school location is hosting several virtual parents meetings to review school protocols and procedures for picking up and dropping off devices, how to use the technology, arrival and dismissal procedures, and safety practices to prevent the spread of COVID-19.

Option 2: Students can continue their learning for first semester virtually from home with teachers from Promise Academy.

The most important thing we want to communicate about this option is that it will be nothing like the distance learning that students engaged in during spring of 2020. Students can expect to be engaged in academic activities for about the same amount of time they would be in school every day. There will be live instruction for students each day, some of which will take place in small groups. Attendance will be tracked and mandatory and students will be issued grades for the work completed in accordance with Promise Academy's grading policies. If a student requires SPED, ESL, 504, or RTI services, they will be provided virtually.

Devices: Our goal is to provide all students with a device for the 2020-2021 school year. We will begin device distribution by prioritizing those students who have opted for virtual learning and then move on to other groups of students. We anticipate having a full schedule for device distribution later this month.

Hotspots: Promise Academy has limited hotspots and will provide them to parents who do not currently have internet access. All families are required to have internet access who opt for virtual learning.

Device and Platform Training: We will offer virtual training for our parents and students on both the devices and the platforms we are using. We will also create recordings of these training sessions and have them accessible on the website if families need additional support or cannot make the training. Details about the training will be distributed during device distribution.

Parent and Student Communication: We know that it is crucial to communicate with parents and students when we do not see them every day. As part of virtual learning, you can expect the following:

- A weekly email from teachers with the objectives, resources, and information about the week ahead
- Weekly office hours where parents/students can drop in with any questions they have

- At least one small group check in each week for your student with one of their teachers
- Quick response (24-48 business hours) on all emails sent to teachers
- Updated teacher websites with information for the week's assignments and meetings
- A sheet that has all of your logins and passwords to various platforms
- Sample Daily Schedules: Please see the sample daily plans for each grade band. While scheduling may change slightly based on the number of students choosing virtual learning, your student can expect the following each day. Students should be prepared to engage in approximately 6.5 hours of learning a day with scheduled times for live virtual instruction. A few important notes:
- Students who require SPED, ESL, or 504 accommodations or services will receive them during virtual instruction.
- There will be designated times each day where students must be present in virtual class via Zoom or Google Classroom, but there also be unstructured time each day for students to complete their independent practice and assigned activities.
- When the schedule says "minutes of teacher led instruction or teacher assigned activities," we anticipate some of this time will be direct virtual instruction from teachers and some of this time will be independent work time. This time may also include time working in a small group with a teacher.
- It is our intention to keep our virtual and in-person students on the same pacing for standards so that if/when students return to in-person school they are able to transition seamlessly.
- When students are not in scheduled classes, we encourage them to take breaks as needed. Teachers will provide ideas for breaks in their weekly emails to parents and students.
- We anticipate that our students will most likely need an adult to help guide them and keep them on track

Content Delivery and Time On Task: Elementary K-2

Subject	Time on Task	Daily Activities and Assignments	
English	120 min/day	<ul style="list-style-type: none"> 120 minutes of teacher led instruction or teacher assigned activities 	
Math	90 min/day	<ul style="list-style-type: none"> 90 minutes of teacher led instruction or teacher assigned activities 	
Social Studies	45 min/day	<ul style="list-style-type: none"> 45 minutes of teacher led instruction three days a week; may incorporate additional literacy practice (MWF) 	<ul style="list-style-type: none"> 45 minutes of teacher assigned activities two days a week; may incorporate additional literacy practice (TTH)
Science	45 min/day	<ul style="list-style-type: none"> 45 minutes of teacher led instruction two days a week; may incorporate additional literacy practice (TTH) 	<ul style="list-style-type: none"> 45 minutes of teacher assigned activities two days a week; may incorporate additional literacy practice (MWF)
Elective Classes: Art, Music, PE, Computer	45 min/day	<ul style="list-style-type: none"> 45 minutes a day of live or recorded activities from our elective teachers on a rotating schedule 	
Intervention /Study Hall (Students who need RTI will work with an interventionist during this block)	45 min/day	<ul style="list-style-type: none"> 45 minutes a day of ELA additional practice on a digital platform 3 days a week (MWF) 	<ul style="list-style-type: none"> 45 minutes a day of math additional practice on a digital platform 2 days a week (TTH)
Total Time Per Day: 6.5 Hours Total Time Per Week: 32.5 Hours			

Content Delivery and Time On Task: Elementary 3-5

Subject	Time on Task	Daily Activities and Assignments	
English	120 min/day	<ul style="list-style-type: none"> • 120 minutes of teacher led instruction or teacher assigned activities 	
Math	90 min/day	<ul style="list-style-type: none"> • 90 minutes of teacher led instruction or teacher assigned activities 	
Social Studies	45 min/day	<ul style="list-style-type: none"> • 45 minutes of teacher led instruction three days a week; may incorporate additional literacy practice (MWF) 	<ul style="list-style-type: none"> • 45 minutes of teacher assigned activities two days a week; may incorporate additional literacy practice (TTH)
Science	45 min/day	<ul style="list-style-type: none"> • 45 minutes of teacher led instruction two days a week; may incorporate additional literacy practice (TTH) 	<ul style="list-style-type: none"> • 45 minutes of teacher assigned activities two days a week; may incorporate additional literacy practice (MWF)
Elective Classes: Art, Music, PE, Computer	45 min/day	<ul style="list-style-type: none"> • 45 minutes a day of live or recorded activities from our elective teachers on a rotating schedule 	
Intervention/ Study Hall (Students who need RTI will work with an interventionist during this block)	45 min/day	<ul style="list-style-type: none"> • 45 minutes a day of ELA additional practice on a digital platform 3 days a week (MWF) 	<ul style="list-style-type: none"> • 45 minutes a day of math additional practice on a digital platform 2 days a week (TTH)
Total Time Per Day: 6.5 Hours Total Time Per Week: 32.5 Hours			

Anticipated Online Platforms and Resources: This list includes major online resources we anticipate teachers using. Teachers may supplement with additional resources as appropriate.

- K-5 Google Classroom Hub for all resources for all virtual classrooms; virtual video meetings
- Zoom Virtual Meetings
- Mastery Connect assessment portal where students can take assigned standards- aligned quizzes and tests
- Zearn Math
- Brain Pop
- Khan Academy
- PBS Kids