



Waco Charter School

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Mission

To serve people in need with compassion and dignity, help those who can to achieve economic independence and ease the pain of poverty barriers.

Please note: The information in this document is subject to change as directives are provided by governing agencies and/or health officials or as environmental needs change.

2021 Return to In-Person Instruction and Continuity of Services Plan

Student and Staff Safety Protocols

WCS is committed to the health and safety of every student and staff member as well as our community. We will follow the guidance and best practices of the Center for Disease Control (CDC), Texas Department of State Health Services (TDSHS), McLennan County Department of Health, Texas Education Agency, and local governance.

General Safety and Health Procedures

- Staff and students are highly encouraged to wear face coverings when in hallways and common areas as well as during arrival and dismissal.
- Physical distancing of at least three feet is encouraged at all times.
- Students and staff should wash hands and use hand sanitizer frequently throughout the day as well as during specified times.
- PPE will be provided to the extent it can be obtained for staff and students.
- **Visitors will not be allowed on campus during this time.**
- Parents who enter campus for a meeting will be required to complete health screening upon entry to the campus. When possible, meetings will be held virtually through Zoom or other web-based video conference. Phone conferences are also encouraged.

Social and Emotional Support

WCS will address the mental and social-emotional health of students and staff by support in the following areas:

- Beginning of the school year lessons and engagement with teachers.
- Information for families on how to access resources for mental health and wellness.
- At-home learning support provided to parents through consistent, scheduled communication with teachers.

- Contracting with outside agencies to meet with students as needed to address social and emotional issues that may arise from the pandemic

Screening and Isolation

- All students and staff will be regularly screened for COVID-19 symptoms. Individuals who present symptoms will be separated from the general population and sent home.
- Staff will be required to self-screen for COVID-19 symptoms prior to reporting to work each day.
- Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their students to school.
- Teachers will monitor students and refer to the nurse if symptoms are present.
- Isolation: Student or Staff Displaying COVID-19 Symptoms
- Should a student display COVID-19 symptoms, the school nurse will provide a clinical assessment to determine if a student needs to be sent home.
- Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than one hour from the time the school contacts the parent/guardian.
- Other students will be removed from the classroom and taken to an alternate location on campus so that the classroom can be disinfected,
- District communication will be provided to the parents of students who came in contact with a COVID-19 positive student or staff member.
- Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.
- Students or staff who have tested positive for COVID-19 will be required to submit a letter of good health from a physician's office prior to returning to school.
- WCS will follow EOAC and State policies and procedures for applying sick leave and FMLA requirements should a staff member become ill.

Face Coverings

- The use of face coverings is recommended for staff and students in all common areas and during arrival and departure. Face covering are not required when outside, unless students are in close contact. WCS will rely on guidance from the Texas Department of State Health Services (TDSHS), McLennan County Health Department, City of Waco and the Center for Disease Control (CDC) along with executive orders from Governor Greg Abbott and local city and county officials.

Student Requirements

- Students are encouraged to wear face coverings in the classroom, upon entry/exit of the building and in the hallways.
- The individual needs of students will be addressed on a case-by-case basis. Requests for accommodations should be submitted to the campus administration.

Campus Visitors

- **Campuses will utilize virtual meeting options to limit campus visitors whenever possible. NO visitors will be allowed on campus without prior approval from the principal.**

Disinfecting and Hand Sanitizing

- Alcohol-based hand sanitizer will be available at the main entry to each campus, in classrooms, in the cafeteria, and in common areas throughout the campus.
- Shared objects will be disinfected between each use.
- Staff will be expected to regularly wash and/or sanitize their hands.
- Requirement for hand washing and have periodic teacher reminders throughout the day.
- Thoroughly wash hands upon entry to the campus, when returning from outside/outside the classroom, before eating, and after restroom breaks.
- Staff will have access to disinfecting wipes to regularly sanitize high-touch and working surfaces and shared objects.
- Staff will limit the use of shared supplies.

Campus Cleaning and Disinfecting

General Procedures

- Ensure ventilation systems are working properly and increase circulation of outdoor air as much as possible if this does not pose a safety threat to students or staff.
- Campus is deep cleaned during the summer months, prior to school opening. Additional deep cleaning is done during holidays as a general procedure. This is intensified as described below if a case is identified on campus.

Daily Campus Cleaning

- Each classroom and restroom will be disinfected daily.
- All high/frequent touch areas will be disinfected daily.
- Cleaning cloths will be changed for each classroom and commons area to maximize room-to-room cleaning.
- Custodians will wear masks and gloves during work hours.
- Staff will have access to disinfectant wipes to sanitize working surfaces and shared objects after each use and during breaks in instruction.

