

HTM Mesa Phase 4 Reopening Plan

VALUES FOR REOPENING SCHOOLS SAFELY

Our school is a place where everyone feels loved, valued, and inspired to be their best selves. Together we accomplish things we did not think were possible and work towards a more just, antiracist, anti oppressive, equitable world. Everyone grows, learns, and laughs together.

As we re-open and transition towards full in-person learning, we are focusing on the following priorities:

- Safety & wellbeing of students and staff
- Joy and belonging
- Hands-on work and collaboration
- Meaningful project work that drives meaningful learning
- Reclamation to school and the learning we believe in
- Creatively using our resources to create the best experiences for all our kids.

TIMELINE

- **February 23rd:** Dr. Meadows shared organization-wide timeline
- **February 25th:** HTM Mesa Parent Meeting Focus Group Phase 4 Plans
- **February 26th:** Feedback survey sent to families
- **March 1st:** Students shared phase 4 hopes + concerns in advisory
- **March 3rd & 5th:** Staff collaborative design PDs for Phase 4 plans
- **March 8th:** School-based plans drafted & sent to Dr. Meadows for Approval
- **March 9th:** County Tier Reassessment
- **March 10th:** Family Meeting to share updated plans (slides shared with all families)
- **March 11th:** HTH Board approved move to Phase 4.
- **March 12th:** Family survey sent asking for commitment to in-person or distance by March 19th
- **March 16th:** Family Office Hours to answer additional questions
- March 22nd - April 2: Spring Break
- **Week of April 5:** Staff return and work from school. Staff prepare for students on campus. Primarily asynchronous week for students to allow space for staff to prep campus for Phase 4.
- **Week of April 12th:** Bring back 6th grade in hybrid model
- **Week of April 19th:** Bring back 7th grade in hybrid model

HEALTH & SAFETY WHAT TO EXPECT WHEN RETURNING TO SCHOOL

AS WE REOPEN... The health and safety of our students, staff, and families is of the utmost importance. Due to new health and safety measures set forth by the County of San Diego and the California Department of Public Health, the Phase 4 experience at HTM Mesa will look different than in years previous. Below are several key changes to our procedure that will help us keep our community healthy. These plans represent our best thinking and guidance at this point. We may adjust the details of these plans we learn more and reflect on our experiences together.

SCREENING AT HOME:

- Students and staff are asked to self-screen for symptoms such as cough, shortness of breath, runny nose and fever at home before coming to school or getting on a bus.
- Anyone with a fever of 100°F or more should not go to a school site. Those experiencing symptoms including persistent cough, shortness of breath, or runny nose should not attend school.
- Staff members are required to self-screen and complete a daily temperature check.

ARRIVING AT SCHOOL:

- Arrival times for students across the Mesa Village and within HTM Mesa have been staggered to minimize interaction across stable groups and maximize physical distancing.
 - HTMM 7th grade arrival - 8:45am in MS/HS parking lot
 - HTEM arrival - 9am in Elementary Parking Lot
 - HTMM 6th grade arrival 9:15 in MS/HS parking lot
 - HTHM arrival 9am in MS/HS parking lot
- For HTM Mesa drop off, all families will remain in their cars at all times. Students will be dropped off on the sidewalk closest to the gym and head directly to their classroom.
- At their classroom doors, teachers will greet students, take their temperatures, confirm their completion of health screening questions through the Wellfi system, check masking, and provide hand sanitizer. HTM Mesa's classrooms all open directly to the outside to allow this process to happen outside.
- HTM Mesa will have signage throughout campus to encourage physical distancing and proper sanitation.
- HTM Mesa will also have regular surveillance COVID testing for staff. On site testing will also be available to students.

IF A TEMPERATURE OF 100°F+ IS DETECTED OR A STUDENT HAS SYMPTOMS:

- Students with a temperature of 100°F or higher will not be admitted to the classroom and will be sent home.
- Teachers will notify the site manager and director immediately and students will be moved to the isolation area while parents are called to pick-up the child.
- Individuals should then contact a health care provider for further instructions.
- Please notify the school administration of any positive COVID-19 test results.
- School will notify health officials, staff and families of any positive cases
- If a student develops a fever while at school, they will be isolated from other students, provided a face covering if they do not have one, and their parent/guardian will be contacted to pick them up.
- Sick staff and students will be advised to isolate according to CDC guidelines.

