

Trafton Academy Re-Opening Plan for the 2020-2021 School Year



Trafton Academy has put together a re-opening plan with input from faculty, staff, and parents, along with guidance from the Texas Education Agency. While these are uncertain times, we are putting together this plan in hopes of having as traditional a school year as possible under the circumstances.

The recent order by local officials has delayed our plans for the in-class option until Sept 8th. At this time, we do not expect to make any significant changes to the school calendar. However, additional mandates by local or other officials could cause this to change.

Please understand that these plans must be fluid because of ongoing developments and that they represent our best hopes for this fall. Should circumstances change or should government agencies dictate, some or all of this may change.

Our efforts this fall to offer both in-person and remote classes are a large undertaking. Our teachers are working out the details now. Please know that our highest priorities are the safety of our students and staff plus the continuation of the students' education. To be successful, the school will need the help and support of the entire Trafton community. This plan will outline some specifics of our plan to confront this current crisis and will detail some of what we will ask of our Trafton families to make this happen.

We understand that you may have further questions regarding policies and procedures after reading this. Please feel free to contact Mrs. Hutchins, Mr. Tatum, or Mr. Cone with your concerns.

We will distribute textbooks and school supplies to all families during the week of Aug. 17-21. A pick-up schedule will be announced later.

When we are allowed to return to in-person classes, we will ask families to commit to distance learning or on-campus learning. We will ask that this choice on your part be allowed to stand for three weeks, after which families will be allowed to request a change.

General Arrival and Dismissal Policy



To ensure as much safety as possible, morning drop-off for in-class students will be structured. Safety procedures must be followed for anyone entering campus, and only faculty, staff, and students will be allowed once in person classes can resume.

All students and school personnel will be screened before being allowed to enter. Students will have their temperatures checked before exiting their vehicles. If their temperatures are at or below 99.1, they will be allowed to enter the school.

Pre-K and Kindergarten Arrival and Dismissal



Please note: Drivers and passengers must be wearing masks when dropping off or making a pickup.

Pre-K and Kindergarten students may be dropped off as early as 7:30 A.M. in the small circle drive on Cliffwood. Temperatures will be taken, and upon approval, parents will remove students from their cars, and the students will be taken to a classroom by a teacher before school begins.

Morning homeroom for Kindergarten will begin at 8:00 A.M. Kinder students arriving after 8:00 A.M. will need to check in at the office where the same rules will apply. Pre-K will begin at 8:30 A.M.; students arriving after that time will need to check in at the office.

Dismissal for Pre-K and Kinder will be at 2:30 P.M. Teachers will walk students to cars, and parents will buckle them in. PreK and Kinder students leaving at 3:00 P.M. or after with older siblings will stay in their classroom or in a separate room for their grade.

Elementary Grades and Middle School Arrival and Dismissal



Please note: Drivers and passengers must be wearing masks when dropping off or making a pickup.

On the McDermed campus 1st-8th grade students may be dropped off as early as 7:15 A.M. Temperatures will be taken at the cars, and if necessary, parents will unbuckle children. Once temperatures have been found to be 99.1 or below, students will be taken to a classroom for their grade.

The Cliffwood campus (4th-6th grade) will open at 7:30 A.M. (Students in these grades may be dropped off on the McDermed campus when it opens at 7:15, and they will be separated into rooms for their grade until 7:30). Temperatures will be taken at the car before students get out. Once temperatures have been found to be 99.1 or below, students will be taken to a classroom for their grade.

Dismissal for grades 1-3 will be at 3 P.M. Parents will pull up and a teacher will bring the student to the car.

Dismissal for grades 4-6 and grades 7-8 will be at 3:20 P.M. Cars will pull in and students will be sent to the car.

Older sibling students will join the dismissal carpool of their younger siblings.

Dropoff and Pickup Times by Campus

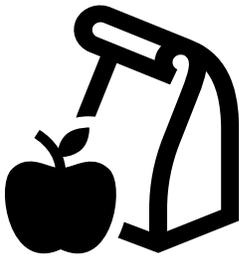
Grades	Main Campus Opens	Annex Opens	Start Time	Dismissal and Pick-up Time	After Care Dismissal
Pre K	7:30 AM		8:30 AM	2:30 PM	5:30 PM
Kinder	7:30 AM		8:00 AM	2:30 PM	5:30 PM
1 st -3 rd	7:15 AM		8:00 AM	3:00 PM	5:30 PM
4 th -6 th	7:15 AM	7:30 AM	8:00 AM	3:20 PM	5:30 PM
7 th -8 th	7:15 AM		8:00 AM	3:20 PM	5:30 PM

Day-to-Day Operations



NO VISITORS

Visitors, including parents, will not be allowed on campus. Only Trafton Academy students and personnel will be allowed to enter. For the duration of the pandemic, only faculty that are already on the campus will be allowed to tutor. Outside tutors will not be allowed to work with students at school. Please make arrangements with outside tutors to find an acceptable time and place away from the school.



Drinks, lunches, and snacks must be brought from home at the beginning of each school day. Trips to the snack bar and the delivery of lunches will resume after an evaluation of the opening of the year. Parents may not drop off lunches. Drinks, lunches, and snacks must arrive at the school with the students.

