

High Tech Elementary North County Phase Four Plan

Reopening Our School Safely

Who are we as a school?

High Tech Elementary North County is a project based learning community established along the design principles of equity, personalization, authentic work and collaboration. First and foremost, we are a community that places children at the center of our work. We strive to disrupt educational inequities by supporting students' physical, social-emotional, and intellectual well-being. We are a place where students feel belonging, love and safety.

What are our hopes for students during Phase 4 Four?

Our school is devoted to co-creating joy with our children with a specific focus on social emotional and active learning. We strive to provide rich learning experiences with real world applications. We believe all children should have access to a safe and engaging learning environment. We are committed to collaborating with families to meet the needs of the whole child.

What do we want our learning approach to say about us?

- We are responsive to the varying experiences that students and families are going through, and provide SEL check-ins and teaching language to support our community.
- We are safe and use the guidance of the CDC and the CDPH to prioritize the safety of students and staff.
- We design experiences for students to practice the reading, writing, science, and math skills that can be implemented despite the distance between learners .
- We believe that learning is social, and we will teach appropriate social distancing and social communication about learning.

Distance Learning & Hybrid Learning At HTeNC

Our school will provide an opportunity for students to return to in-person learning two days per week, and we are committed to working as a K-12 campus to allow parents to transport their children to campus on the same days.

Our family survey reveals that approximately 20% of the elementary families would like their children to remain in a distance learning cohort and 80% of our elementary families would like their children to come to school two days per week to learn in grade level cohorts.

School Timeline and Calendar

March 1st - March 5th:

HTeNC Staff Plans, Small Group Reopening Team Planning Sessions

NoCo Family Registration [Surveys](#) Sent to the Community

NoCo Family Coffee with Directors to Review [Reopening Plans](#) and Ask for Feedback

March 8th - March 12th:

Tunings of Grade Level Draft Schedules

First Draft of HTeNC Reopening Plan sent to Dr. Meadows

Dr. Meadows to share reopening plans at the March 11 HTH Board Meeting

March 15th - March 19th:

Facilities to set up furniture in all classrooms

Reopening Team meets to plan logistics of reopening

March 22nd - March 28th:

Facilities to set up furniture in all classrooms

Viri and Karen to work on school logistics and purchase supplies

April 5th - April 9th:

Staff Safety Training

Staff In School to Set Up Classrooms

Student Open House Events

April 12th - April 16th:

Students Come On Campus

Reopening Team Meets to Critique First Week

April 19th - April 23rd:

Students Come On Campus

Reopening Team Meets to Critique Second Week

April 26th - April 30th:

Reopening Team Meets to Critique Third Week

Distance Learning Plan

Based on our family registration survey, 20% of our community have decided that their children will remain in our distance learning cohort. Each grade will determine a schedule to support grade level students whose families have opted for 100% distance learning.

Hybrid In-Person Learning & Off-Campus Learning

On Campus Hybrid: Students will be physically on campus for two days a week. Students will be assigned to a Tuesday and Thursday Cohort (A) or a Wednesday and Friday Cohort (B). On the north county campus, we will assign families with children at more than one of our schools to attend the same cohort days.

Off Campus Hybrid: Students will be learning off campus for three days per week. Both cohorts will work off campus on Monday so that teachers can plan. Cohort A will work at home on Wednesday and Friday and Cohort B will work at home on Tuesday and Thursday.

On Campus Hybrid Learning Content: When students are on campus, learning will, to the best of the teacher's abilities, be screen-free. Our priority will be on planning interactive learning opportunities. Math, Literacy, and project time will happen daily. Daily there will be a Morning meetings to build a classroom community, connection and social emotional check-in. The in-person lessons will build the foundation for the independent assignments that will be completed during the off campus days. The hope is that the distance learning lessons will build off of learning experiences that students engage with when they are on-campus

On Campus Hybrid Learning Locations: Learning will take place in a combination of outside and inside. When students are learning indoors- the doors, and windows will stay open. There will also be designated seats with materials allotted to individual students.

Off Campus Hybrid Learning Content: When students are engaging with their off campus hybrid days, assignments will be posted on the teacher's learning platforms, or they will be given assignments when they are in-person to complete at home. Some assignments will be completed virtually.

Mondays: Weekly, Monday there will be no students on campus. This day is for cleaning, staff meetings, and team planning. However, There will be a whole class 30 minute meeting that includes all students from the Hybrid and Distance Learning groups. The time and link will be communicated via classroom teachers.

School hours are from 9:00 a.m. - 2:30 p.m. Students can arrive by 8:30 a.m. for daily screening and must be picked up by 3:00 p.m.

