

2020
2021



Iftin
CHARTER SCHOOL

Hybrid

Instructional Model

Transition Plan

Introduction

On July 17, 2020, Governor Newsome provided California schools with some guidelines as to when school can resume in person instructions. “Schools located in counties that are on the Monitoring List must not physically open for in-person instruction until their county has come off the Monitoring List for 14 consecutive days. Schools in counties that have not been on the Monitoring List for the prior 14 days may begin in-person instruction, following public health guidelines.” As of Tuesday, August 18, San Diego County was removed from the State Monitoring list and as of Saturday, August 22, 2020 the San Diego County Health Officer and Emergency Regulations were updated to allow “All public, charter, and private schools may hold classes and other school activities only under circumstances permitted by the State and in compliance with the [COVID-19 Industry Guidance: Schools and School - Based Programs](#), and as may be updated or superseded by further State guidance. Institutions of higher education may hold classes or other school activities only under circumstances permitted by [the State](#) and in compliance with the COVID – 19 Industry Guidance.”

First and foremost during this pandemic, Iftin Charter School is committed to ensuring the health, safety and well-being of all our students, families, teachers and community. We are also committed to ensuring that all of our students are receiving rigorous high quality instruction.

Iftin will continue with our plan to begin the school year with students participating in ***ICS Virtual Learning Academy***. Iftin Charter School will take steps to resuming some in-person instruction following the California Department of Education Guidelines, CDC Guidelines, and Local Health Orders.

To allow time for teachers to prepare for the transition to a Hybrid Instructional Model and to ensure students can be trained on how to enter the campus, going to class, and hygiene expectations we will move to a Hybrid Instructional model in a phased approach.

| <i>Date</i> | <i>Instructional Model</i> |
|-------------------|--|
| August 31, 2020 | First Day of School - <i>ICS Virtual Learning Academy</i> |
| October 12, 2020 | ICS will open a Academic Support Zone until the school fully transitions to a Hybrid Model <ul style="list-style-type: none"> ● Special Education Students ● Homeless Students or Foster Youth ● Students who are experiencing attendance issues ● At-Risk Students ● Newcomers ● Students of Essential Workers TK/Kindergarten - 2nd grade - will prepare to transition to Hybrid Instructional Model |
| November 30, 2020 | TK/Kindergarten - 2nd grade will begin Hybrid Instructional Model Grades 3-5 will prepare to transition to Hybrid Instructional Model |
| December 14, 2020 | Grades 3-5 will begin Hybrid Instructional Model Grades 6-8 will prepare to transition to Hybrid Instructional Model |
| January 4, 2021 | Grades 6-8 will begin Hybrid Instructional Model. Iftin Charter school will be fully transitioned to the Hybrid Instructional Model |

Academic Support Zone

Identified students will have access to a supervised classroom where they can participate in classroom virtual lessons, get extra help and receive additional services outlined in an IEP or identified. Students will participate in all arrival procedures outlined in this plan.

Hybrid Instructional Model

Schedule at a Glance:

| Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------------|----------------------|----------------------|----------------------|-------------------------------------|
| Cohort A - In Person | Cohort A - Virtual | Cohort A - In Person | Cohort A - Virtual | Cohort A and B: Virtual Learning |
| Cohort B - Virtual | Cohort B - In Person | Cohort B - Virtual | Cohort B - In Person | |

Teacher Roles:

- Teachers will divide their class into two permanent cohorts: Cohort A and Cohort B.
- Teachers will use the transition prep week to help students learn their cohort, learn their new schedule and learn new procedures.
- Teachers will review arrival and dismissal procedures the week leading up to the transition with their classes online.
- Teachers will review and remind students of safety protocols in place:
 - Wear mask or face shields
 - Wash or sanitize hands frequently
 - Stay 6 feet away from classmates
 - Bring your own water bottles
- Teachers will provide instructional materials/assignments to complete on the days they are learning virtually.
- Teachers will teach students in their class, while support is provided to students online in the virtual classroom.
- Teacher will wipe down desks and counters throughout the day.

Parent Roles:

- Parents will complete screening questions at home prior to coming to school.
- Parents will bring their students to school on time.
- Parents will keep children at home if they have a fever and/or are sick.
- Parents will communicate with their child's teacher.
- Parents will help students understand the safety expectations and procedures for arriving at school and going home.
- Parents will help students keep track of their schedule and assignments.

Student Roles:

- Students will come to school ready to learn.
- Students will complete assignments while working virtually.
- Students will stay at home if they have a fever or are sick.
- Students will follow all the safety protocols taught to them by their teachers and parents.
- Students will make sure they come to school wearing a mask and with their own learning materials.



