



Alief Montessori Community School

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Return to In-Person Instruction and Continuity of Services (RIPICS)

SY 2022-2023

an AMCS Publication
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Commitment



Delia Presillas
Superintendent/Principal

AMCS is determined to fulfill its mission of providing an optimal environment for learning, and is committed to provide a safe learning environment for all our students and staff.

AMCS has updated its Return to In-Person Instruction and Continuity of Services (RIPICS) plan through the devoted efforts of the AMCS Health and Safety Committee comprised of teachers, staff, administrators, parents, and community members in consultation with stakeholders representing the interests of children with disabilities, English learners, children experiencing homelessness, children in foster care, migratory students, local tribes, children who are Incarcerated; other underserved students, civil rights organization, and based on guidance from the CDC, TXSSC and the Texas Education Agency. This plan is subject to change as we receive additional guidance from the state and local officials.

We are grateful for your understanding and support.

SUPPORT FOR ESL STUDENTS

1. Pre-LAS and LAS assessment will be used for incoming students in PK-8 grade, as appropriate to determine placement in the ESL program. LAS assessment and results from standardized tests will be used to qualify students for ESL program exit.
2. ESL teachers and general education teachers will follow the general education guidance and complete differentiated lesson plans
3. ESL and RtI teachers will collaborate with general education teachers to ensure lessons are designed to meet the needs of all students.
5. Supplemental kits of materials and manipulative will be distributed for all students in the program
6. Progress tracking of goals set for ESL students are documented

SPECIAL PROGRAMS

Support for Special Education, RTI & 504 students

1. Special education and RTI teachers provide differentiated lesson plans at least twice-a-week remediation tutorials and will check in with each parent/student for 1-on-1 progress review using an IEP goal tracking system.
2. The Speech-language pathologist provides virtual instruction, 30-60 minutes twice a week.
3. MClass Dyslexia screening, evaluation are conducted as scheduled. Our dyslexia specialist uses Reading by Design to provide instruction to students needing dyslexia interventions.
4. Access to mental health, well-being, and community building resources are provided.
5. General education teachers document progress of students using the IEP progress tracking system.
6. Students with IEPs or 504 plans continue to receive supports and/or modifications as specified by each student's individual plan.
7. Parent Handbook with information about resources for general education and special population support are distributed accordingly.
8. SPED teachers would work in PLCs along with general education content teachers to ensure that they are able to finalize adapted lesson plans and curricular materials that meet the accommodations and modifications outlined in each student's IEP

SOCIAL AND EMOTIONAL WELLNESS

AMCS is committed to ensuring the social and emotional health and wellbeing of all students and staff.

STUDENTS

SEL Curriculum: Direct instruction and support are provided to students in the area of social-emotional learning (SEL). A survey from students and teachers generated the topics of their concerns and interests, in connection with, but not limited to the pandemic situation. The guidance counselor plans and implements weekly lessons in a 60-minute session with all the Grades 1-8 classrooms.

Individual Counseling: Guide students as they plan, monitor, and manage their individual educational, career, personal and social development via cohort meetings, classroom visits, email, and individual sessions

STAFF

AMCS utilizes in-service days, staff development days, weekly professional learning committee (PLC) time, and bi-weekly faculty meetings to generate ideas, concerns and suggested topics for social-emotional learning and to inform on the latest public health orders. There is a Safety and Health Advisory Committee (SHAC) that actively monitors the implementation of our Local Wellness Program.

FAMILY ENGAGEMENT

AMCS has a Community Development and Family Engagement Liaison who helps plan and organize various activities such as town halls, workshops, orientations, and social events to keep our parents informed and involved. Parent volunteers help the school in many ways such as in gardening, carpentry, classroom material-making, donation to charities, etc.