Cohort Schedule for North County
Cohort Assignments Based on Last Names to Support Our Families

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-11:30 a.m.	Virtual Morning Meeting & Async Work Teacher Prep Staff Meetings	Cohort A In Person	Cohort B In Person	Cohort A In Person	Cohort B In Person
11:30-12:30 p.m.		Cohort A Lunch	Cohort B Lunch	Cohort A Lunch	Cohort B Lunch
12:30-2:30 p.m.		Cohort A In Person	Cohort B In Person	Cohort A In Person	Cohort B In Person
All Day		Cohort B DL At Home	Cohort A DL At Home	Cohort B DL At Home	Cohort A DL At Home

In Person Arrival & Dismissal

Upon entry, students would participate in a health screening: temperature check, answering screening questions, and using hand sanitizer. We will implement the WELFIE system for check in.

ARRIVAL & DISMISSAL for On Campus Days					
Arrival	Class	Location	Screening	Dismissal	Location
8:30 a.m.	Kinder	Hallway	Staff	2:30 p.m.	Hallway
8:30 a.m.	First	Playground Gate	Staff	2:30 p.m.	Playground Gate
8:30 a.m.	Second	Lunch Area Gate	Staff	2:30 p.m.	Lunch Area Gate
8:30 a.m.	Third	Classroom Doors	Staff	2:30 p.m.	Classroom Doors
8:30 a.m.	Fourth	Classroom Doors	Staff	2:30 p.m.	Classroom Doors
8:30 a.m.	Fifth	Classroom Doors	Staff	2:30 p.m.	Classroom Doors

For students who are tardy:

If a student arrives after 9:00 a.m., they will go to the front of the school outdoors to be screened by staff. We encourage parents to stay with their children until they are checked in so they can take their children home if they do not pass the screening.

School Schedule (Staggered Recess & Lunch)

	Kindergarten	1st	2nd	3rd	4th	5th	
8:30	Arrival/Morning Choice in classroom after temp checks	8:30					
9:00							9:00
9:10							9:10
9:20	In Class 9:00- 10:00 (60 minutes)	In Class 9:00- 10:10 (70 minutes)	In Class 9:00- 10:20 (80 minutes)	In Class 9:00- 10:30 (90 minutes)	In Class 9:00- 10:40 (100 minutes)	In Class 9:00- 10:50 (110 minutes)	9:20
9:30							9:30
9:40							9:40
9:50							9:50
10:00	Recess (eat at tables)						10:00
10:10	Recess (play)	Recess (eat at tables)					10:10
10:20		Recess (play)	Recess (eat at tables)				10:20
10:30			Recess (play)	Recess (eat at tables)			10:30
10:40				Recess (play)	Recess (eat at tables)		10:40
10:50	In Class 10:20-11:30 (70 minutes)				Recess (play)	Recess (eat at tables)	10:50
11:00		In Class 10:30-12:00 (90 minutes)				Recess (play)	11:00
11:10			In Class 10:40-12:30 (110 minutes)				11:10
11:20							11:20
11:30	Lunch (eat at tables)						11:30
11:40	Lunch (eat at tables)						11:40
11:50	Lunch (play)						11:50
12:00	Lunch (play)	Lunch (eat at tables)					12:00
12:10	Lunch (play)	Lunch (eat at tables)					12:10
12:20		Lunch (play)					12:20
12:30		Lunch (play)	Lunch (eat at tables)				12:30
12:40		Lunch (play)	Lunch (eat at tables)				12:40
12:50			Lunch (play)				12:50
1:00	In Class 12:20-1:50 (90 minutes)			Lunch (eat at tables)			1:00
1:10				Lunch (eat at tables)			1:10
1:20		In Class 12:50-2:10 (80 minutes)		Lunch (play)			1:20
1:30				Lunch (play)			1:30
1:40				Lunch (play)			1:40
1:50	Outdoor Time						1:50
2:00	Outdoor Time		In Class 1:20-2:30 (70 minutes)				2:00
2:10	In Class 2:10-2:30 (20 minutes)	Outdoor Time		In Class 1:50-2:30 (40 minutes)			2:10
2:20		Outdoor Time					2:20
2:30	Pick Up	2:30					

Detailed Recess & Lunch Plans

Each class will have time to enjoy recess in a separate area outside. Before going to recess, students will wash or sanitize their hands. Children will eat their snacks outside and then they will replace their masks and sanitize their hands before playing in assigned areas of play. We will allow students to run and play together but will ask them to separate if they are in close proximity for more than 20 seconds. In practice, this means that students can play tag, soccer, basketball, imaginative games and more.

Lunch will be provided to all children and children can also bring lunches from home. Any food coming from home needs to be provided in a sealed and labeled bag.

Aftercare Staff, Academic Coaches, and Additional Staff will Cover Recess and Lunch Outside so that teachers can have breaks during the day. The Aftercare Lead will coordinate the duty schedule.

