



## On-Campus COVID-19 Addendum (*Tentative*) 2020-21 School Year

Due to the COVID-19 pandemic, the following additional security protocols have been created for the 2020-21 school year. Parents must agree to these expectations in order for their children to attend Spanish World School during the current health crisis. Please read and understand these policies, particularly those related to extended care schedules, school closures and tuition expectations. **Students will not be admitted to Spanish World School without this addendum signed by both parents or guardians.**

These protocols are based on guidance from the [Center for Disease Control](#), [Texas Education Agency](#), [American Academy of Pediatrics](#) and [Texas Health & Human Services](#) and are subject to change at any time, based on the rapidly-changing pandemic.

Please note that this document is an addendum to the 2020-21 Parent Handbook. Health-related policies as well as scheduling and logistical modifications in this addendum take precedence over previously shared Parent Handbooks; all other policies in the Parent Handbook are in effect.

### **Authorized Visitors in the Building**

The only authorized people who can enter the building are enrolled students and staff and local officials such as health inspectors, licensing representatives and fire inspectors. **Parents are allowed in the building only in case of an emergency.** If they do enter the building, they must wear a face covering. All authorized adults will be screened for their temperature and be required to wear a face covering while inside the building.

### **Belongings from Home**

Elementary students should bring only a lunchbox and filled water bottle, as well as school-provided agenda and binder, in their backpacks daily. Books, toys and other household items are not allowed.

**Please be sure to send all that your child will need throughout the day, as we will not share any items!**

### **Birthday & Classroom Celebrations**

Teachers will continue to celebrate special days within the classroom with games, music and special activities. **Until further notice, parents are not permitted to attend or bring food for such celebrations.** Parents may connect with teachers via Microsoft Teams to virtually attend birthday celebrations if desired.

### **Communication**

Since parents will not be allowed to enter the building, teachers will not be available to regularly talk face-to-face with parents. All families will receive their homeroom teacher's email address during our virtual Meet the Teacher event on Friday, August 14th. Campus administrators' contact information is listed below.

#### **SWS – Grand**

[grand@spanishworldschool.com](mailto:grand@spanishworldschool.com)

214-826-2323

Alexandra Sabater, Director

[alexandra@spanishworldschool.com](mailto:alexandra@spanishworldschool.com)

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### **Drop-off and Pick-up Procedures**

Parents will be given a set schedule for their child's school day. Schedules will be staggered to minimize interaction with others during drop-off and pick-up. **It is important to follow this schedule as closely as possible.** SWS - Grand will utilize different entrances for specific classrooms to reduce exposure (main entrance, kindergarten hall entrance, Shadyside entrance.) Parents will wait outside the building at their assigned spot during their assigned drop-off and pick-up times. Markers will be placed outside to show where to stand in order to maintain appropriate social distance.

Students and parents will have their temperature checked by parents and/or staff members before being escorted to their classroom. Once inside the building, designated teachers will assist students in thoroughly washing their hands before getting settled in the classroom.

Parents will pick up students in the afternoon in carpool. Morning carpool will not be offered during the fall semester.

### **Enrichment Classes**

After-school enrichment classes and clubs are suspended for the fall semester. If the COVID-19 situation improves, we may be able to offer them in the spring.

### **Face Coverings**

Elementary students in grades Kinder-2nd grade are not required but highly encouraged to use face coverings while at school. Students in grades 3-5 will be required to wear face coverings. Teachers will review safe handling of face coverings and discuss with students why they are helpful but will not handle them physically.

Teachers and administrators will wear face coverings for their protection. Parents are required to wear face coverings at drop-off and pick up, and in the event that they need to enter the building.

[Here](#) is more information regarding the CDC's position on face coverings.

### **Handwashing**

Students and teachers will be expected to wash their hands repeatedly throughout the day. Parents should model and practice proper hand-washing techniques at home with students.

### **Lunch & Snacks**

Lunch and snacks must be provided by parents. All students should bring a full water bottle to school each day. Water fountain use will be limited to staff only, who will fill students' water bottles as necessary.