ATTENDANCE

- Regular attendance and punctuality are required of every student. AMCS requires the student to be in attendance 98% of the school days.
- Personal illness, sickness, or a death in the family may excuse absences or tardies as may dangerous travel conditions, quarantine, school activities, or religious observances (with permission from the Principal). Other emergencies or unusual circumstances may be submitted to the Principal for consideration.
- Students who have been absent must present a written excuse from their parent or guardian upon their return.
- In case of a prolonged medical absence a doctor's written statement is required for the student to return.
- A doctor's written statement is requested prior to an absence anticipated as the result of a chronic illness.
- Leaving school early should be limited to medical appointments or family emergencies. Abuse of early release may result in administrative action, including placement in the wait list in the next school year or withdrawal of the student.

PROGRESS MONITORING / ASSESSMENT

There is a multi-pronged approach to tracking students' academic progress and achievement.

1. Transparent Classroom is used to record the lessons planned and given to students.
2. Print and web-based systems that record scores and levels of progress as students complete daily assignments.
3. Students' research projects and presentations demonstrate learning and the application of concepts and skills
4. AMCS Fall, Mid-year and End-of-the-Year Progress Report for every student in the primary, elementary and middle school levels which provide a detailed checklist of which concepts and skills has been introduced, practiced or mastered.
5. Diagnostic and interim assessments are held to provide both baseline and progress data on the academic levels of each student in the major content areas (ELAR, Math, Science and Social Studies).
6. Alongside academic record keeping on each student in Transparent Classroom, the following assessments are used in gauging academic progress: Teaching Strategies GOLD for PK students, MClass for K-2 grade, STAAR, TELPAS, and ITBS.

MEALS

As a Community Eligibility Provision (CEP) site, AMCS offers free breakfast and lunch to all students. Hot meals are served in the classroom to ensure cohorting and social distancing. Students may also bring their own lunch and snacks.

AFTER SCHOOL

AMCS provides various enrichment activities in the after school program such as sports clinics on soccer, basketball, volleyball and running, reading, math, and art workshops for PK thru K students, and after school tutorials for grades 3-8.

PRIMARY SCHEDULE

8:00-8:15 AM

Arrival/ Breakfast

8:15 - 11:30 AM

Morning work cycle

Small Group Lessons with teacher in Language, Reading & Writing, Math, Cultural, Sensorial and Practical Life

11:30-12:00 PM

Recess for PK
Pre K3 Dismissal

12:00-1:00 PM

Lunch with practical life components

1:00 - 3:00 PM

Afternoon work cycle

Small Group Lessons with teacher in Language, Reading & Writing, Math, Cultural, Sensorial and Practical Life

3:00-3:15

PreK4 and K Recess

3:00 PM

Dismissal

LOWER ELEM. SCHEDULE

8:00-8:30 AM

Arrival/ Breakfast

8:30 - 11:30 AM

Morning work cycle

Small Group Lessons with teacher in Language, Reading & Writing, Math, Social Studies and Science /snacks / Board work: journal, math problem, editing

11:30-12:30 PM

Recess/Lunch
Read-aloud / Lunch
with Practical Life Component.

12:30-3:20 PM

Afternoon Work cycle / PE/ Electives

3:20 PM

Dismissal

UPPER ELEM. SCHEDULE

8:00-8:30 AM

Arrival/ Breakfast

8:30 - 11:30 AM

Morning work cycle

Small Group Lessons with teacher in Language, Reading & Writing, Math, Social Studies and Science /snacks / Board work: journal, math problem, editing

11:30-12:30 PM

Recess/Lunch
with Practical Life Component.