PERSONAL PROTECTIVE EQUIPMENT AND PROTOCOLS

HAND HYGIENE:

- Staff and students will be trained on proper hand hygiene, including hand washing and use of hand sanitizer (CDC: Handwashing: Clean Hands Save Lives).
- Students will be instructed to wash or sanitize their hands upon arrival into the campus, using the restroom, and lunch.
- Handwashing and hand sanitizing for students will be reinforced daily with time allotted to wash hands regularly.
- Hand sanitizer stations will be available to all students and staff.
- Students and staff will be instructed on protocols for coughing, sneezing, etc. while protecting others.
- Staff will limit sharing of supplies and belonging will be separated.
- Visual reminders will be provided and posted for staff and students.













PHYSICAL DISTANCING:

- HTM Mesa will implement physical distancing by having all student seats 6 feet apart and training students to physically distance throughout the day.
- HTM Mesa will utilize double classroom spaces or larger exploratory classrooms in addition to having smaller class size to maximize physical distancing.
- Student work spaces will be arranged with consideration for maximum physical distancing, following public health recommendations.

- Teacher and other staff desks will be distanced at least six feet away from student desks.
- Collaboration will be structured to support physical distancing.
- Visual reminders will be provided and posted around campus.

FACE COVERINGS:

- Face coverings are required for ALL students and ALL staff at HTM Mesa (unless exempt), in order to provide additional protection for students and staff and prevent the spread of COVID-19. Students without masks will be provided with a disposable one to wear while at school.
- Students who refuse to wear face coverings and do not have an exemption will be excluded from on-campus learning. They will be required to participate in fully virtual learning.
- Students will be instructed on proper face covering protocol. Parents are asked to familiarize their children with the use of face coverings, including the importance of being careful not to touch their mask or areas of their face. In particular families should ensure that face coverings fit snugly over the nose and do not fall down.
- Students will be asked to wear face coverings upon arrival to the school site, throughout the day.
- Students will be allowed to remove their masks to eat.
- All staff will be provided with face coverings and are required to wear face coverings unless prevented due to health conditions.
- Visual reminders regarding face covering protocols will be posted for staff and students
- See visual below for more details on face coverings.

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>

MAINTENANCE AND OPERATIONS

SAFETY EQUIPMENT

HTM Mesa is committed to providing safety equipment to maintain the cleanliness of our campus, including but not limited to:

- **HAND SANITIZING STATIONS** - Hand sanitizing stations will be located in common areas such as lunch areas, near bathrooms, front offices, and priority locations identified by the director.
- **PERSONAL PROTECTIVE EQUIPMENT FOR STAFF** - HTH will provide face masks for staff. All staff are required to wear face coverings unless prevented due to health conditions. Additional disposable masks and gloves are also available, as needed.
- **TOUCHLESS THERMOMETERS** - HTM Mesa will provide all staff members with touchless forehead thermometers so staff may screen each student, and themselves, as they enter campus.
- **ELECTROSTATIC CLEANERS** - HTH has provided electrostatic sprayers for every campus. The sprayers will enable custodial staff to more efficiently disinfect our campuses. The units spray a fine mist of disinfectant solution that is statically charged and then adheres to the surfaces in the room ensuring coverage. Detailed attention will be given to high-touch areas such as door handles, desktops, sink handles, handrails and restrooms throughout the day.

OTHER SAFETY CONSIDERATIONS:

- Campuses will follow guidelines developed by the CDPH for cleaning, disinfection, and ventilation of school sites as practicable.
- Drinking fountains will be disabled.
- Students should bring their own water bottles and may refill their bottles at touchless water bottle filling stations available for staff and student use. Water bottle filling stations will be available with safety protocols in place.
- Disinfecting wipes and/or disinfecting sprays will be provided in every classroom.
- HVAC systems have been serviced and inspected across the District to ensure proper operation and circulation of outside air.
- HTM Mesa has upgraded from a 3-ply to MERV 13 filter, exceeding current requirements.

