

UT Tyler University Academy

RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19

Revised 8/4/2020



UT TYLER UNIVERSITY ACADEMY RETURN TO SCHOOL PLAN

INTRODUCTION	4
SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS	4
PHASES AND TIMELINES	4
EMPLOYEE AND STUDENT SAFETY	5
VISITOR RESTRICTIONS/GUIDELINES	5
TRAVEL RESTRICTIONS	5
SCREENING AND PROTOCOLS	5
HEALTH PROTOCOL	7
Individuals Confirmed or Suspected with COVID-19	7
IDENTIFYING POSSIBLE COVID-19 CASES ON CAMPUS	7
RESPONSE: LAB-CONFIRMED CASE IN THE SCHOOL	7
SOCIAL DISTANCING	8
Employee Groupings	8
Student-Teacher Groupings	8
PERSONAL PROTECTIVE EQUIPMENT (PPE)	8
Health and Hygiene Practices: Masks	9
PERSONAL WORKSPACE/CLASSROOM	9
USE OF NON-CLASSROOM SPACES	10
FACILITIES CLEANING	10
GENERAL DISINFECTION MEASURES PROTOCOL	11
Health and Hygiene Practices: General	11
DEEP CLEANING AND DISINFECTION PROTOCOL	12
SIGNAGE	12
COVID19 CASE FORM	12
FOOD DELIVERY/LUNCH ARRANGEMENTS	12
BUS DRIVERS/BUS PROTOCOLS	13
SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF	13
STAFFING	13
STAFF TRAINING	13

UT TYLER UNIVERSITY ACADEMY RETURN TO SCHOOL PLAN

COMMUNICATION METHODS	14
SECTION II. REMOTE INSTRUCTION	14
REMOTE INSTRUCTION	14
INSTRUCTIONAL FRAMEWORK	14
STUDENTS WITH DISABILITIES	16
DUAL CREDIT	16
TEACHER SUPPORT	16
PARENT/STUDENT SUPPORT	16
WAIVER	17
TRANSITION CALENDAR	17
ATTENDANCE AND ENROLLMENT	17
GRADING POLICY	18
USE OF REMOTE INSTRUCTION DURING SCHOOL CLOSURE	18
FREQUENTLY ASKED QUESTIONS	19

INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, teachers, staff, and their families significantly.

UTTUA Afterschool Enrichment Program will follow the same guidance used to support on-campus instruction.

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

EMPLOYEE AND STUDENT SAFETY

VISITOR RESTRICTIONS/GUIDELINES

UTTUA will not allow normal visitation to our campuses until reopen date. Only UTTUA staff are allowed on campus during preparation for reopen.

Once the campuses are reopened parents and other adults can visit. Visits will be limited to those essential to school operations. During these visits, parents and other visitors must follow virus prevention and mitigation requirements of the school.

- Excluding parental drop-off and pick-up, before visitors are allowed on campuses, UTTUA will screen all visitors to determine if the visitors have COVID-19 symptoms (as listed in this document) or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below.
 - Additionally, UTTUA will screen to determine if visitors have had close contact with an individual who is lab-confirmed with COVID-19, and, if so, they must remain off campus until the 14-day incubation period has passed. When practical, screening questions could be supplemented with temperature checks of adults.

TRAVEL RESTRICTIONS

UTTUA will discontinue staff travel to conferences and workshops until further notice, unless pre-approved by the Human Resource department and the office of the Superintendent. Approvals will be limited to essential travel, in which virtual participation is not available.

Several UTTUA employees travel between campuses. Employees will be required to self-screen for COVID-19 before entering the campus. Travel between campuses should be limited to essential travel only. When possible, virtual meetings should be scheduled to prevent increased exposure. When on campus, employees will work from designated areas, limiting interaction with others and travel throughout the campus.

Student field trips will be limited and follow safety guidelines. All field trips must be approved by the Campus Director and Superintendent.

SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, UTTUA will implement the following screening and protocols.

