

COVID-19
RESPONSE

San Antonio Academy

Return to School Plan

2020-2021



COMMUNITY SAFETY IS PRIORITY #1

San Antonio Academy has a legacy of building a foundation for boys to succeed in life – scholastically, emotionally, and physically.

We remain committed to our mission to provide boys with the full Academy experience while keeping our boys, faculty, staff, and community safe.

Our planning and preparations for the coming school year have been guided by the recommendations and protocols set forth by the CDC, the American Academy of Pediatrics (AAP), local doctors, and hospital administrators.

We offer this document as a preview of our current plan for the 2020-2021 school year, but reserve the right to make changes as necessary.

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INTRODUCTION OVERVIEW

In early June, SAA established three levels to operate during the COVID-19 pandemic. Throughout the last several months, SAA has sought the advice of experts in the fields of public health, medicine, and education. We have tracked the guidance of state, and national officials. Our conversations have been wide-ranging as we considered the implications of our decisions on the intellectual, social, and physical health of our school family members.

Preparing for the school year, we have developed the following three learning levels that respond to varying degrees of the pandemic. SAA is preparing for the school and individuals to move in and out of levels as needed and to adapt them as the guidance evolves.

SAA will operate within one of these levels:

Level 1: On campus learning

Level 2: Parents will have a choice: on campus or remote learning

Level 3: Closed campus with remote learning

Each level will have intentional opportunities for the older and younger boys to interact, connect, and learn together.

LEVEL 1

ON CAMPUS LEARNING

Your son(s) will be on campus with a heightened focus on hygiene and sanitation. SAA will operate at level 1 when there is a minimal threat of COVID-19 in our community.



LEVEL 2

ON CAMPUS OR REMOTE LEARNING

Level 2 learning will be in the form of in-person or remote learning. We realize some parents may prefer to postpone their son's return to an on-campus learning environment. Therefore, we are offering parents the option to utilize SAA's remote learning when the school is operating at level 2.

In order to better assist the school in planning and continuity, if a parent elects to utilize remote learning for reasons other than a necessary short-term quarantine, we ask they continue with their decision for no less than six weeks.

There are two scenarios within Level 2, Scenario A and B.

Scenario A: Students are on campus and assigned to a cohort that would travel together from classroom to classroom when social distancing guidelines are relaxed.

Scenario B: Students are on campus, assigned to a cohort, and have a designated classroom. Teachers rotate amongst the classes while students remain in their cohort classroom adhering to social distancing guidelines. SAA will enact level 2 scenario B when student movement needs to be restricted.



LEVEL 2

ON CAMPUS OR REMOTE LEARNING

In both level 2 learning scenarios, classroom lessons will be live-streamed so students who are not on campus can attend and participate in classroom learning. We recognize that there may be students who require remote learning for many reasons.



Learning level 2 allows the greatest amount of flexibility for students and families.

Level 2 provides live-streamed instruction for students who are required to remain off campus and for those families who elect to remain away from campus.

FOR LEVEL 2 "SCHOOL DAY" SEE PAGES 14 - 18.

LEVEL 3

CLOSED CAMPUS WITH REMOTE LEARNING

When the school campus must remain closed, SAA will operate at level 3.

Students will have a schedule to follow through the week designed to enhance daily structure, school/life balance, daily reading, and physical activity.

Live-streamed instruction will take place on Mondays, Tuesdays, Thursdays, and Fridays. Wednesdays are for student independent work, tutorials, and professional development for teachers. An abbreviated schedule may include, but is not limited to, academic support, and enrichment.

Remote learning does not change San Antonio Academy's focus on academics and fostering a culture of brotherhood.



LEVEL 3: REMOTE LEARNING

STUDENTS

Roles & Responsibilities



- Follow the assigned schedule for your classes throughout the week as communicated by SAA.
- Complete daily activities and assignments.
- Participate daily in scheduled learning activities which may include small group instruction and/or tutorials.
- Show responsibility by asking questions and taking advantage of tutorial sessions.
- Take responsibility for asking for help.
- Turn in school-work daily as requested by your teachers.
- Use proper etiquette during online learning by showing up on time, being ready to learn, and dressing appropriately.
- Follow online etiquette including using video and showing your face during class.
- Log in to your classes on time; attendance will be taken.