A detailed schedule with suggested numbers of staff has been created. HTeNC will use the outside turf and outside lunch areas for all students in a staggered lunch schedule.

HTeNC will share this schedule with Kelly Verburgt of HTH Food Services with information about days on campus and numbers of students expected.

Recess and Lunch Supervision Schedule

	Tables 1	Tables 2	Tables 3	Playground 1	Playground 2	Playground 3	Turf 1	Turf 2	Turf 3	TOTALS
8:30										
9:00										0
9:10										0
9:20										0
9:30										0
9:40										0
9:50										0
10:00	K	K	K							3
10:10	1	1	1	K	K	K				6
10:20	2	2	2	1	1	1				6
10:30	3	3	3	2	2	2				6
10:40	4	4	4	3	3	3				6
10:50	5	5	5	4	4	4				6
11:00				5	5	5				3
11:10										0
11:20										0
11:30	K	K	K							3
11:40	K	K	K							3
11:50				K	K	K				3
12:00	1	1	1	K	K	K				6
12:10	1	1	1	K	K	K				6
12:20				1	1	1				3
12:30	2	2	2	1	1	1	4	4	4	9
12:40	2	2	2	1	1	1	4	4	4	9
12:50				2	2	2	4	4	4	6
1:00	3	3	3	2	2	2	4	4	4	9
1:10	3	3	3	2	2	2	4	4	4	9
1:20				3	3	3	5	5	5	6
1:30				3	3	3	5	5	5	6
1:40				3	3	3	5	5	5	6
1:50							5	5	5	3
2:00							5	5	5	3
2:10										0
2:20										0
2:30	Pick Up	Pick Up	Pick Up	Pick Up	Pick Up	Pick Up	Pick Up	Pick Up	Pick Up	

Inclusion & Intervention Groups & Exploratory

Inclusion: Staff will develop plans for working with children with IEPs. Services will be provided on campus and virtually. Our central office will also communicate with parents regarding services.

Intervention: Some services for children in intervention groups will be provided in person and others will be continued to be provided virtually.

Exploratory: We plan that students will have the opportunity to experience fresh air, hands-on learning, and access to nature. We also believe that outdoor learning will be the safest way for our Exploratory teachers to meet with multiple groups of students. All Exploratory classes will be held outside when students are on campus and virtually when students are working at home.

Child Care for Staff Children

Staff members' children will be invited to attend class with their teacher for four days per week (they will be assigned to both cohorts). If there are any reported cases in a teachers' cohort, the classroom will be quarantined.

Academic Coaches and Aftercare Staff

Our hourly staff members will be scheduled to support student academic learning and outdoor time at school. Our aftercare leader will coordinate safety training and outside supervision and coverage in the morning and at dismissal.

Student Supplies & Responsibilities

Before dismissal, students will wipe down their desks and chairs. Teachers will wipe down their own desk and chair.

Materials:

Each student will have a bin or box with their own materials that will not be shared. Teachers will each be provided with \$300 (total \$5,400) to purchase individual student supplies. Each grade level will purchase items before spring break.

Outdoor Classrooms and Spaces

A schedule will be created so that teachers can access outdoor classrooms and play areas. HTeNC will have access to the elementary school playground and the small turf in north county. In addition, there may be times during the day that we can use the amphitheater as well.

Outdoor learning is an important part of our COVID safety plan. It does require more preparation and we will ask parents to send layers of clothing to school with their children so that they are prepared for warm and cool days. We will ask families to send:

- A sweater/sweatshirt
- A raincoat
- A sun hat
- Sunscreen

Materials Needed: (example)

- Carpet squares
- Hula hoops
- Pop up tents
- Parking Lot Barriers
- Folding Tables & Wobbly Stools
- Outdoor Speakers and Microphones
- Play equipment for each cohort
- Training for outside cooperative games

Health and Safety

Ventilation:

Our air conditioning system has been upgraded with MERV 13 filters through the school and circulating outside air. Teachers and students are encouraged to leave the classroom and learn outside at frequent intervals throughout the day. Outside doors will be left open to allow for extra air flow in the classroom.

We are following the guidelines from the California Department of Public Health.

- Our HT school's average air exchange rate (ACH) is 10. We increased it this year due to COVID-19. No school buildings are below 6, and that range is dependent on the location and size of the room.
- All of our schools were upgraded to MERV13 filters (from Merv 8) and are exchanged every 90 days,
- We increased the economizers or "eyebrows" depending on the schools to allow for more outside air.
- Custodians use the decontamination devices (Antiviral Disinfectant Fogger) nightly to disinfect the classrooms.
- We are considering investing in HVAC UV lights in all of our air conditioning systems to filter at the source instead of local HEPA air filters. HEPA air filters can be thick and decrease the flow of air throughout the room.
- Leaving windows and doors cracked open is recommended, outside activities are strongly encouraged.