Precautions & Measures

All faculty, staff and students in 3rd grade and up will be required to wear facial coverings. Students in 2nd grade and below will be encouraged, but not required to wear facial coverings.

ACTIVE SCREENING

All faculty, staff and students will be expected to follow the screening procedures and safety protocols.

| Who | What/When | Outcomes |
|-----------------|---|--|
| Staff | <ul style="list-style-type: none"> Will complete screening questions at home prior to arriving on campus Will stop at entrance to have temperature checked and screening questions reviewed | <ul style="list-style-type: none"> If YES is answered for any of the questions or a fever of 100+ is registered, staff members will be directed to stay or go home and consult their doctor and continue with virtual teaching if possible until cleared to return If NO, staff members will proceed directly to their classrooms or assignments |
| Students | <ul style="list-style-type: none"> Will arrive on campus and stay in car until screened by Iftin Staff Will answer screening questions and have temperature checked | <ul style="list-style-type: none"> If YES is answered for any of the questions or a fever of 100+ is registered, students will be directed to go home and consult their doctor and continue with virtual learning until cleared to return If NO, students will be asked to proceed to the hand sanitation station then proceed to class |

Health Screening Protocols

| | Staff or Student with: | Actions: |
|----|--|--|
| 1. | COVID-19 Symptoms (fever, cough, loss of taste/smell, difficulty breathing, etc) | <ul style="list-style-type: none"> Will be directed to stay home or return home Recommend testing (if positive see #3, negative, see #4) School/Classrooms will remain open |
| 2. | Close contact with a confirmed COVID-19 case | <ul style="list-style-type: none"> Will be directed to stay home or return home Quarantine for 14 days (including weekends) from last exposure Recommend testing (but this will not shorten the 14 day quarantine) School/Classrooms will remain open |
| 3. | Confirmed COVID-19 infection/case | <ul style="list-style-type: none"> Iftin will Notify the local public health department Isolate case and exclude from school for 14 days from symptom onset or test date Identify contacts, quarantine and exclude exposed contacts (likely entire cohort) for 14 days after the last date the case was present at school while infectious Recommend testing of contacts with priority given to symptomatic/high risk contacts (but this will not shorten 14-day quarantine) Disinfect and clean classroom(s) and primary spaces where case spent significant time School remains open |
| 4. | Test negative after symptoms | <ul style="list-style-type: none"> May return to school 3 days after symptoms resolve School/Classroom remains open |

Once a county is removed from the monitoring list and our school reopens, we are not required to close again if the county is placed back on the monitoring list. Iftin may consider school closure based on the number of school cases, the percentage of the teacher/student/staff that are positive for COVID-19, and following consultation with the local health officer. Iftin may also close if there are multiple cases in multiple cohorts or when at least 5% of the total number of teachers/students/staff are cases within 14 days. Iftin will close if 25% or more of the total number of teachers/students/staff are cases within 14 days, and in consultation with the local health officer.



Face Coverings Protocol

All staff members and adults will be required to wear a face covering in all locations of the school. Following CDE/CDC guidance, students in grades 3-8 will be required to wear their face masks at all times and students in grades TK/K - 2 will be encouraged to wear face masks. Staff or students who are unable to wear a face mask due to health concerns or learning/instructional needs, will be allowed to wear a face shield. Per CDPH guidelines, applicable students who refuse to wear a face covering may be required to participate in virtual learning until they are prepared to wear the required face coverings.

During arrival students will be provided with a mask if needed. Classrooms will also have extra face masks in their first aid kits.



Healthy Hygiene Protocols

Hand Washing

- Staff and students will wash or sanitize their hands every time they leave or enter the classroom and/or restroom.

Follow these steps every time:

- Wet your hands with clean, running water (warm or cold)
- Apply soap into your hands
- Rub your hands together to lather the soap
- Wash the back of your hands, between your fingers and under your nails
- Wash your hands for at least 20 seconds (sing the happy birthday song once)
- Rinse your hands well under running water
- Dry your hands using paper towels

Hand Sanitizing

- Touchless and touch hand sanitizer dispensers are placed throughout the school. Hand sanitizer can be used in place of hand washing when exiting classrooms or prior to eating.
- Hand sanitizer should not replace washing hands when necessary (after using restroom, sneezing, PE, recess)

How to Use Hand Sanitizer:

- Apply a small amount into one hand
- Rub your hands together
- Rub the hand sanitizer over all surfaces of your hands and fingers until your hands are dry (about 20 seconds)