In order to reduce exposure to additional people on campus, there will be no lunch catering from Wholesome Food Services or food delivery for students or staff (Uber Eats, Door Dash, etc.) We will suspend the Fiesta Friday lunch program until further notice. **SWS will not provide any food.**

Students will be eating in the classrooms for the time being. Should a classroom roster include a serious food allergy, families will be required to avoid sending indicated foods for all snacks and lunch. Families will receive notice of classroom food allergies before the first day of school.

### **Modified Extended Care Schedules**

In order to properly staff classrooms and avoid mixing students enrolled in extended care, the following schedule changes will be in effect starting in August.

**Morning Care: 8am - class start time**

**Afternoon Care: Class end time - 5pm**

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Extended care cannot be prorated during the 2020-21 school year. "Drop-in" morning or afternoon extended care is available only with 24-hours advanced notice.

Students will remain in their classrooms with their classmates and teachers during extended care. They will not mix with students or teachers from other classrooms.

Students who utilize morning or afternoon care must be dropped off between 8 - 8:15am and/or picked up no later than 5pm. If parents are consistently late picking up students from extended care, they will be removed from the extended care program and will need to be picked up at their designated class dismissal time.

Extended care rates will be reduced to reflect schedule modification.

### **Safety Protocols**

- Student check-in and check-out will be conducted outside of the schools with social distancing measures put in place. Specific routines for the different campuses and age groups will be shared in a separate email.
- Parents may not enter the buildings unless there is an emergency.
- Students and parents must have temperature taken at drop-off each morning.
- Drop-off and pick-up times will be staggered for crowd control.
- To avoid exposure, the same parent or guardian should drop off and pick up students each day.
- Students and staff will frequently and properly wash their hands throughout the day.
- Classes will stay together throughout the day and not mix with others.
- Classrooms, bathrooms and frequently-touched surfaces (doorknobs, water fountains, sink handles, etc.) will be consistently sanitized throughout the day.
- If a student develops virus symptoms during the day, including but not limited to a fever of 100.4 or higher, he/she must be picked up immediately and remain at home symptom-free for 72 hours before returning to school. While we know that low-grade fevers are common in children and do not necessarily indicate anything serious, at this time all signs of illness will be taken seriously.

### **Positive Cases at School**

SWS will alert the campus communities of any positive cases at school. Parents are also expected to communicate with SWS administration regarding any positive cases in their households or if anyone in their families exhibit symptoms.

***If a teacher, staff member or student in the school is diagnosed with COVID-19***, SWS will immediately report the positive case to the Texas Department of State Health Services. Depending on the case and level of exposure, the classroom or school may be forced to close for a definite or indefinite time period for thorough disinfection. SWS employees and families will be alerted immediately of health department mandates. In most cases, school closures are not dictated by SWS, but rather are official mandates from the health department.

***If a family member of a student is diagnosed with COVID-19 or shows symptoms of the virus***, parents must inform administration immediately. Students who live with someone who tests positive may need to self-quarantine for a minimum of 14 days. If someone in the household exhibits symptoms and is tested for COVID-19, the student must stay at home until the test results are known. If the test results are positive, the student must also be tested and can return to school only with a negative test result or after self-quarantining for 10 – 14 days. SWS is required to report positive cases within the school community to the health department and, depending on the level of contact the student and/or family member had, the school may be required to close. SWS families will be informed of any positive cases in the school community.

***If a teacher or staff member or someone in a teacher's or staff member's household shows symptoms or is diagnosed with the COVID-19 virus***, the teacher or staff member will be required to self-quarantine and be tested as soon as possible. If they test positive, SWS will alert the health department for instructions on how to proceed and to establish a plan as to when the teacher or staff member may safely return to work. If someone in the household exhibits symptoms and is tested for COVID-19, the teacher or staff member must self-quarantine until the test results are

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known. If someone in a staff member's household tests positive for COVID-19, the staff member must also be tested and will likely have to self-quarantine for 10 - 14 days before safely returning to work. All cases will be reported to the health department for specific guidance. Parents will be kept abreast of all reported cases.

### **School Closures/Virtual Learning**

Despite the school community's commitment to safe health practices, parents should expect that SWS could temporarily close at some point during the 2020-21 school year due to the COVID-19 virus. Parents and students should plan for this circumstance and be prepared to establish new routines at home with little or no advanced notice. At the time of creating these policies, closures of schools or daycares affected by a positive case of COVID-19 are typically mandated by the health department for a minimum of 14 days, though depending on the case, this might decrease or increase. SWS will depend on advice and/or orders from the health department to specify exact procedures for each positive case reported.