- UTTUA will require teachers and staff to self-screen for COVID-19 symptoms (as listed in this document) before coming onto campus each day. The self-screening should include teachers and staff taking their own temperature. Teachers and staff must report to the District Nurse and Campus Director if they themselves have COVID-19 symptoms or are lab confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below. Additionally, they must report to the District Nurse and Campus Director if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined at the

UT TYLER UNIVERSITY ACADEMY RETURN TO SCHOOL PLAN

end of this document, and, if so, must remain off campus until the 14-day incubation period has passed.

- Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the below conditions for re-entry are met. Parents may also opt to have their students receive remote instruction if their child has had close contact with an individual who is lab-confirmed with COVID-19 until the 14-day incubation period has passed. UTTA will consider screening students for COVID-19, when necessary. Screening is accomplished by asking questions by phone or other electronic methods and/or in person. The screening questions will be asked of a student's parent if that parent will be dropping off or picking up their child from inside the school. Regularly performing a forehead temperature check of otherwise asymptomatic students in school is not recommended, therefore, UTTUA will not regularly perform scheduled temperature checks. Temperature checks will be performed as needed to identify if the student has confirmed COVID-19 symptoms.
- Excluding parental drop-off and pick-up as discussed above, before visitors are allowed on campuses, UTTUA will screen all visitors to determine if the visitors have COVID-19 symptoms (as listed in this document) or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below.
 - Additionally, UTTUA will screen to determine if visitors have had close contact with an individual who is lab-confirmed with COVID-19, and, if so, they must remain off campus until the 14-day incubation period has passed. When practical, screening questions could be supplemented with temperature checks of adults.

- Close contact is defined as:

- a) being directly exposed to infectious secretions (e.g., being coughed on); or

- b) being within 6 feet for a cumulative duration of 15 minutes

if either occurred at any time in the last 14 days at the same time the infected individual was infectious.

REVISED
8/4/2020

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following questions:

Have they recently begun experiencing any of the following in a way that is not normal for them?

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

All screening information will be kept confidential by Human Resource and the District Nurse.

HEALTH PROTOCOL

Individuals Confirmed or Suspected with COVID-19

Any individuals who **themselves** either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until UTTUA screens the individual to determine any of the below conditions for campus re-entry have been met:

- In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
 - i. at least **one day (24 hours)** have passed since recovery (resolution of fever without the use of fever-reducing medications);
 - ii. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
 - iii. at least ten days have passed since symptoms first appeared.
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) **obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.**

REVISED
8/4/2020

REVISED
8/4/2020

IDENTIFYING POSSIBLE COVID-19 CASES ON CAMPUS

- UTTUA will separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- UTTUA will clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.
- Individuals who report feeling feverish will be given an immediate temperature check to determine if they are symptomatic for COVID-19.

RESPONSE: LAB-CONFIRMED CASE IN THE SCHOOL

Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School

- If an individual who has been in attendance at UTTUA is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- UTTUA will close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected.

Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, UTTUA will notify all teachers, staff, and families of all students if a

UT TYLER UNIVERSITY ACADEMY RETURN TO SCHOOL PLAN

lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on campus activities.

In addition, UTTUA Staff should report COVID-19 exposures and positive cases that may have an imminent impact on the campus to the COVID-19 Hotline.

Individuals are asked to immediately call 903.565.5999   (ext. 5999 from campus) to report if they, or someone they know, has been exposed to or tested positive for COVID-19 and has recently been on campus. This will allow campus officials to quickly take steps to prevent a spread on campus.

UTTUA Staff who are not on campus and have not come in contact with the university community, but have been exposed to, have a positive test or have symptoms of COVID-19 are asked to report using [COVID-19 Reporting Form](#).

The hotline is answered 24 hours a day, 7 days a week. If you happen to get voicemail, please leave a message and your call will be returned as soon as possible.

SOCIAL DISTANCING

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

Employee Groupings

Where feasible without disrupting the educational experience, employees will practice social distancing.

- In spaces that allow it, employees will be placed a minimum of six feet apart when possible.
- In spaces where employees are regularly within six feet of one another, frequent hand washing and/or hand sanitizing will be considered along with opportunities to increase airflow from the outdoors when possible.