FOOD AND NUTRITION

The HTH Food and Nutrition Department is committed to meeting the nutritional needs of each and every student during the 2020-21 school year. The department has developed, and will adhere to, the following measures to ensure the overall health and safety of students who rely on HTM Mesa's meal service. Food and Nutrition staff will follow safety guidelines set forth by the California Department of Public Health for handwashing, proper sanitation of work stations, physical distancing, and face coverings

ON-CAMPUS MEALS:

- All school meals are free until further notice.
- HTeM, HTHM and HTMM will coordinate to stagger meal times as feasible to minimize contact between stable groups and maximize physical distancing.

GRAB & GO MEALS:

- HTM Mesa will continue to provide meal services for distance learning students via grab-and-go meals for consumption at home.
- Grab & Go breakfast/lunch will continue to be served at the HTM Mesa cafeteria on Mondays at 11am.
- Meal service providers will reinforce health and safety protocols, including hand hygiene, physical distancing, wearing face coverings, gloves, and aprons.

OTHER SAFETY PROTOCOLS FOR MEAL DISTRIBUTION ON CAMPUS:

- HTM Mesa has determined additional spaces for lunch as needed to ensure physical distancing in outdoor lunch areas. In addition, stable groups will have different identified lunch areas.
- Staff will encourage students to maintain physical distancing during lunch.
- Hand sanitizing dispensers will be located in lunch areas.
- Students will be allowed the option of washing their hands with soap and water for 20 seconds or using hand sanitizers.
- Students will be required to sanitize their hands prior to entering nutrition centers.
- Students will be required to sanitize their hands prior to returning to class.

COVID-19 PROTOCOL & NOTIFICATION

What measures should be taken when a student, teacher, or staff member has symptoms, is in contact with someone infected, or is diagnosed with COVID-19? The following steps have been provided by the San Diego County Office of Education:

COVID-19 EXPOSURE ACTION & COMMUNICATION STEPS*:

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see #3, if negative, see #4) • School/classroom remain open 	<ul style="list-style-type: none"> • No Action needed
2.	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14-day quarantine) • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts (†), quarantine & 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, prioritize symptomatic contacts (but will not shorten 14-day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open 	<ul style="list-style-type: none"> • School community notification of a known case

(†) A Close Contact is defined by the CDC as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.” (††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Additionally, HTH is maintaining a COVID-19 Dashboard on our website, listing all confirmed cases related to HTH school sites and offices.

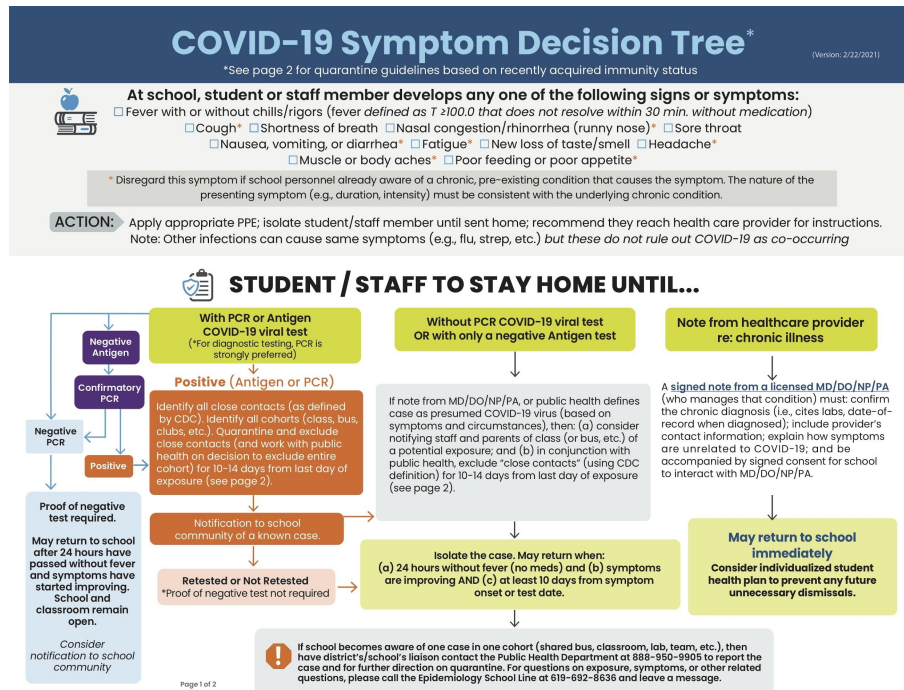
HTM Mesa will notify parents in the stable group if there is a confirmed positive case within that stable group.