Parents may not drop off forgotten homework, jackets, or sports apparel. In the event of a team competition, athletic gear may be dropped off at the competition site.

Missed work due to absences can be handed to a parent through a car window. To avoid delays, please make sure you call the school to confirm your intent to arrive at a given time, then call again when you are at the school waiting in the car. Please do not attempt to pick up missed work during dismissal.

Students leaving school early or arriving late from an appointment will sign themselves in or out at the front desk. In the younger grades, the teacher will sign them in or out. Please call when you are ready for pick up or drop off. Children arriving at school late must have their temperature taken at the car before being allowed on the campus. Any early dismissal or late arrival will be escorted to or from the vehicle by a teacher or staff member.

Safety Steps at School:

In the classrooms, we have endeavored to keep class sizes smaller where possible.

- Touchless hand sanitizers will be placed in each classroom, and students will be encouraged to wash hands frequently. Teachers will instruct students (and parents should reinforce to the children) that masks should be worn even in the bathrooms.
- Teachers will have face shields and masks, with face shields being used while teaching at the front of the room and masks being added if social distancing (6'+) with the students is not possible. Students must wear a face mask or may wear a face shield and mask simultaneously.
- Desk spacing will be adjusted as much as possible.
- Improving air quality by updated all AC filters to HEPA where possible. Adding fans by doors or windows to allow for greater circulation with outside air.
- Plexiglass will be used to separate students at community tables such as in the science labs.
- All students need to have masks. Trafton will require all students in Pre-K - 8th grade to wear masks. Students need to have their own masks, and extras should be sent to school with them. Younger students may find a gaiter easier to use.
- We realize that mask wearing among the younger students will require more focused attention than they may be capable of, so our teachers will be “teaching” mask wearing to them, much as they would teach other social skills. Again, each student needs to arrive wearing a mask and have an extra mask.
- Students should come to school with their classroom supplies in their Trafton-supplied pencil bags. Students will not be allowed to share supplies.
- Desks and commonly touched surfaces will be disinfected throughout the day.



- Break and lunch times will be staggered to avoid students being outside in large groups. Playground equipment will be disinfected between groups.
- When practical, students may be outside for lessons. Teachers with students outside and appropriately distanced will let the students take “mask breaks.”
- PE coaches will keep students appropriately separated for physical activities and mask breaks.

The Instructional Day

Note: With the recent orders by local officials, all classes will begin virtually, starting on Aug 24th. The option to attend in-person classes has been postponed until Sept 8th.

Teachers will teach their regular classes for students who choose in-person instruction. In self-contained classes (PreK-6th) a substitute will cover the class part of the day while the teacher records or live streams lessons for students taking virtual classes at home. RenWeb will be used to keep parents updated on all work. Also, turning in work can be done digitally or with the large drop box secured on the porch by Mrs. Dobbs office on the main campus, as teachers request. For remote lessons in the 7th and 8th grades, recorded lessons will likely be the majority of instruction. Each subject teacher will record a class and then post that recording on RenWeb sometime later in the day.

Music and Band classes will be postponed at the start of the school year. We will evaluate resuming these classes either indoors or outdoors as the year progresses.

Trafton will use Zoom and RenWeb as our primary platforms, although it is possible that some teachers will want to supplement with lessons on other platforms. Teachers will inform families of these requirements. Remote instruction will be a mix of live and recorded lessons.

After School

Most clubs will be suspended, though we will evaluate each club separately according to the circumstance involved.

There will be no Winter Show for the Band or Music classes. We will evaluate the possibilities of a Spring show as circumstances change.

After school study hall will be separated according to their grade. Last pick-up will be at 5:30 P.M. See chart on Page 3.

Middle school sports teams will play a reduced schedule this fall (about ½ of a normal season) in coordination with the Greater Houston Athletic Conference. The delayed start and numerous safety precautions will be explained in an updated sports letter to be sent out in early August. To prevent the possibility of transmission, parent carpools will not be used for any sporting events. The Trafton buses will be used, including taking the players to practices.

No field trips or class trips of any kind will be taken at the beginning of the year. This will include the 7th and 8th grade Texas History Trip. We will consider resuming trips as the year progresses.

Carnival will not take place this Fall. We will consider holding a Spring Carnival later in the year.

For the Parents

If your child or someone in your household tests positive for COVID-19, you must notify the school immediately.

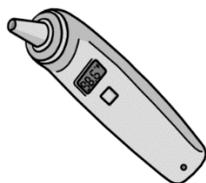
If your child is using a fabric mask or gaiter, ensure the mask is cleaned daily. Masks should not reference drugs, tobacco, alcohol, politics or be sexually suggestive or lewd in any way.

Please make sure your child has a labeled water bottle with them every day. Water fountains will all be turned off and nothing will be sold at the snack bar. Water bottle refill stations will be set up around the campus.

The format of Parent-Teacher meetings and Open House will be re-evaluated at a later date.

