



University Academy Plan for Fall 2020

This document serves as a supplemental guide to University Academy's Handbook. The purpose of this guide is to outline the modifications of University Academy's plan to return to school. The administration recognizes and accepts the challenge of finding ways to continue serving students academically, even during times of disruption.

Since University Academy was shut down in mid-March, the administration, faculty, and staff have been adjusting to the unique challenges of COVID-19. Regardless of uncertainty caused by COVID-19, **UA will reopen on August 10, 2020 for Face-to-Face Instruction.** Reopening UA will require coordination, communication, and flexibility among all parties.

Coordination: Our top priority is the health and safety of our students and school personnel. Our return to campus will be guided by information from public health officials. We have worked diligently to limit our class sizes to 15 or less. Larger classes will rotate out of room 210 (our largest classroom).

Communication: Reopening will require diligent communication between the school, our students, and our parents. We will continue to use email, text alerts, and various social media outlets to ensure that parents are confident and aware of the measures put in place.

Flexibility: We recognize the need to be flexible with our rules and regulations that govern attendance, daily instruction, and assessments.

ALL STUDENTS AND STAFF ARE REQUIRED TO WEAR A MASK TO THE GREATEST EXTENT POSSIBLE; ESPECIALLY INDOORS.

In our preparations for reopening school in August, we have considered plans for four different scenarios:

1. All students are attending school in person
2. All students are remote
3. Students are occasionally remote
4. Students may choose to receive instruction 100% remote. Instructions included under Plan 2.

Plan 1: All Students in Physical Building

Students will return to school with modifications recommended by physicians

- Practicing Prevention
 - UA will use social media and email to inform parents, students, and staff of COVID-19 symptoms, preventative measures, good hygiene, and school specific protocols.

- School will provide hand soap, paper towels, and no touch trash cans in all bathrooms, classrooms, and frequently trafficked areas. Extra hand sanitizing stations will be added to campus. Extra times during the day allowed for hand washing.
 - Signage will be posted in classrooms, hallways, and entrances to communicate how to stop the spread.
 - Classrooms, restrooms and surfaces that are touched often will be cleaned throughout the day. Classrooms are cleaned after each class exits.
 - Water fountains will be touchless. Students are encouraged to bring their own water bottles.
 - Students are encouraged to bring hand sanitizer and wear required UA face masks or face shields.
 - Staff will be encouraged to wear face masks to the largest extent possible.
- **Entering School Buildings**
 - Staggered Entry times to avoid congestion. 7-8th grade students entry time is 7:35am; 9-12th grade students entry time is 7:45am.
 - Staggered Bell Schedule times to avoid congestion during class changes. 7-8th grade students will follow bell schedule A and 9-12th grade students will follow bell schedule B. (Posted in classrooms and included in the student handbook.)
 - Temperature screenings will be administered to all students and faculty when entering the building.
 - An isolation room has been established for students/staff who feel ill or experience symptoms while at school (Oakland 109A). Students and staff with a temperature of 100.4 will be isolated and sent home. **Documentation will be kept in the front office and student/staff must have a note from their doctor to return to school.** Isolation room will be sanitized after student/staff leave the room.
 - All visitors/volunteers are required to check in through the front office. Visitors and volunteers will be medically screened when entering the school.
 - **Transportation:** Morning drop off – The goal with morning drop off procedure is to eliminate unnecessary congregations of students and staff.
 - 7th and 8th grade will enter at 7:35 am
 - 9th and 12th grade will enter at 7:45 am
 - Rapides Parish Shuttle Bus will arrive at 7:30 am daily. Safety protocols provided by Rapides Parish will be followed.
 - **Lunch**
 - Social distancing protocols will be practiced, to the greatest extent possible.
 - Hand sanitizer and hand washing stations will be available for staff and students.
 - Students are encouraged to bring their own lunch or grab a lunch from the LSUA cafeteria (LSUA is following CDC guidelines) and eat outside. Extra seating will be available on the front lawn. (No congregating in the breezeway!)

Plan 2: All Students Remote (Students who chose remote instead of face-to-face instruction included here.)

Plans for remote learning are created for a potential localized 14 to 28 day rolling closure triggered by new outbreaks.