CONSIDERATIONS FOR PARTIAL OR TOTAL CLOSURE:

Once schools reopen, schools are not required to close again if the county sees an increase in case rates or positive testing percentages. However, individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the local health officer. Individual school closure may occur when there are multiple cases in multiple cohorts at a school or when at least 5% of the total number of teachers/student/ staff are cases within a 14-day period.

COVID-19 SCHOOL DECISION TREE

HTM Mesa will refer to information from the CDC regarding COVID-19 transmission rates, spread, and treatment. Any actions will be determined in close partnership with local health officials on a case by case basis. For additional guidance, HTM Mesa will refer to this decision tree from San Diego County regarding decisions made at the site-level when assessing risk: in the event of COVID-19 exposure or; if a student or staff member develops any one of the following signs or symptoms:



Quarantine of Persons Exposed to COVID-19

A "close contact" is a contact with a COVID-19 patient that occurs anywhere between 48 hours before the COVID-19 patient's symptoms began (or, for asymptomatic patients, two days prior to test specimen collection), and until the COVID-19 patient is no longer required to be isolated, and the contact:

- 1 Were within 6-feet of a COVID-19 patient for a cumulative total of 15 minutes or more over a 24-hour period; or
- 2 Had unprotected contact with the body fluids and/or secretions (including, but not limited to, being coughed on or sneezed on, sharing utensils, or drinking out of the same container) of a COVID-19 patient.


All persons without COVID-19 symptoms who have had close contact with a COVID-19 patient must immediately take quarantine themselves in their home or another residence. They may end quarantine and return to school/work after:

- **10 days** (e.g., on the 11th day) after the last contact with a COVID-19 patient **as long as** they can self-monitor for **COVID-19 symptoms** and **consistently use face covering and distance at least 6 feet** from all others through Day 14.
- **14 days** (e.g., on the 15th day) after the date of last exposure if they **cannot** self-monitor for **COVID-19 symptoms** nor consistently use face covering and distance at least 6 feet from all others after a 10-day quarantine or work with severely immunosuppressed persons (e.g., bone marrow or solid organ transplants, chemotherapy).
- Negative COVID-19 test results will not shorten the time for these individuals.
- **If symptoms occur during quarantine**, individuals should immediately self-isolate and contact their healthcare provider or San Diego County Public Health Services and seek testing.

Quarantine Guidelines Based on Recently Acquired Immunity Status

According to the CDC, quarantine is not required for people who have been in close contact with someone who has COVID-19 under the following scenarios:

- People who have tested positive for COVID-19 within the past three months and recovered and are not now experiencing another onset of any COVID-19 symptom.
- People who have been fully vaccinated (i.e., two weeks past final dose of a COVID-19 vaccine) within the last three months and are not now experiencing an onset of any COVID-19 symptom.

 NOTE: 7-day quarantine rarely applies in the K-12 school setting and only applies to healthcare workers; for further guidance see this [memo](#).



WHAT HAPPENS TO LEARNING IF A CLASSROOM CLOSES?

If a classroom stable group or school needs to close for quarantine, the students move to online learning with their existing teacher until they can return back to campus. When cleared to return, the students and teacher resume their on-campus learning in person.