12:30 3:20PM

Pledge/ Read aloud/Recess
Timed Test
Afternoon Work cycle / PE/ Electives

3:20 PM

Dismissal

MIDDLE SCHEDULE

8:00-8:30 AM

Arrival Breakfast

8:30-10:30 PM

PLTW
PE
Production and Exchange
Self Expression

10:30-12:00

Morning Block Cycle
Social Studies
Science

12:00-1:00 PM

Recess/Lunch
with Practical Life Component

1:00 -3:20 PM

Afternoon Block Cycle
Math
ELAR

3:20 PM

DISMISSAL

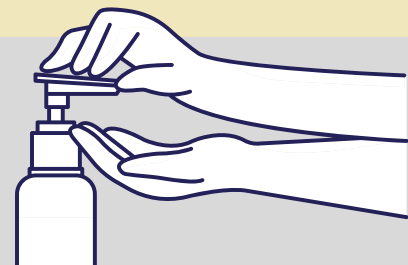
Health & Safety Protocols

Health & Hygiene Practices: General

- Staff and students proceed directly to the classroom and will wash hands for 20 seconds right away.
- Students and staff will be encouraged to do handwashing or use hand sanitizer frequently throughout the day.
- Water fountains will be restricted from use as drinking fountains but may be used to fill water bottles.
- Students, staff and parents will be educated on health and safety protocols and good hygiene practices, including frequent and thorough hand washing, covering coughs and sneezes using the district and campus websites, social media, email, building signs and classroom lessons with videos.

Health & Hygiene Practices: Disinfection

- All classrooms will be provided with sanitizers and paper towels for sanitizing desks and technology.
- During in-Person Teacher, assistants will disinfect the classroom tables, chairs, high-touch surfaces, and materials four times a day: morning time before the children arrive, before lunch, after lunch, and at the end of the day.
- TAs will disinfect classroom materials touched/used by students every after use.
- Staff is expected to clean and sanitize their workspaces before and after use.
- See “Cleaning Protocols & Guidelines for Staff.”



Health & Safety Protocols

Appendix: Cleaning Protocols & Guidelines for Staff Product for employee use: Alcohol-based sanitizer spray and paper towels; hand sanitizer and hand soap; PPE (personal protective equipment)

Employee procedures for sanitizing during daily activities:

- Spray sanitizer
- Sanitize high-touch surfaces before and after use. Then wipe with a paper towel and air dry. High-touch surfaces include desks, light switches, doorknobs, phones, conference tables, computer keyboards, countertops, and chairs. Do not saturate computer keyboards.
- Wash hands for 20 seconds using disinfecting soap.
- Use hand sanitizer before and after touching surfaces such as copy machines, coffee pots, refrigerator handles, and doorknobs. Hand sanitizers are placed throughout the building in high traffic areas

Please contact the custodian if you are in need of additional supplies.

- Teacher assistants and night cleaning staff will disinfect periodically during the day or night with a hospital grade-EPA registered disinfectant, then wipe surfaces. Areas that will be cleaned include restrooms, main entryways, workrooms, lunchrooms, classrooms, library, supply rooms.
- Water fountains at the end of the hallway will be wrapped with plastic bag covers and are restricted from use.

Face Mask is optional

- Students in grades PK3-8th and all staff will be encouraged to wear face masks on, hallways, common areas, and when social distancing is not feasible, including in classrooms, to the extent it is developmentally appropriate.
- The school will have facial coverings and other PPE items available for any employee or student as needed.

Health & Safety Protocols

Meals

- Nutrition services staff will wear gloves during meal preparation and service.
- For breakfast and lunch will be served in the classroom.
- Serving tables will be sanitized frequently.

Self Pre-Screening /Self Reporting

The best way to prevent the spread of illness in our schools is to stay home when ill. Students should not attend school if they have a fever of 100.0 F or higher or new onset of any of the following symptoms of illness that may include:

- Cough,
- Congestion, or Runny nose
- Shortness of breath or difficulty breathing,
- Chills, fatigue
- Shaking or exaggerated shivering, Significant muscle pain or ache
- Headache,
- Sore throat,
- Loss of taste or smell
- Diarrhea, Nausea, or vomiting