Health Screenings:

Each day children will need to answer health screening questions before coming into school. We will ask parents to ask children these questions before they leave home so they do not travel to school if children have any symptoms.

In Person Health Agreement:

Before coming back to school, all families will need to sign an In-Person Health Agreement in PowerSchool. This agreement outlines the safety precautions that the school is taking. By signing the form, parents will agree to abiding by the agreement.

Social Distancing:

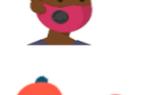
All classrooms will be reconfigured so that students are four to six feet apart. We will continue to make sure that our classrooms are inviting learning spaces for students and teachers alike. Floor markers will indicate where students can stand so that they are six feet apart when moving through the building. We will also post reminders throughout the school to help students give each other space. We will create a safety video for children that will be shared weekly with students.

In the classroom:

Students will wash/sanitize their hands whenever entering or exiting a new space (i.e., leaving for recess, exploratory, etc.). Students will social distance (4-6 feet apart).

Masks:

All students and teachers must wear a well-fitted mask to school. Children can check that their mask is fitted by jumping up and down and nodding and shaking their head. We do not allow masks with valves on campus.

Recommended	Not Recommended
 <p>Medical procedure masks (sometimes referred to as surgical masks or disposable face masks)</p>	 <p>Masks that do not fit properly (large gaps, too loose or too tight)</p>
 <p>Masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face)</p>	 <p>Masks made from materials that are hard to breathe through (such as plastic or leather)</p>
 <p>Masks made with breathable fabric (such as cotton)</p>	 <p>Masks made from fabric that is loosely woven or knitted, such as fabrics that let light pass through</p>
 <p>Masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source)</p>	 <p>Masks with one layer</p>
 <p>Masks with two or three layers</p>	 <p>Masks with exhalation valves or vents</p>
 <p>Masks with inner filter pockets</p>	 <p>Wearing a scarf/ski mask</p>

Bathrooms: (example)

Students will use disposable bathroom passes (hole punched note cards). There will be three hooks outside each student bathroom. Students will hang their pass on the hook to signify that a student is in the bathroom. If all of the hooks are taken, students will wait in line, on the markings on the floor, outside of the bathroom. When the student is finished in the bathroom, he or she will throw their pass away back inside the classroom. This will help ensure that bathrooms do not become overly crowded.

Exploratory and Specials Classes:

Exploratory will only work with students in the spaces outside of their classrooms..

Staff COVID Testing Plan:

A HTH model for regular testing will be created by our Operations Team.

Health And Safety Decision Tree

Decision Tree:

If a child is showing symptoms at school, they will go to the isolation area, we will take the students' temperature and call home.

In this event the class will go to an alternate location to work for the remainder of the day.

1. Notify Facilities to spray and sanitize the students' work area and classroom
2. Give parent guidelines and directives on when student may return to school
 - a. If a student chooses *not* to do a PCR test they will need to stay home for at least 10 days from their symptom onset, symptoms are improved & 24 hours fever free without medication
 - b. If a student tests positive for Covid-19 they may return to school 10 days after symptom onset, symptoms are improved & 24 hours fever free without medication
 - c. If a student is ill but has a negative PCR test they may return after being 24 hours fever free, 24 hours with symptoms improving and a negative PCR test provided to the front office
 - d. If a parent indicates that a student has a chronic pre-existing condition, a doctor's not specifically stating diagnosis and symptoms will be required
 - e. If a family member tests positive, students will need to be quarantined. Dates will be reviewed independently on a case by case basis

Staff Training

All Staff will participate in biweekly training sessions with Lesley Anderson and Joanna Clark from our Health and Safety and Operations Team. A sample agenda of training sessions is included below:

1. Our plans for reopening per California Department of Public Health Guidelines
2. State, county, and HTH monitoring metrics
3. Non-pharmaceutical interventions: layered interventions
4. COVID-19 vaccine: when, how, and why to get vaccinated
5. COVID-19 testing and screening: when and where on site antigen testing will occur in each village
6. [Decision tree](#): when staff/students can return to campus after quarantine and isolation
7. Ventilation: Merv-13 filters replaced every 3 months, air circulated from outside
8. Bathrooms & drinking fountains: floor markers, 6 feet between sinks, all stalls open, drinking fountains off, water refill stations turned on
9. Cleaning & sanitation: staff out of the building by 4pm, nightly decontamination by custodians, daily cleaning by teachers/students
10. Lunch service: coordinate staggered lunches to avoid stable group mixing
11. Sports & play: avoid stable group mixing, clean hands before and after play
12. Instruction: students must remain 4-6 feet apart, materials should be cleaned between sharing
13. Field Trips: walking field trips
14. Other safety plans