Procedures for Exposures and Possible Exposures

Possibility 1:



If a student or staff member has a temperature of 99.2-100:

- Student or staff member will be sent home for the day.

If a student or staff member exhibits COVID-19 symptoms, or has a temperature of 100.1 or higher:

- Student or staff member will be sent home.
- To return to school, the individual must provide a medical note by a physician that provides an alternative explanation for ***symptoms and reason*** for not ordering COVID-19 testing.

-OR-

The individual must remain at home and be fever free for 3 days without fever reducing medicine.

For the purposes of this document COVID-19 symptoms can include: fever, chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

If a child has some or any of these symptoms, we may choose at our discretion to call you to pick up your child.

Possibility 2:



If a student or a faculty member has a family member or someone in close contact (nanny, friend, etc.) with a student or staff member (outside the school community) who tests positive for COVID-19:

- Student/staff sent home, and student/staff instructed to get tested. In the absence of symptoms, student/staff may return to campus 14 days after the contact: **unless** after waiting a minimum of 3 days (72 hours) but preferably 5 days from contact, obtain a negative test and have no symptoms:
- Student will transition to distance learning
- For teacher - transition to substitute teacher for class coverage. If student/staff test positive, see **Possibility 3** below.
- School administration notified.

Possibility 3:



A student or staff member tests positive for COVID-19:

- School administration notified.
- Student or staff instructed to isolate for 14 days after symptom onset OR three days (72 hours) after resolution of symptoms, whichever is longer (if never symptomatic, isolate for 14 days after positive test).
- School-based close contacts identified and instructed to test & quarantine for 14 days:

- In self-contained classrooms, the entire class will transition to distance learning.
- In Middle School classrooms, the entire grade level may transition to distance learning.
- Public Health Department notified.

Additionally, a letter will be sent to all Trafton families and staff, informing them of a positive COVID-19 case within the school.

Possibility 4:



A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic):

- Student/staff may return to school 72 hours after resolution of fever and improvement in other symptoms.

Possibility 5:



A student or staff member tests negative after Scenario 2 (close contact):

- In the absence of symptoms, student/staff may return to campus 14 days after the contact unless, after waiting a minimum of 5 days from contact, the person obtains a negative test, and has no symptoms.

Possibility 6:



Governing body requires all schools to close due to COVID-19:

- Trafton Academy closes campus immediately and all students transition to distance learning.
- A letter will be sent to all families informing them of school closure. Distance learning information will be sent directly from the classroom teacher.

COVID-19 Testing and Reporting

Positive test results:



- Parents/guardians and staff will notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
- Upon receiving notification that staff or a student has tested positive for COVID 19 or has been in close contact with a COVID-19 case, take actions as required in "Response to Suspected or Confirmed Cases" below.

Negative test results:



- Symptomatic students or staff who test negative for COVID-19 should remain home until at least 72 hours after resolution of fever (if any) and improvement in other symptoms.
- Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from date of last exposure even if they test negative.
- Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes their isolation. Documentation of negative test results must be provided to the school administration.

Response to Suspected or Confirmed Cases and Close Contacts

Suspected COVID-19 case(s) while at school:

- School administrators and nurse will identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms.
- Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility.

Confirmed COVID-19 case(s):

- Trafton Academy will notify local health officials once a case is confirmed.
- Trafton will notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality.
- Trafton will close off areas used by the person identified with COVID-19 and will immediately clean and disinfect **the area** using CDC-recommended products.

For confirmed case in self-contained classes:

- All students and staff in that class will be instructed to remain quarantined at home for 14 days.
- The entire class will transition to distance learning.

For confirmed case in middle school classes:

- The entire grade level and teachers may be required to quarantine at home for 14 days. That grade level may transition to distance learning.

For purposes of this document, close contact is defined as having been within six feet of the case for a prolonged period of time (at least 10-15 minutes) regardless of face covering use.

Close contacts to confirmed COVID-19 case(s):

- If an individual has had close contact (household or non-household) with a confirmed COVID-19 case, they will not be permitted on campus or will be sent home immediately.
- In the absence of symptoms, student/staff may return to campus 14 days after the contact unless they, after waiting a minimum of five days from contact, obtain a negative test, and have no symptoms.
- For a student, they will transition to distance learning.
- For a teacher, a substitute teacher will take over classroom duties. No actions will need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.

Return to campus after testing:

- Symptomatic individuals who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms, but...
- Documentation of a negative test result should be provided to the school nurse.
- In lieu of a negative test result, a student or staff member can return to campus with a medical note by a physician that provides **alternative** explanation for symptoms and reason for not ordering a COVID-19 test.
- Symptomatic individuals who test positive for COVID-19 can return 14 days after symptom onset OR three days (72 hours) after resolution of fever and improvement in other symptoms, whichever is longer.
- Asymptomatic individuals who test positive for COVID-19 can return 14 days after their positive test result.
- **If they test positive**, close contacts to confirmed COVID-19 **cases can return after** completing the required isolation period described above.
- **If they test negative**, close contacts to confirmed COVID-19 cases may return to campus 14 days after the contact unless they, after waiting a minimum of five days from contact, obtain a negative test, and have no symptoms.