Health & Safety Protocols

Cleaning Protocols

- Cleaning and disinfecting are part of a broad approach to preventing infectious diseases in schools.
- Following CDC, TEA, and other public health guidelines, AMCS has established protocols to keep buildings safe and clean. When a situation warrants, the school will close all or part of a building for disinfection, notifying the occupants in advance, as appropriate.
- AMCS will align cleaning protocols with guidance from national, state, and local authorities to help ensure students and staff are provided safe and healthy learning and working environments.
- AMCS approach to providing a safe learning environment for all students and staff involves frequent and ongoing cleaning, sanitizing, and disinfecting of campuses and support facilities.
- Cleaning and disinfecting are part of a broad approach to preventing the exposure and spread of infectious diseases in schools. The process of cleaning combined with disinfecting effectively works to minimize the spread of infection.
- AMCS will adjust cleaning protocols as needed. Disinfectants used by the custodial staff are on the environmental Protection Agency's list of Disinfectants for Use against SARS-CoV-2 (COVID) and the standard procedures for routine cleaning and disinfecting will be followed. This will include the frequent cleaning and disinfecting of surfaces and objects that are touched often throughout the school day.
- Staff and Students will have access to sanitizing supplies that will be safe for the student to clean electronic devices, any shared supplies, as well as their own desks and chairs.

Health & Safety Protocols

Common Areas

- By implementing proactive measures to minimize the contact with surfaces in high traffic areas and frequently visited common areas, we can further reduce the spread of germs and other pathogens. High traffic common areas including restrooms, theater, locker areas, and teacher workrooms, will also be cleaned and disinfected daily.
- AMCS recommends and encourages students to bring their own school supplies when possible if they do not feel comfortable sharing materials. Students are encouraged to bring refillable water bottles to school, if possible.
- In accordance with the CDC's Guidance for Administrators in Parks and Recreational Facilities, playground structures and other outdoor areas do not require disinfection.
- Spraying disinfectants on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID to the public.

AMCS Playgrounds

- Playground structures are open for students to use during the school day. Students are expected to wash or sanitize their hands before and after playing on playgrounds structures. If soap and water are not available, hand sanitizer can be used.

High Touch Surfaces -

- Staff and custodial teams will continue the ongoing cleaning of high-touch surfaces during the instructional day.
- Classrooms will be equipped with supplies such as cleaning sprays and wipes for cleaning between scheduled transitions and changing of student groups. Appropriate safety products will be provided near high-touch surfaces in offices and throughout the building to ensure health and safety protocols are met.

Health & Safety Protocols

Common Areas

Water Fountains

- Water fountains will be open for the filling of water bottles or jugs. Students and staff are encouraged to bring a refillable water bottle to fill at fountains. As well, we want to ensure students and staff remain hydrated and have access to water throughout the day.
- The AMCS will continue to monitor all guidelines and recommendations to ensure the safest and most current practices for the cleaning, disinfecting, and sanitizing of the campuses are implemented. The district is utilizing the best practice sanitization methods when and where possible, like those used by hospital systems to further provide for the safety of our staff and students

Health & Safety Protocols

AMCS Response Protocol

AMCS must have clear and defined response protocols for individuals who test positive for COVID-19, for reports of positive COVID cases, when students and staff members become ill during the school/workday, or when individuals come in close contact with a lab-confirmed positive COVID case.

Individuals who test positive for COVID-19:

AMCS is required to report positive cases to the respective County Public Health Officer and the Texas Education Agency.

Staff members positive for COVID-19 should report they are positive cases to the school and complete the form on the school website.

Students should report positive cases to the AMCS website. In addition, staff should notify their supervisor/principal of work absences and parents notify their child's teacher.

Students and staff should isolate for **5** days after the date of symptom onset or test date if asymptomatic as recommended by the Centers for Disease Control and Prevention Control (CDC).

Individuals must be fever-free for at least 24 hours without the use of fever-reducing medications before returning to school or work.

AMCS administrators will continue monitoring the situation along with any updates in requirements for exclusion from the Texas Department of State Health Services.