Student-Teacher Groupings

Where feasible without disrupting the educational experience, students will practice social distancing.

- In classroom spaces that allow it, students will be placed a minimum of six feet apart when possible.
- In classrooms where students are regularly within six feet of one another, frequent hand washing and/or hand sanitizing will be considered along with opportunities to increase airflow from the outdoors when possible.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE will be used to prevent certain exposures. UTTUA will provide teachers, staff, students and visitors limited access to select PPE, while on campus. Individuals may also use their own PPE. Students will be expected to keep up with their PPE and encouraged to follow best practices for care and sanitization. If the Campus Director determines that a student's PPE

violates the school's dress code, the students will be given an opportunity to correct the problem at school by utilizing a campus provided PPE. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Health and Hygiene Practices: Masks

Schools are required to comply with the governor's executive order regarding the wearing of face-coverings. In order to comply with the Governor's current order, masks will be required of students in 5th - 12th grades. Exceptions to this order are listed below.

Every person in Texas shall wear a face covering over the nose and mouth when inside a commercial entity or other building or space open to the public, or when in an outdoor public space, wherever it is not feasible to maintain six feet of social distancing from another person not in the same household; provided, however, that this face-covering requirement does not apply to the following:

1. *any person younger than 10 years of age;*
2. *any person with a medical condition or disability that prevents wearing a face covering;*
3. *any person while the person is consuming food or drink*
4. *any person while the person is (a) exercising outdoors or engaging in physical activity outdoors, and (b) maintaining a safe distance from other people;*
5. *any person while the person is giving a speech for a broadcast or to an audience.*

For the purposes of this document, masks include non-medical and medical grade disposable face masks, cloth face coverings (over the nose and mouth). Full-face shields may be used in place of a mask to protect eyes, nose, and mouth whenever a mask is not feasible or whenever the education context may benefit from the ability to see an individual's full face.

REVISED
8/4/2020

- UTTUA will provide options, such as neck gaiters, in place of regular masks, for all students and staff to wear.
- UTTUA will provide face shields for teachers and staff to wear.
- UTTUA will also make available regular face masks, if preferred over neck gaiters for teachers, staff and students.
- UTTUA students will be allowed to supply their own mask. Masks with slogan or patterns must be appropriate and follow the UTTUA dress code. It is recommended that masks have the student name on them and that students have a way to secure the mask in a safe place when removed (neck lanyard, ziplock bag, etc.).

It may be impractical for students to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities. When it is impractical for students to wear masks or face shields during those activities, students, teachers, staff, and visitors will be required to wear masks or face shields when entering and exiting facilities and practice areas and when not actively engaging in those activities. Students who are actively exercising will remove masks or face shields, as long as they maintain at least six feet of distance from other students, teachers, and staff who are not wearing masks or face shields. However, students, teachers, and staff will be required to wear masks or face shields as they arrange themselves in positions that will allow them to maintain safe distancing.

PERSONAL WORKSPACE/CLASSROOM

UTTUA staff will use the signage provided to indicate the rooms for sanitizing and disinfecting. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

UTTUA 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 UTTUA Custodial Team will clean all workspaces at their designated cleaning time.

USE OF NON-CLASSROOM SPACES

When feasible and appropriate (for example, in physical education classes as weather permits), it is preferable for students to gather outside, rather than inside, because of the likely reduced risk of virus spread outdoors.

UTTUA will continue to offer extracurricular activities, at their discretion and consistent with the guidance in this document, for non-UIL extracurricular activities and with the guidance found on the UIL website for all UIL activities.

UTTUA will plan for entry, exit, and transition procedures that reduce large group gatherings (of students and/or adults) in close proximity.