Respiratory Etiquette:

- Staff and students should cover their coughs and sneezes with a tissue
- Used tissues should be thrown away in the trash can immediately and hands washed with soap and water
- If tissue is not available, one should cough or sneeze into their elbows



Cleaning/Health Protocols



CLASSROOMS

- Throughout the day, teachers will be responsible for wiping down student desks, counters, door handles and light switches.
- Nightly (after dismissal), a professional custodial staff will clean and disinfect classrooms to include vacuuming, sweeping, disinfecting desktops, counter tops, sinks, bathrooms and emptying trash.
- Each classroom will be stocked with cleaning supplies, hand soaps, paper towels, and touch free hand sanitizer dispensers.



BATHROOMS/COMMON SPACES

- Professional custodial staff will clean bathrooms and commons spaces throughout the day, especially after heavy use
- Professional custodial staff will disinfect all bathrooms and common areas nightly
- Lunch areas will be cleaned and sanitized in between each lunch period
- Bathrooms, common spaces and lunch area will be equipped with touchless hand sanitizing dispensers
- Bathrooms will be monitored to limit number of students entering facility and to report cleaning needs



PLAYGROUND/STRUCTURE

- Play structure will be sprayed down after every recess block
- Play structure use will be limited to the school day
- Play structure will be disinfected nightly



HAND WASHING AND SANITIZING

- Touchless and touch hand sanitizing dispensers will be placed throughout the hallways and outside restrooms



Arrival/Dismissal Protocols



ARRIVAL PROCEDURES

Teachers/Staff:

- Teachers will arrive no earlier than 7:00, and no later than 7:40
- Staff members who arrive after 7:40 will check in through the office
- Park in parking spaces
- Enter front gate
- Clock in through their phone at screening station
- Answer screening questions and have temperature checked at the screening station, if cleared, teachers will go to their classroom, if not follow protocols outlined on page 3.

Student:

- Parents will arrive **no earlier** than 7:45.
- Parents will enter the double gates into the school and pull up to a colored cone.
- Students WILL stay in their car until screened by a staff member.
- Parents/students will answer screening questions and have temperature checked.
- Once a student is screened and cleared, they will sanitize their hands before entering the classroom. Staff will be placed throughout the campus to ensure students are reporting straight to class.
- If a student is not cleared to enter campus, staff and students will follow protocols outlined on page 3.
- Out of precaution, if multiple students are in a car and one fails the screening, all students will be directed to return home and continue their day with virtual learning.
- PARENTS WILL NOT BE ALLOWED TO ESCORT THEIR STUDENT TO CLASS.



DISMISSAL (2:50)

- Students will dismiss from their classes
- Students who walk home will be dismissed at 2:45 to leave campus through the front office
- Parents will pull into campus, stop at a colored cone, and ensure their placard is displayed
- Staff will call on walkie the students who are being picked up
- Students will walk out to their cars/staff will load students into cars
- Staff will be placed throughout the campus to ensure students are leaving when called
- All students who are remaining will be walked to the awning outside at 3:00

★ **Parents will not be allowed to check out their student after 2:30**

★ **Visitors and Volunteers will not be allowed in the classrooms**

★ **Parents who park and walk their student up will have to enter through the office to be screened and cleared**

★ **Late arrivals (after 8:20), parents will need to escort their student to the office**

Health Office Protocols

Due to the need to monitor COVID-19 symptoms and cases and to limit close contact, we will handle less severe injuries and illnesses in the classroom.

FIRST AID KITS

- Classrooms will be provided with a first aid kit that will include:
 - Gloves
 - Adult and kid face masks
 - Biohazard bags
 - Band Aides
 - Ice Packs
- For more serious injuries, such as broken bone or deep lacerations, the teacher will radio the office for help while maintaining the comfort and safety of the student. The student should not be moved by the teacher, the office staff and/or health technician will provide assistance to the student.

COVID-19/FLU SYMPTOMS

- If a student develops symptoms of COVID-19 or the flu (persistent cough, congestion, runny nose, shortness of breath, fatigue, sore throat, headache, flushed or feverish, loss of taste/smell, nausea, vomiting, abdominal pain, new rash), the teacher will ask the student to step outside the classroom (ensuring student has a mask on), maintain supervision of the child and classroom, and radio the office immediately
- The health technician will pick up the child from the classroom and screen the student more thoroughly
- If student is deemed to be sick or symptomatic, the student will be taken to the isolation room/area (indoor and outdoor space will be utilized)
- Parents/Guardians will be required to pick up their child immediately and follow protocols on page 3.
- STAFF: If a staff member becomes symptomatic, they will contact the office immediately and put as much space between them and their students while maintaining supervision.
- Coverage will be provided and staff will be sent home following the protocols on page 3.