Student or staff may return to school after 5 days. If still Positive for COVID - the individual must wear high-quality well-fitted face mask until day **10**.

Health & Safety Protocols

Individuals who Test-Confirmed Positive while at School

Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a classroom or extracurricular or after-school program cohort if a test-confirmed COVID-19 case is identified among students, teachers, or staff who participated in those classrooms or cohorts.

Required Actions:

Communication must be sent to ALL teachers, staff, and parents. Notifications will be sent at the end of the day to prevent multiple communications from being sent in one day.

The administrators will determine the mode of communication to deliver the message (formal letter sent home, email, text message blast, phone call, etc.

Separate communication will need to be sent to those individuals determined as exposed to a confirmed positive person.

Health & Safety Protocols

Staff Who Have COVID-19 or Who are Exposed

Schools must exclude staff from attending school in person who is actively sick with COVID-19, or who have received a positive test result for COVID-19.

Staff may return when the re-entry conditions have been met, as described in the DSHS rule used for students.

Required Actions:

Regardless of vaccination status, we will now test those individuals determined to be exposed periodically. "Periodically" is now defined as testing two times during the 10-day post-exposure. The first test will be administered between the first 24-48 hours and the second test will be administered on or between the 5 and 6 days. In those cases where a staff member has recently been tested, they will now test on the next scheduled day.

Employees should test at the beginning of the day at the office, if possible.

Onsite testing at the campus should be the first option, if campus testing is not available then the employee would have their testing done at any testing facility in the Houston area.

Health & Safety Protocols

Staff Who Have COVID-19 or Who are Exposed

AMCS office will document and track the negative test results of exposed staff members during the 10-day period.

Exposed individuals do not necessarily have to quarantine. Individuals will be asked to monitor their symptoms and get tested. Exposed staff members will be required to test, but not quarantine. If a staff member chooses to quarantine, they will use their personal days, the district does not cover those absences. Individuals who reside with someone who tests positive are not required to quarantine. It is recommended that the individual get tested for COVID-19. If you test negative, you may return to work/school and continue to monitor yourself for symptoms.

AMCS Communications during COVID-19 Pandemic:

In coordination with the local health departments, AMCS shall coordinate and disseminate all communications related to the specific infectious disease.

General communications from AMCS will include

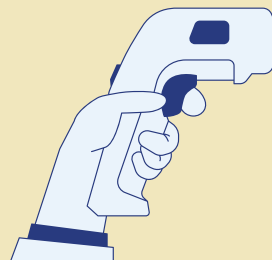
- information about the disease in general
- information about the disease impact within the AMCS
- actions of AMCS

Targeted communications to affected or vulnerable populations within AMCS as needed Specific information regarding the prevention of the spread of the disease AMCS posts this document and all COVID-19 response information on its main webpage as a reference for guidance and provide answers to many questions.

Health & Safety Protocols

Visitors

- Visitors should make an appointment to meet with campus staff.
- All visitors (non-students or non-staff) must check-in at the front office.
- All facilities will have hand sanitizer available at each entrance for visitors to use whenever they enter the building.
- Visitors could be limited during high covid situations.
- Campuses will develop and communicate procedures for the drop-off of items for students.
- Lunch visitors will be allowed on appointment basis with the teacher.
- Volunteers are welcome for the 2022-2023 school year.



SCHOOL VISITOR
Name _____
Date _____



Health & Safety Protocols

Response

- If an individual who has been in a school is lab-confirmed to have COVID-19, the school will 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).

Other Resources Communication

- AMCS uses SchoolMessenger for student and staff emergency notifications. If you are not currently receiving emails or phone messages from AMCS, please contact the office to confirm your contact information.
- Should there be a need to temporarily close a class or school due to COVID-19, parents, and staff at the impacted campus will be notified by email and/or phone and the class will continue remotely pending the return to class/school. Home internet access and devices are required for remote learning.