- UTTUA will assign students to entries to ensure even distribution of students entering/exiting at each door.
- UTTUA will provide guidance to students to enter one at a time and wait six feet apart outside the entrance, and, where appropriate, encouraging parents to remain outside and in their vehicles during drop-off and pick-up.
- UTTUA will assess whether or not the play structure can support groups of children along with additional processes for proper handwashing (before/after) and cleaning of high-touch structure areas.
- UTTUA will consider eliminating assemblies and other activities that bring large groupings of students and/or teachers and staff together.
- UTTUA will add dividers between bathroom sinks, especially when students cannot be at least six feet apart while using the sinks.
- UTTUA will consider practices that reduce the likelihood that students meet the close contact definition at lunch. This could include having students eat lunch at their desks in their assigned classrooms, the use of plexiglass dividers, or the use of seats that are spaced at least 6 feet apart.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools 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 reduce the risk of spread of infection. We will require all employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
----------	------	-----------

UT TYLER UNIVERSITY ACADEMY RETURN TO SCHOOL PLAN

Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, Keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

GENERAL DISINFECTION MEASURES PROTOCOL

Health and Hygiene Practices: General

- UTTUA will have hand sanitizer and/or hand washing stations with soap and water at each entrance. UTTUA will have hand sanitizer stations in every classroom.
- Students, teachers, staff, and campus visitors will be required to sanitize and/or wash hands frequently.
- UTTUA will schedule supervised handwashing for at least 20 seconds at least two times each day, in addition to being encouraged to wash hands after using the restroom and before eating.
- Beginning the first day of school, UTTUA will provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system.
- Students, teachers, staff, and campus visitors will be encouraged to cover coughs and sneezes with a tissue, and if not available, covered in their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.
- UTTUA will institute more frequent cleaning practices, including additional cleaning by janitorial staff, as well as provide the opportunity for children to clean their own spaces before and after they are used, in ways that are safe and developmentally appropriate.
- UTTUA will arrange for additional cleaning and disinfecting of surfaces commonly touched throughout the day. This would include objects such as door handles, common tables/desks, shared supplies such as art supplies, and high touch devices such as shared laptops or tablets.
- UTTUA will arrange for cleaning of commonly-touched surfaces in classrooms between different class groups, if the same room will be used by multiple class groups.
- The CDC has provided guidance on cleaning community buildings to prevent COVID-19 spread. UTTUA will ensure these products are stored safely, including storing harmful products where children cannot access them, and ensuring that harmful cleaning products are not used near children.
- Whenever possible, UTTUA will open windows or otherwise work to improve air flow by allowing outside air to circulate in the building.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the superintendent and the COVID19 Crisis Team. Notwithstanding the above, if an active employee is confirmed to have a COVID19 positive test, in lieu of performing deep clearing, sites may shut down the site for a period of 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all commonly used surfaces.

SIGNAGE

Signage will be placed throughout the offices and school, communicating expectations and guidance.



COVID19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to the Campus Director or District Nurse.

- The nurse will complete the Suspected COVID19 Case Form and call the local health authority and seek advice regarding transportation and location.
- The nurse will direct the ill employee to leave work or call the parent of the student that needs to be picked up and go home.
- The nurse and Campus Director must identify persons who may have come in contact with the suspected infected person. Unless required by the local health authority, the name of the employee or student should not be provided.
- The nurse and Campus Director will review the current guidelines found within this document, ensuring effective communication with all parties and compliance with written expectations.

FOOD DELIVERY/LUNCH ARRANGEMENTS

UTTUA students will eat lunch in their classrooms, instead of eating in the cafeteria. This arrangement will limit the opportunity for increased exposure. Students are expected to arrive daily with a nutritious lunch. Lunch deliveries should be limited to emergency situations only. Students will not have access to vending machines during these times.

UTTUA encourages hydration. Water bottling stations are provided on each campus. Students are encouraged to use refillable water bottles. Students should sterilize reusable water bottles at the end of each day. Traditional water fountains will not be used, limiting the opportunity for increased exposure. UTTUA will make water available upon request to visitors, staff, students, and as needed.

BUS DRIVERS/BUS PROTOCOLS

Buses will be thoroughly cleaned after each bus trip, focusing on high-touch surfaces such as bus seats, steering wheels, knobs, and door handles. Window will remain open during cleaning, allowing for additional ventilation.

Bus drivers are employees of the district; therefore, they are required to follow the same preventative guidelines communicated by the HR Department and contained in this document.