Work and Learning Environments

Classroom Configuration

- Desks and/or tables will be socially distanced as much as instructionally possible.
- When possible, eliminate shared supplies. Sanitize supplies between use.
- Remove bean bag chairs, blankets, pillows, and other shared, non-essential items from the classroom.
- Recommended procedures will be applied to all classrooms, including special education when possible and appropriate. Students' individual needs will be addressed on a case-by-case basis.

Collaborative Work and Projects

- When possible, technology will be utilized when students are involved in collaborative work.
- Group or pair work can be implemented while maintaining physical distancing.

General Classroom Supplies

- Age-appropriate signage will be posted in all classrooms regarding protocols and prevention.
- Multiple locations of hand sanitizer, tissues, and trash cans will be available in several locations to limit student and staff movement.

Physical Education Classes

- Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.
- Any activities bringing students into close physical contact will be avoided.
- Visual markers will be on the gym floor as reminders of social distancing rules.
- Equipment will be disinfected after each use.
- Activities requiring multiple students to touch or handle the same equipment will be avoided.
- Sanitizing areas and access to handwashing will be provided.

Common Areas

Meeting Spaces

- Meetings will be limited to video conferencing when possible.
- If meetings must be held in person, all social distancing protocols will be implemented.
- Masks/face shields
- Physical distancing
- Limited sharing of materials/supplies
- Office
- Disinfecting wipes will be available at the copy machine for each teacher to wipe down before/after use.

Restrooms

- Increased disinfecting will occur throughout the school day.
- Each campus will comply with health agency recommendations and physical distancing.
- Teachers will ensure that students wash hand thoroughly after using the restroom.
- Teachers will limit the number of students in the restroom at one time to ensure social distancing can be followed.
- Students will not be allowed to go to the restroom unattended

Library

- Visual reminders will be added and furniture rearranged to help students maintain social distancing while in the library.
- Students and staff will wash/sanitize hands upon entering and after visiting the library.
- High touch surfaces (i.e. tabletops, chairs, door handles) will be disinfected regularly.
- Occupancy will be limited.

Transitions

- Students and staff will follow protocols for face coverings.
- Classroom doors will be propped open to reduce high touch areas when possible.
- When transitioning between locations, students shall travel corridors as far to the right as possible.
- Staff and signage will be posted to reinforce physical distance expectations.

Arrival

- Campus will open at 7AM. Parents **will not be allowed** in the building. Students who need breakfast will be allowed to eat breakfast in the cafeteria or classroom depending on the time they arrive.

Dismissal

- Students will be dismissed from their classroom.
- Parents will be able to drive through the car line as normal, student names will be called and they will come out.
- Parents walking up will be held at the front door and will have to present their ID or car tag to pick up students
- Parents picking up students during the day will call ahead so that students can be sent or accompanied to parent vehicles upon arrival.

Breakfast and Lunch

- Students will have breakfast and lunch in the cafeteria.

Instructional Delivery Models

- WCS will offer only in person instruction unless a health need causes the campus to switch to remote learning for an extended period of time.

On-Campus Learning

- This option consists of in-person instruction, which includes face-to-face, in-classroom learning using safety protocols to protect our students and staff. The in-person instruction will be held Monday through Friday. Students will also complete projects and assignments on-line, making it easy to transition to virtual learning should there be a need to cancel school or limit access to a campus building.
- Students will attend school on a regular instructional schedule.
- Students will have a traditional schedule that includes core courses and electives.
- Students who require support (special education, English language learners, etc.) and interventions will receive them in person.
- Parents or guardians will complete weekly student health screenings. Students without a health screening will be screened by the campus nurse.
- Classroom instruction will be designed for mastery of student learning outcomes based on the Texas Essential Knowledge and Skill (TEKS) for each content area.

- Students and teachers will prepare for potential future distance/remote learning by increasing blended (face-to-face with technology) learning opportunities. Teachers will directly instruct students on the processes to access online instruction.
- Coursework expectation and grading for in-person and at-home learning will be the same.
- Students participate for five full days each week.
- Instruction is provided by WCS teachers and staff.
- Teachers utilize the District curriculum and pacing guidelines.
- Social-emotional support is provided.
- Accommodations and support services are provided.
- Implementation of preventative safety measures occurs throughout the day.
- Should students participating in Learning on Campus be required to quarantine, learning will continue through remote at-home learning for the duration of the quarantine period.

At-Home Learning

- This option is no longer offered as a choice and will only be provided on an “as needed” basis for short periods of time.