PARENTS

Tips

- Create a designated learning space for your son to learn comfortably with all needed supplies.
- You may access Google Classroom for teacher lessons and plans.
- Assist your son in organizing and fulfilling his responsibilities by asking questions about his progress on assignments and attending classes.
- Communication with your son's teachers is important to establish a strong home and school partnership; teachers may be reached by email and/or phone.
- Becoming independent takes a lot of practice. Allowing your son to learn on his own is appropriate and encouraged.
- Use SAA-closure email for any suggestions, feedback, or concerns about remote learning: saaclosure@sa-academy.org.

LEVEL 3: REMOTE LEARNING

DAILY SCHEDULES

Primary School Daily Schedule

The Primary School daily schedule will be provided on the **Virtual Back to School Day, August 14, 2020**. The school day will encompass the hours of 8:00 am to 2:45 pm. Chapel will be held from 8:45 am – 9:00 am. Lunch will be from 11:30 am – 12:20 pm; teachers will be available for tutorials from 2:45 pm – 3:15 pm.

Upper School Daily Schedule

Students will follow a daily schedule just as they would during the day on campus. Boys will receive approximately five hours of required face-to-face instruction followed by independent work time. **Here is a sample schedule:**

8:00-8:45	Tutorial/Teacher Help
8:45-9:00	Chapel
9:07-9:53	1st Period
9:56-10:42	2nd Period
10:45-11:31	3rd Period
11:31-12:20	4th Period (Lunch)
12:23-1:03	5th Period
1:06-1:52	6th Period
1:55-2:41	7th Period
2:44-3:30	8th Period

LEVEL 3: REMOTE LEARNING

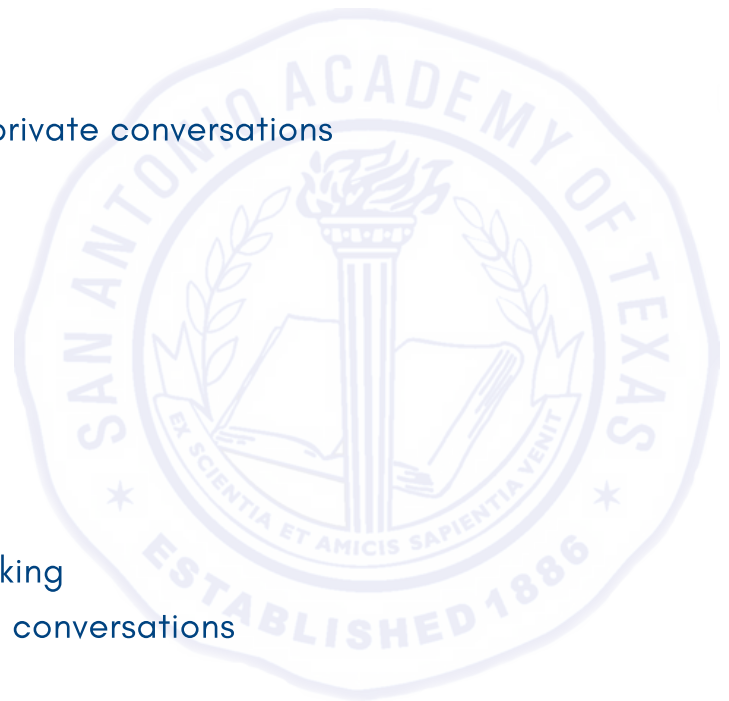
ATTENDANCE/ETIQUETTE/TECH SUPPORT

Attendance

A student's attendance is an integral part of their success in each class. Attendance will be taken daily, during each class, to ensure students are actively engaged. Students are expected to show up to instruction on time, ready to learn, dressed appropriately, and follow online etiquette including using video and showing the student's face.

Online Etiquette

- Attend class daily
- Be on time
- Turn mobile phone off and do not have private conversations
- Show your face
- Turn the TV off
- Dress appropriately
- Be prepared
- Stay in one spot during class
- Be aware of your background
- Take turns
- Mute your microphone unless you are talking
- Only use the chat board for instructional conversations
- Submit files in the correct format
- Be respectful of the teacher and other students



Parent/Student Technology Support

SAA's instructional team will be available to assist parents and students with technology questions and/or issues. The following email address has been provided to facilitate getting the help you need. Please feel free to send questions, concerns, suggestions, or comments to this email: saaclosure@sa-academy.org.