In addition, UTTUA will require students and staff to use hand sanitizer upon boarding the bus. Passengers will be seated 6ft apart, spacing permitting. When conditions are favorable, windows on the bus will be left open to allow outside air circulation.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

UTTUA has employed a counselor who, with assistance from our district Licensed Specialist in School Psychology (LSSP), will develop mental health resources for parents and teachers to access. The counselor will work with scholars individually or in small groups via teletherapy to address any well-being needs. Additionally, the counselor and LSSP will develop a scholar and staff survey. This survey will allow individuals to give feedback on how to develop a stronger outreach program and better support their needs.

STAFFING

- UTTUA Employees, like employees of any organization, must continue to meet the work expectations set by The University of Texas at Tyler, subject to any applicable employment contract terms.

STAFF TRAINING

It is very 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.

- UTTUA Staff will be trained specifically on the protocols outlined in this document and the practices adopted by The University of Texas at Tyler. Additionally, all employees of UT Tyler will be required to complete the UT Tyler COVID-19 Training, before returning to work.
- UTTUA will attempt to reduce in-person staff meetings or other opportunities for adults to congregate in close settings. When those meetings are necessary everyone must follow the mask

protocols in this guidance, remain at least 6 feet apart where feasible, and consider whether increased airflow from the outdoors is possible in those settings.

COMMUNICATION METHODS

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

- Teachers, students, and parents need to check their email throughout the day
- Visit our district/campus website
- Follow our social media platforms
- Access Skyward Platform
- Access PowerSchool Platform

SECTION II. REMOTE INSTRUCTION

UTTUA will offer both on-campus and remote instruction for grades K-12. Students participating in remote instruction will need access to an electronic device that supports internet access, in addition to having access to internet.

REMOTE INSTRUCTION

UTTUA will offer remote instruction for students who have a current waiver on file, supporting the request to receive instruction remotely instead of on campus. Remote instruction may also be used in the event a student is required to stay home. The use of remote instruction for students who are required to stay at home will be determined by the teacher and Campus Director.

INSTRUCTIONAL FRAMEWORK

UTTUA will use a combination of synchronous and asynchronous instruction to support students participating remotely. UTTUA will ensure the curriculum is fully aligned to the grade level TEKS and designed to ensure all TEKS are covered by the end of the school year. The method used will be determined by the teacher, under the guidance of the curriculum team. The course content and age of student will be considered when selecting the method of delivery.

Synchronous instruction is similar to instruction on campus and requires virtual two-way, real-time, live, instruction between teachers and students, through the computer or other electronic devices or over the phone.

Examples include live interactive classes with students and teachers participating real-time, teacher supported work time on video conference calls, scheduled and timed online tests.

Synchronous instruction can only be used in grades 3rd-12th. Students in grades K-2nd do not qualify for this model of instruction. Synchronous opportunities will be scheduled by the teacher and Campus Director and communicated to students prior the going live.

Asynchronous instruction involves far more self-guided student instruction. It is a curricular experience where students engage in the learning materials on their own time, interacting intermittently with the teacher via the computer or other electronic devices or over the phone.

Examples include self-paced online courses with intermittent teacher instruction, preassigned work with formative assessments on paper or in Schoology, the Learning Management System (LMS), watching pre-recorded videos of instruction with guided support.

Asynchronous instructional plans will be posted online for parents to review. Plans must be submitted to TEA for approval. According to TEA's SY 20-21 Asynchronous Plan Summary, a plan, along with a district attestation, must address four key requirements:

REVISED
8/4/2020

- **Instructional Schedule:** **Daily** expectations for when and in what setting students are learning, loosely equivalent to an on-campus instructional day, including:
 - Teacher interaction with students will be sufficient to support the schedule;
 - Teacher availability for students;
 - Student access to instructional support;
 - Student means to engage with academic material daily; and
 - Student engagement is equivalent to direct content work that student would be engaged in over a normal school year.
- **Material Design:** Curriculum must be designed for asynchronous student learning, including:
 - Assessments that ensure continued information on student progress remotely;
 - Instructional materials that support a coherent, logical course sequence that reinforces concepts at appropriate times to ensure continuity of learning remotely and retention of knowledge in an asynchronous environment;
 - Instructional materials include specifically designed resources and/or accommodations and modifications to support students with disabilities and English Learners in an asynchronous environment; and
 - There is a plan to ensure district adopted instructional materials are used during instruction and in the hands of students.
- **Student Progress:** Daily student progress is defined and measured, including:
 - Expected student progress in remote asynchronous learning is planned in advance, defined by day, and ties to the overall course coverage in the course syllabus;
 - Easily, trackable student engagement exists to ensure curricular progress in asynchronous learning;
 - Districts have systems to measure academic progress of all students to inform instructional practice in an asynchronous environment;
 - Student feedback is provided from instructor at least weekly in asynchronous learning environments including next steps or necessary academic remediation to improve performance; and
 - School grading policies for remote student work are consistent with those used before COVID-19 for on campus assignments.

Additionally, UTTUA will provide explicit communication and support for families in order to support asynchronous work at home

Asynchronous instruction can be used for students in grades K-12th grade.

STUDENTS WITH DISABILITIES

In the event a student with disabilities is served remotely, UTTUA will make reasonable efforts to provide students with the services required by the student's IEP. If there are services, accommodations, and modifications required by the student's IEP that cannot be provided during remote instruction, the student's ARD committee must determine which services it can provide to meet the student's needs.

In addition, UTTUA will provide planning time, communication, and instructional resources to meet the individual needs of students with disabilities.

DUAL CREDIT

Students enrolled in dual credit will be expected to comply with the participation requirements communicated by both University Professor and Campus Director. Students participating remotely for dual credit may not be required to report to the UA Campus during their regularly scheduled class, allowing them to continue to participate remotely.

TEACHER SUPPORT

- UTTUA teachers will work closely with the curriculum team to ensure instruction is aligned with state standards
- UTTUA will train teachers to do synchronous instruction on the district chosen platform, including practice with the platform prior to delivery with students.
- UTTUA teachers will receive ongoing, job-embedded support to continuously improve their practice in the synchronous virtual setting.
- UTTUA will provide teachers with support to provide remote instruction. These include the following:
 - a. provide introductory and ongoing content-focused, job-embedded training linked to chosen asynchronous curricular resources
 - b. cover all grade levels and content areas that are participating in asynchronous learning;
 - c. develop content knowledge to help educators internalize the asynchronous curriculum and analyze and respond to data with the use of the instructional materials; and
 - d. explicitly cover asynchronous remote instructional delivery and use of the asynchronous learning platform and/or learning management system.

PARENT/STUDENT SUPPORT

- UTTUA will provide students access to an electronic device to be used to access remote instruction.

UT TYLER UNIVERSITY ACADEMY RETURN TO SCHOOL PLAN

- UTTUA will provide training opportunities for parents and students on the district chosen platform.
- UTTUA will provide troubleshooting support for parents and students needing assistance with the district chosen platform.

WAIVER

Any parent may request that their child be offered remote instruction. A current waiver will be required to be on file in order for a student to qualify for remote instruction.

TRANSITION CALENDAR

If a parent chooses remote instruction and wants their child to switch to on-campus instruction, parents must notify the school by completing the required form by the deadlines indicated below. Parents must contact the front office to obtain the electronic form. The transition dates only apply to students who have current waivers on file.

The transition timeline will allow planning time for the student's re-entry to campus. Students may transition to on-campus instruction the Monday after report cards are sent home and the second Monday after progress reports are sent home.

Transition Start Date	Deadline to Submit Form
September 28, 2020	September 23, 2020
October 19, 2020	October 14, 2020
December 7, 2020	December 2, 2020
January 5, 2021	December 16, 2020
February 15, 2021	February 10, 2021
March 16, 2021	March 3, 2021
April 26, 2021	April 21, 2021

ATTENDANCE AND ENROLLMENT

- Per Texas Education Code (TEC), §25.092, students must attend 90% of the days a course is offered to be promoted to the next grade. This requirement remains in force during the 2020-21 school year. Given the public health situation, student attendance may be earned through the delivery of remote instruction.
- All students participating in on-campus and remote instruction are considered enrolled in UTTUA.