HEALTH OFFICE/ISOLATION ROOM

- The Health Office will remain in the front office, with limited access
- An isolation room/area will be designated for students/staff displaying symptoms that are waiting to be picked up from school.
- To limit the number of students coming into the office, if a student needs to visit the health office for matters that can not be handled in class, teachers will call the office and students will be picked up and escorted to the office by a staff member if deemed necessary.

Our health technician will notify our COVID-19 Response Team Lead, Abdi Mohamud, of any positive or possible COVID-19 cases.



Restroom Protocols

- Posters will be posted in the restrooms to remind students of proper hand washing
- Students must wear facial coverings when traveling to and from the restroom and while in the restroom.
- Students may only use their grade level designated restroom:
 - TK/K use restrooms in classrooms
 - 1st - 2nd grade use restrooms at the end of building 300
 - 3rd - 5th grade use restrooms at the entrance into building 100
 - 6th - 8th grade use restrooms at the front of building 200
- Upon arrival to the restroom, students will check in with the Supervisory Aide to gain access to restroom, if the restroom is full, students will be directed to stand on one of the spots to wait (6ft apart)
- Supervisory Aides will be posted outside of restrooms to limit the number of students in the restroom to two at a time and to ensure restrooms are clean and stocked.
- Before leaving the restroom students will ensure they wash their hands and throw away their trash then report back to their classroom.



Social Distancing Protocols

- Posters will be posted throughout the school to remind staff and students to maintain a 6ft distance from each other
- Social Distancing markers will be placed 6 feet apart:
 - In the hallways (going in one directions)
 - Outside classrooms
 - Lunch Line
 - Lunch seating
 - Office Space
 - Recess Line up line
 - Dismissal Line
 - Inside classrooms by teachers
- Hallways will be open to one way traffic, arrows will be placed on the ground and walls to direct student travel



COVID-19 STAFF TESTING PROTOCOL

- Following San Diego County Office of Education, California Department of Public Health and Local Health Office guidelines, 50% of the staff will be tested monthly to ensure 100% of our staff is tested every two months.
- Staff will be tested by their health care provider or a local screening site. Positive test results will be shared with our COVID-19 Response Team Lead.
- Testing sites designated for school employees will be shared by the SDCOE and will be shared with teachers.
- Staff that display the symptoms of COVID-19 should be tested and follow protocols on page 3.



Breakfast/Lunch and Recess Protocols

BREAKFAST

- Breakfast will be delivered to each classroom by staff members
- Teachers will place their breakfast coolers outside their doors at the end of breakfast
- Breakfast coolers will be picked up by 8:30 by staff members

LUNCH

- Face masks are required at all times, except for when students are seated and eating
 - Students will wash/sanitize their hands prior to leaving their classrooms
 - Students will walk, socially distanced, to the lunch room
 - Students will sanitize their hands prior to receiving their meal
 - Students will go to their designated outdoor lunch area and lunch will be delivered
 - Students will adhere to the socially distanced seating
 - Students will stay seated until directed by staff member to line up
 - Students will be escorted by staff to their designated recess area
- ★ Students who bring their lunch need to pack their lunch in disposable containers, all trash and remaining food will be thrown away at the end of lunch.
- ★ No food or drinks will be allowed to leave the designated eating areas.

RECESS

- Students must wear their face mask while outside playing
- No contact games will be allowed.
- Students will be allowed to kick the ball to each other, kick the ball against the wall ball, or bounce the ball or play on the play structure with their cohort
- When whistle blows, students will stop and return equipment to its proper place then line up on classroom line, socially distanced
- Teacher will pick up students from the playground
- Students will wash/sanitize hands upon entering the classroom
- Masks must be worn when traveling to the classroom



Instruction and Schedules

Instruction and schedules will be very similar to the schedule in the Iftin Virtual Academy. Some modifications have been made to provide extra safety measures:

- Teachers will be allowed to utilize the outdoor spaces to provide instruction, as long as they ensure social distancing and they are not impeding on another class
- Sneeze guards will be provided to classrooms to allow for small group instruction
- Teachers will tape off a space in their classroom that they will be designated for themselves, students will need to keep their distance from that space
- Students will have assignments to complete when they are on their virtual days
- Students will have PE and computers skills class weekly

***We are working on finalizing the schedules for each grade level, once those are completed, they will be added to this plan.*