If SWS is unable to offer in-person instruction and childcare during temporary closures, the school will offer a virtual learning platform via Microsoft Teams for Elementary students. All students will receive a Microsoft account and will receive instructions on how to connect via Teams.

### **Sick Policy**

Students and staff cannot attend school if they exhibit any of these symptoms:

- Fever of 100.4 degrees or higher
- Dry cough
- Shortness of breath
- Chills
- Loss of taste or smell
- Sore throat
- Muscle aches
- Congestion or runny nose
- Nausea or diarrhea

If families suspect these symptoms may be related to COVID exposure, they should consult a physician immediately.

If students develop any symptoms while at school, parents must pick them up as soon as possible (no more than 30 minutes). Students will wait in an established area in the school until parents arrive. **Parents must be available via telephone while students are in school in case of an emergency.**

Students and staff may not return to school until they have been symptom and fever-free for 72 hours.

### **Social Distancing While at SWS**

While not practical to prohibit physical contact with students, teachers will maintain appropriate distance from students as much as possible. It is also not possible to prevent physical contact between students. However, students' work and play areas will be arranged to allow for the maximum amount of distance between them.

Students will eat snacks and lunch in their classrooms and will have scheduled times on the playground so that classes do not mix.

All project expert visitors will be hosted on-line, and all field trips are cancelled until further notice.

### **Social Distancing Outside of SWS**

Teachers, staff, students and parents should adhere to strict social distancing measures while not at school. Activities outside of the school should be limited to work and essential errands, so as to reduce the risk of exposure. Out of respect for the school community, teachers, staff and parents are encouraged to avoid high-risk environments unless

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they are deemed necessary for work. Per Governor Abbot's recent mandate, face coverings are mandatory for all adults and children over the age of 10 while outside the home.

Families who travel outside of Texas during the school year must alert the school administration prior to leaving town. Based on state and/or federal mandates, self-quarantining after such trips may be necessary.

At this time, all non-essential international travel is discouraged by the [CDC](#). Parents are required to inform administration if they plan on traveling internationally and should be prepared to self-quarantine for 14 days upon return.

### **Staff Training & Expectations**

SWS teachers and staff are required to complete certain COVID-19-specific trainings during summer professional development and throughout the school year. Teachers will be expected to follow all safety protocols outlined in this agreement, including wearing a face covering while at school, and fulfill any other training requirements as necessary.

### **Tuition Clarifications**

Despite the uncertain situation presented by the COVID-19 pandemic, SWS is responsible for compensating teachers and staff as well as maintaining the school buildings and covering increased operating expenses. As such, the following tuition expectations have been created for the 2020-21 school year.

- Students are unable to start school until the first monthly tuition payment or the annual tuition payment has been paid in full. Any past due balances from the previous school year or summer session must also be cleared before your child is eligible to start the 2020-21 school year.
- Tuition payments must be made by the 5th of each month without exception. **Students will not be able to attend school (on-campus or virtually) if tuition payment is not received by the fifth of the month.**
- Elementary tuition will not be discounted in case of a school closure. If the school is closed for more than 2 weeks, we will offer a credit for pre-paid extended care fees.
- Tuition will not be refunded in case of mandatory travel quarantines if families choose to travel during the school year.
- Tuition will not be refunded in case students are required to self-quarantine due to exposure to the COVID-19 virus. SWS will work with these families to coordinate asynchronous instruction during such government- or school-imposed absences.
- If parents decide to withdraw their child from school while the school is temporarily closed, they must re-enroll their child at a later date. **We are unable to hold students' spots if they withdraw from SWS during the 2020-21 school year.** While we were able to make many exceptions during April and May of 2020 to accommodate families' specific needs, it is not a sustainable practice for the school to operate without a significant portion of student tuition.
- Families under extreme financial constraints as a result of the COVID-19 virus should contact [community@spanishworldschool.com](mailto:community@spanishworldschool.com) for alternate payment options.

*Please note that SWS may create and modify policies throughout the 2020-21 school year based on unpredictable circumstances and situations. Parents will be informed in writing of any changes to this addendum.*