UT TYLER UNIVERSITY ACADEMY RETURN TO SCHOOL PLAN

- Extra-curricular opportunities for students participating remotely will be limited to activities in which students can participate remotely. The final decision regarding participation will be left up to the extra-curricular sponsor and Campus Director.

TEA has established attendance guidelines to support students receiving instruction remotely. In order for UTTUA to receive funding, UTTUA must be in compliance with the established guidelines.

Synchronous Attendance Requirements

- UTTUA teachers will be required to take and post attendance on a specific schedule, just as with on-campus ADA
- Students logged in at the teacher's documented official attendance time are marked present for that day but would be documented as "Present-Remote Synchronous" in SIS for PEIMS reporting
- Students who are not logged in at the teacher's documented official attendance time are marked absent

Asynchronous Attendance Requirements

- UTTUA teachers will be required to check daily for student "engagement." If a student is engaged for the day, they would be marked as "Present-Remote Asynchronous" in SIS for PEIMS. **Please note in high school courses, this means engagement in every course in order to be counted present in that course for the day. High school courses follow the 90% attendance rate.**
- Students who are not "engaged" that day are marked absent.
 - "Engaged" means any of these three occur:
 - Progress (as defined in the approved learning plan) in the Learning Management System (LMS) made **that day**
 - Progress (as defined in the approved learning plan) from teacher/student interactions made **that day**
 - Turn-in of assignment(s) **that day**

REVISED
8/4/2020

GRADING POLICY

TEA requires school grading policies for remote student work to be consistent with those used before COVID-19 for on campus assignments; therefore, all students will be evaluated under the same policy. The grading policy can be found in the Student Handbook located at uttua.org

*It is important to note the COVID-19 Grading Policy used to evaluate students in the Spring of 2020 is no longer in effect.

USE OF REMOTE INSTRUCTION DURING SCHOOL CLOSURE

UTTUA will consider the use of remote instruction for all students in the event on-campus learning is not offered. During this time, students will be expected to participate in remote learning. Students must meet the remote attendance guidelines in order to be counted present during these times. UTTUA will communicate details of closure and expectations for re-openings in the event closure occurs.

FREQUENTLY ASKED QUESTIONS

Can a parent request for a student to be provided synchronous or asynchronous instruction?

No, this decision is left up to UTTUA, except for students in grades K-2 who do not qualify for synchronous instruction.

Will students be required to take the STAAR in 20-21 School Year?

Yes, regardless of whether students are participating in-person learning, asynchronous learning—or self-paced remote learning—or synchronous learning, which requires all students to be present at the same time virtually

Will the grading policy be different for students who participate remotely?

No, UTTUA is required to have the same grading policy for all students, no matter if the student is participating remotely or in-person.

Can a student transition from in-person instruction to remote learning at any time?

Yes, parents can complete a waiver requesting their child be served remotely.

Can a parent request for a student to be provided instruction in-person and remotely?

No, a student is identified either as participating remotely or in-person. In order for a student to participate remotely, a current waiver must be on file with the Campus Director.

Can a student with a current waiver on file be served in-person?

No, students can only transition from remote instruction to in-person during the dates identified in the transition calendar.

Can UTTUA require all students to participate remotely?

Yes, in the event the district is not able to offer in-person instruction, UTTUA can transition all students to a remote learning platform, within the TEA Guidelines.

Can a student be counted absent when participating remotely?

Yes, if a student doesn't meet either synchronous or asynchronous attendance requirements, the student will be counted absent.

Can children younger than 10 years old wear face coverings?

Yes, although UTTUA will require students in 5th - 12th grades to wear face coverings any student can wear a face covering.

Will UTTUA provide all students with an electronic device?

Yes, in the event a student does not have access to a school provided device or a personal device, UTTUA will provide the student with a device for the purposes established in the Student Handbook.