Principles of Remote Learning

1. **Establish and maintain regular interaction**

- To ensure quality instruction, verify performance and participation, teachers will keep in contact with students on a regular basis.
- 2. **Create opportunities for student centered learning**
 - In distance learning, the role of the teacher is a facilitator.
 - Students are encouraged to interact and collaborate with the teachers and peers in order to understand content and create their conclusions.
- 3. **Provide support for each student's learning process and autonomy**
 - Lessons will provide content and assessments that respect and accommodate the different needs and learning styles of each student.
- 4. **Ensure all course content is readily and easily accessible to all students**
 - Content and assessments should be user friendly in terms of technology and provide alternate means of access to the course material should there be problems with TEAMS.

Expectations for Remote Learning:

1. Teachers post lessons through Microsoft TEAMS. Lessons will include due dates, points assigned to each assignment, and a possible rubric. Link for live stream will be included in the TEAMS calendar.
2. Students complete assignments and turn them in through Microsoft TEAMS.
3. Schedule includes weekly remote meetings with each teacher. Located in the TEAMS calendar.
4. **Students are required to attend remote lectures hosted by each teacher.**
5. Daily assessments will be given to award **attendance** in classes. Also, time stamp of when entered and exited class.
6. Teachers will be available during normal school hours to answer questions by email.

Daily Schedule:

Monday - Thursday

8:00-9:25	1st Block
9:30-11:00	2nd Block
11:50-1:25	3rd Block
1:30-3:10	4th Block

Friday will be used to complete assignments and deep clean the school building. Students may contact teacher through email for additional assistance on assignments during normal school hours. **Students must maintain proper UA dress code while continuing remote learning.**

Plan 3. Students Occasionally Remote (Students absent for any reason for longer than 3 days or instead of attending Face-to-Face.)

- Accommodations will be made for teachers, administrators, school staff, and students who may be at heightened risk from COVID-19 due to their age or other health conditions.
- Lessons will be streamed through Microsoft Teams for students who are not able to attend in-person classes. Attendance will be taken daily by the teacher and recorded. Students are required to live stream into the classroom to receive lessons. **Students MUST BE in school uniform.**
- Lessons will be recorded and posted to Microsoft Teams for students who are absent to review.
- Assignments will be posted to Microsoft Teams for students who are absent.
- Communication of absence is necessary, and students will be responsible for all missed lectures, lessons and assignments in a timely manner. (Don't wait until you get back to school to get assignments.)

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2. Students complete assignments and turn them in through Microsoft TEAMS.
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4. **Students are required to attend remote lectures hosted by each teacher.**
5. Daily assessments will be given to award **attendance** in classes.
6. Teachers will be available during normal school hours to answer questions by email.

University Academy will allow students to bring their own device (BYOD) to school for digital learning.



University Academy of Cenla INFECTION PREVENTION PLAN



Every student who does not have technology at home will receive a Chromebook, if we are required to go virtual. All coursework will be available on Microsoft Teams.



Teacher training in Microsoft Teams and how to approach Virtual Learning. We have purchased new cameras and laptops for teachers.



Hand sanitizer stations will be added outside. Teachers will make sure that students sanitize when entering and exiting the classroom. Each classroom will be sanitized at the end of class.



Touch-free thermometers were purchased for every teacher and the office. Temperatures will be checked before entering class.



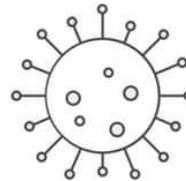
Any teacher who is transitioning to another class will use their own personal cart to transition to that classroom.



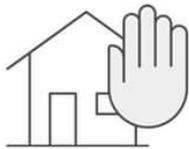
UA has increased our budget for sanitation supplies. We have purchased highly recommended sanitation supplies that are used in hospitals.



Floor stickers will be applied to remind students to wash and sanitize their hands. Physical Education classes in the first 9 weeks will include more emphasis on the importance of good hygiene techniques.



We are making a designated area for sick students waiting for parent pick up.



Encourage good hygiene by teaching students the proper way to wash their hands.



Purchase any water bottle to use instead of the water fountains. Students will be allowed to have water inside the classroom.



Students are to wear the required UA mask or any face shield. Please help students with understanding the importance of facial coverings.



Stay connected through texts, emails, and Facebook posts regarding infection levels and other important news.