DIGITAL PLATFORMS



ClassLink is SAA's Single Sign-On (SSO) that will be used by students and staff to access digital curriculum/resource sites that are SSO capable. This eliminates the need for a user to remember multiple usernames and passwords.



Google Classroom has been integrated as our new learning management system, allowing students to easily access all class assignments, videos, and announcements.



Google Meet is one of SAA's primary platforms for live-instruction and can be joined directly from the calendar invite sent from your teacher.



Renweb/FACTS will continue to be our school's information system for parents and students to access grades.



For Primary Students, Seesaw may be used as a supplement to Google Classroom. Questions about Seesaw should be directed to your son's teacher.

STUDENT LIFE

Core Beliefs and Values

At the heart of San Antonio Academy is the understanding that there are specific strategies that impact the way boys learn. We are adapting lessons, delivery, and daily student life in all three levels to intertwine those strategies to achieve the best outcomes for your son.

We also recognize that our students learn about themselves and develop essential social skills through interactions with their older and younger brothers. We are creating intentional and meaningful opportunities for the older boys and younger boys to foster lifelong friendships. We will not allow current, or future events to change our core values of teaching boys to: *Be honest, be kind, be the best you can be.*

Chapel

Whether it's viewed from home or campus, SAA students will continue to have daily chapel.

Lunch & Snacks

While on campus, SAA will continue to provide high quality nutritional lunches for all of its students. Individual packed lunches will be delivered to the cohort classrooms to avoid a crowded dining hall. Diet restrictions will continue to be closely adhered to, and we will maintain the policy that students are not allowed to bring their own lunch. While it is not feasible to have after school snack sales and ice cream sales, SAA will provide a healthy snack for all students in the afternoon.

Annual Events

SAA's annual campus events serve to bring our community together to connect, which is why we are committed to redesigning certain activities to be experienced through virtual media. While we identify all of the possibilities, some events must be postponed to preserve the integrity of the event. A separate communication about our Annual Events will be sent in the coming weeks.

STUDENT LIFE



Military Leadership Program

The Military Leadership Program is an integral part of our school's culture and history. While operating under level 2 and 3, the parades and company drill competitions are being postponed until further notice. The military cadre will work with the boys to continue to provide leadership opportunities, whether on or off campus. More information will be provided to you in the coming weeks.

Field Trips

Until further notice, all field trips and retreats have been postponed and/or will be virtual.

Technology Training

We have spent time researching digital tools and strengthening our knowledge and proficiency in using those platforms and programs. Every teacher and teacher assistant has been provided training on Google Classroom. We have also greatly increased our Internet bandwidth.

We want to assure you that live, real-time access to classroom lessons will be available throughout the school year. This means students in the classroom and those who are attending online, but are healthy enough to participate, will be able to continue at the same pace. Students will learn how to be independent using online learning tools, so they are able to transition in and out of any of our learning scenarios with greater confidence. Students in Grades 4 - 8 will be assigned a Chromebook that will travel with him between home and school.

SCHOOL DAY

LEVEL 2

ARRIVAL/DISMISSAL PROCEDURES

SAA will have a different arrival and dismissal procedure this year. This is due to both the construction of the Multipurpose Athletic and Art Center (MAAC) and additional safety protocols. All student drop-off and pick-up will take place using the pavilion driveway located at the west end of campus.

Arrival

- All students may begin drop-off at 7:30 am. Students will go directly to their classroom upon arrival. For 8th grade students enrolled in geometry, the gate will be open at 6:45 am.
- Vehicles must pull to the furthest empty unloading space before allowing students to exit.
- All boys exiting vehicles must be in the designated unloading zone. This will allow the maximum number of boys to be unloaded at one time and improve the flow of traffic on Main Ave. An officer will be assisting vehicles exiting on to Main Ave.
- Adult safety monitors will be positioned in specific areas to conduct temperature and health screenings as well as monitor students as they travel to their classrooms.

SCHOOL DAY

LEVEL 2

Dismissal

- Dismissal times will not change, but the process will require cooperation from everyone.
- Students will remain in their cohorts for social distancing from other individuals.
- Each vehicle will display the student's name card so it can be easily seen. Name cards will be distributed before school begins.
- Vehicles must pull all the way forward to the furthest empty loading spot so the maximum number of students can be loaded at the same time. A police officer will assist vehicles exiting on to Main Ave.
- Dismissal times:
 - **Prekindergarten: 12:00 pm. or 2:45 pm.**
 - **Kindergarten - Grade 2: 2:45 pm.**
 - **Grades 3 - 8: 3:30 pm.**

We expect that arrival and dismissal will take a little longer during the first two weeks of school as everyone becomes familiar with the new procedures.

SCHOOL DAY

LEVEL 2

UNIFORM

- **Uniform change for students in grades 3 - 8:** This year due to construction, SAA will not have a locker room for the boys to change their clothes before P.E. class. Therefore, students in **grades 3 - 8 will wear their P.E. uniform to school all day.** If any student is uncomfortable, he may wear the regular school khaki uniform over his P.E. shorts during the day. When the temperature changes, SAA's uniform will adjust accordingly.

Primary School students do not change clothes for P.E. class, so the dress code in the handbook will remain as the current expectation.

- **All teachers, staff, and students in all grades must wear a face covering.** Please refer to our policy in the section "SAA Safe" found on page 21.

**SAA will provide
one mask for
every student &
employee***



*Extra masks will be sold through the Uniform Store

SCHOOL DAY

LEVEL 2

CLASSROOMS

According to the American Academy of Pediatrics, physical distancing is fundamental to lowering the risk of spreading COVID-19. In level 2/scenario B students will be separated into cohorts. Each cohort will be assigned a room. If the cohort is scheduled to have a different subject (in the case of Upper School) or special classes (such as music, art, and Spanish) the teacher will rotate rather than the students. This will reduce unnecessary exposure of students in crowded hallways during passing periods.

- **Grades 7 and 8** will operate in cohorts based upon their level of math instruction.
- **SAA will provide individual bags** with necessary school supplies to reduce sharing items.

Classrooms will be cleared of unnecessary furniture to maximize the ability to space desks as far apart as possible. Hard to clean surfaces like plush bean bags, pillows, and stuffed animals will be removed from the classrooms.

The following cleaning items are available in each classroom:

- Cleaning supplies
- Hand sanitizer
- Kleenex
- Disinfectant sprays



SCHOOL DAY

LIBRARY

The Bondurant Library is increasing access and resources for e-books. Students will have access to additional electronic books through school subscriptions. Students are also able to check out physical books from the library by accessing the school's [online book catalog](#) found on SAA's website. Books that are checked out online will be delivered to the classroom. After being returned, books will be quarantined for 48 hours.



WWW.SA-ACADEMY.ORG



ATHLETICS & AFTER-SCHOOL

ATHLETICS

Decisions regarding team and individual athletics will be determined following the guidelines of the University Interscholastic League (UIL) and/or in collaboration with schools in our area of competition. These organizations have yet to make a determination about fall athletics.

We will share information about athletics and sports offering through the school's communication emails as it becomes available.

P.E. & Recess

Every boy will have P.E. and recess in addition to increased outdoor learning and physical activity in the classroom. Whether it's remote, or on campus in cohorts, we will provide our Wildcats with an opportunity to get that physical and mental break.

AFTER SCHOOL CARE

Currently, physical distancing guidelines require that we not allow students to congregate and interact in large numbers after school. Therefore, families are encouraged to pick up their son(s) at dismissal time(s). Homework Club will not be offered this year. However, SAA understands that some families may need after school care so we have a program in place. All students remaining past designated pick-up times will be placed in a supervised after school care program. Due to the potential number of adults needed to supervise the necessary spaces, a fee will be required to provide this service. Additional information about after school care will be provided in a separate communication.

CALENDAR

CALENDAR

The 2020-21 school calendar has been designed as a trimester schedule. There will be three permanent report cards for each student through the year with progress reports issued at the fourth and eighth week of each trimester.

Snapshot of annual calendar*

GRADES

Grades are one way we assess student progress and evaluate our own performance. Grades provide feedback on student learning and instructional efficacy. Grades will be taken in all three learning levels.

All grade levels that use a numerical grading system on assignments will utilize Google Classroom in each of the three learning levels. Student performance expectations will be similar whether students are on campus or learning remotely.

The grade level team of teachers will have consistent and clear policies for the quality of work and how assignments are to be submitted. Grading expectations will be provided to parents and students by your son's teachers.

KEY CALENDAR DATES

**New Parent
Orientation**
(Virtual)
August 13

**Back to
School Day/
Meet Your
Teacher**
(Virtual)
August 14

SAA SAFE

SAFETY MEASURES

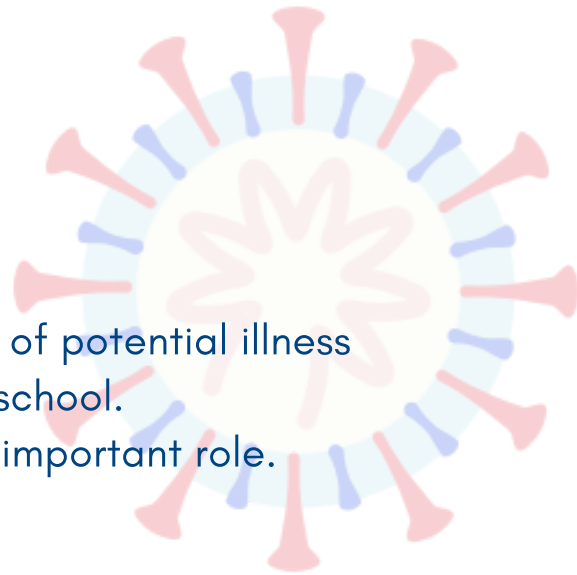
Safety

Our first line of defense is you! If there is any sign of potential illness that could be COVID-19, do not send your son to school. Our goal is to keep school open, and you play an important role.

Masks

School appropriate face coverings for all persons on campus is required. SAA strongly recommends using a multilayer cloth or medical mask. Students may choose to wear a gaiter (buff). Gaiters are worn around the neck. They are less likely to be removed, lost, or accidentally switched with another student. Students who wear a face mask with ties or bands around the ear should attach a lanyard around the neck connected to the mask. This will help in preventing masks from being placed on unclean surfaces, loss of masks, and accidental switching of masks with another student.

On the rare occasion a student has a medical need that prevents him from wearing a cloth face cover, a physician's note must be provided to the Head of School for consideration of wearing a face shield. Teachers might switch to a face shield during classroom instruction if the teacher believes it is necessary for students to be able to see the teacher's face and mouth for instruction, such as modeling pronunciation of sounds.



SAA SAFE

Air Quality

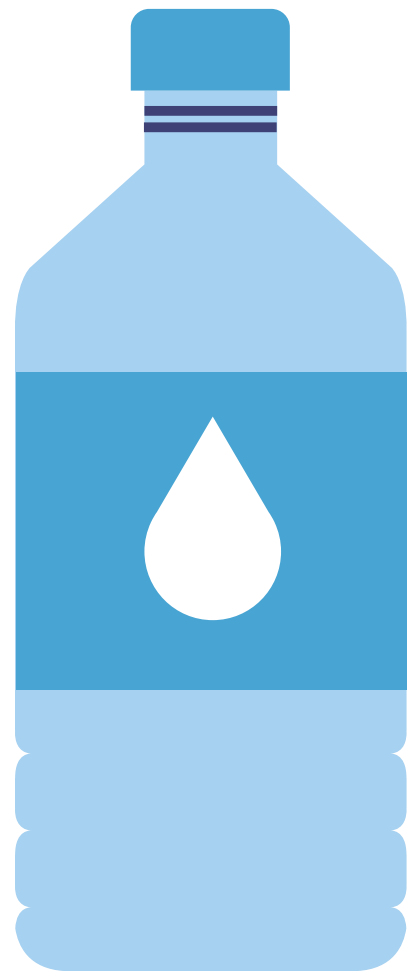
Central HVAC units will be fitted with UVC lights designed to kill germs and viruses. UVC lights are used for germicidal use in hospitals, restaurants and grocery stores, and have been shown effective in decontaminating air from HVAC systems. Outdoor classrooms and fresh air from open windows and doors will be utilized to promote clean air.

Hydration

Water fountains will not be used. Instead, students will bring a refillable water bottle each day. Touchless water dispensers have been installed so students can safely refill their personal water bottle as needed. Parents should clean and refill the water bottle each night and send back to school the following day.

Clinic Protocols

SAA has established an isolation space to use as a quarantine room. Any student displaying symptoms, running a temperature, or stating they have been in contact with a person with COVID-19 will be taken immediately to the quarantine room and arrangements will be made for the student to leave campus.



SAA SAFE

Health Screenings

All individuals coming on campus must have a temperature below 100.4°F and be able to answer “no” to the following questions:

- **Are you experiencing shortness of breath, difficulty breathing, cough, chills, muscle pain, sore throat, diarrhea, or loss of taste/smell?**
- **Have you been exposed to anyone who was positively diagnosed with COVID-19 in the last 14 days?**

We ask parents to keep a close eye on their children and to keep them home when they are not feeling well. SAA will use CDC guidelines for any faculty, staff, or student who tests positive for COVID-19.

The guidelines include, but are not limited to: notifying the health department of a positive case, informing anyone in our school community with potential exposure while maintaining patient confidentiality, and ensuring the following criteria are met before the infected individual returns to campus:

- **At least 10 days since symptoms first appeared;**
- **At least 24 hours with no fever and without fever-reducing medication;**
- **Symptoms have improved.**

SAA uses the most current CDC guidelines. Visit the CDC's website at www.cdc.gov for the most up-to-date health screening guidelines.

SAA SAFE

Cleaning & Disinfecting

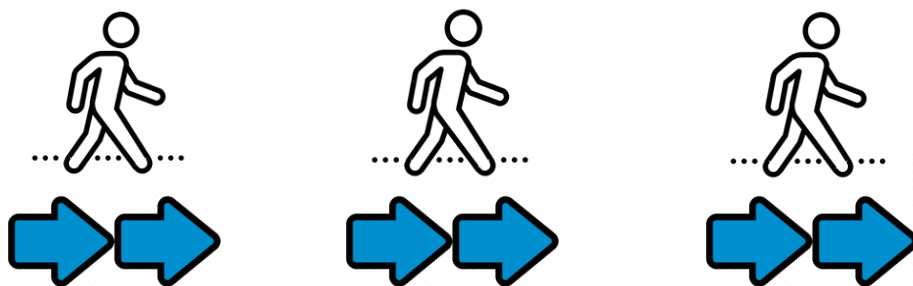
SAA has increased its attention to cleaning and sanitizing surfaces within the school. Along with removal of unnecessary decorative items in the classrooms and common areas, we are increasing the number of times frequently touched surfaces (door handles, sink handles, furniture, and others areas) are sanitized.

Custodians have developed a schedule for increased routine cleaning and sanitization.

Safety is everyone's responsibility. Faculty, staff, and students will have access to decontamination supplies.

Pedestrian Traffic

One way traffic patterns have been established where possible in an effort to decrease the amount of people in a shared space. These traffic patterns will be clearly marked.



Campus Access to Parents & Visitors

As much as we love having families visit campus, while operating in Level 2 or 3, access to campus will be limited to students and employees. During these levels, parents and visitors will not be allowed on to the main part of campus. Please call ahead to make an appointment with the uniform store, business office, or other on campus requests.

SAA SAFE

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 significantly reduce the risks to students, teachers, staff, and their families.

FOLLOW THESE PROTOCOLS



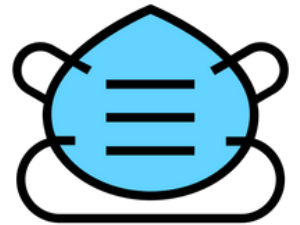
**Practice Social
Distancing**



**Practice Good
Hygiene**



**Conduct Daily
Health
Assessments**



Wear a Mask

STAY HOME IF YOU ARE SICK