HYBRID SCHEDULES

Our team worked to design safe, creative, and consistent schedules for our students that maximize learning within the constraints of our COVID protocols. Based on staffing resources, efforts to stagger stable groups, space considerations, information about student return numbers from the family survey, and feedback from families, we decided to use two different approaches for our 6th and 7th grade schedules. This allows us to maximize staggering of students during lunch, increase afternoon space available for our 6th grade afternoons, maximize our staff resources, explore different methods and receive feedback to accelerate our learning, and support our students most effectively. These plans represent our best thinking and guidance at this point. We may adjust the details of these plans we learn more and reflect on our experiences together.

Below are draft schedules for our hybrid plan. Schedules will reflect modifications made in response to physical distancing requirements as feasible (breaks, lunch, etc.) as well as potential adjustments based on village coordination and instructional needs. Families will notify the administration if they would like to have their children attend in person or continue with distance learning via a survey before spring break. Families will commit to either the distance learning or hybrid track for the weeks after spring break until the end of the school year.

6TH GRADE- Hybrid: Alternating 2 Days On-Campus w/ 3 Days At-Home

Our 6th grade family survey shows that we have approximately 95 students planning to return in person. In order to best support learning, teachers and staff developed for 6th graders to return to campus for two full days per week - one team on Mondays and Tuesdays and one team on Thursdays and Fridays. Wednesday all students (including 7th) grade will be learning at home to allow for cleaning of materials and spaces for the next group of students.

Below is the schedule outline for our 6th grade. In person students will be grouped into three classes. We estimate these groups will be about 16-17 students with a total of 46-49 students on campus each day (pending final confirmation from families). 6th grade teachers will remain in place for in-person students with the exception of Ms. Weston who will be supporting full distance track students. Ms. Jessica Luevano will step in to cover 6th grade Math/Science with Ms. Weston and Mr. D's support.

6th Grade Both Teams ABC (Flo/West/Agosto) + DEF (D/Green/Agosto)					
	Monday	Tuesday	Wednesday	Thursday	Friday
	ABC (D/Green/Agosto) on Campus	ABC (D/Green/Agosto) on Campus	All Students Learning @ Home	DEF (Flo/West/Agosto) on Campus	DEF (Flo/West/Agosto) on Campus
	DEF (Flo/West) on Zoom - distance schedule	DEF (Flo/West) on Zoom - distance schedule		ABC (D/Green) on Zoom - distance schedule	ABC (D/Green) on Zoom - distance schedule
Team Meeting 9:15-9:40	Team Meeting	Team Meeting	Team Meeting on Zoom	Team Meeting	Team Meeting
Block 1 9:40-10:55	Math/Sci - A Hum - B Performing Arts - C	Math/Sci - A Hum - B Performing Arts - C	Advisory 10-10:30	Math/Sci - D Hum - E Performing Arts - F	Math/Sci - D Hum - E Performing Arts - F
Break 10:55-11:10					
Block 2 11:10-12:25	Math/Sci - B Hum - C Performing Arts - A	Math/Sci - B Hum - C Performing Arts - A	Asynchronous Learning for Students + Staff Meetings	Math/Sci - E Hum - F Performing Arts - D	Math/Sci - E Hum - F Performing Arts - D
Lunch 12:25-1					
KBAR 1-1:20					
Block 3 1:20-2:30	Math/Sci - C Hum - A Performing Arts - B	Math/Sci - C Hum - A Performing Arts - B	Asynchronous Learning for Students + Staff PD	Math/Sci - F Hum - D Performing Arts - E	Math/Sci - F Hum - D Performing Arts - E

7TH GRADE- Hybrid: Four Half Days

Our 7th grade family survey shows that we have approximately 79 students planning to return in person. In order to best support learning, teachers and staff developed a schedule for 7th graders to return to campus for four half days per week (Monday, Tuesday, Thursday, Friday). Wednesday all students grade will be learning at home to allow for deeper cleaning and align with 6th grade, HTEM and HTHM schedules.

Below is the schedule outline for our 7th grade both Team Water and Team Turtle. In person students will be grouped into two classes. We estimate these groups will be about 19-21 students (pending final confirmation from families). HTHM Mesa has additional space to allow these students to be safely all on campus with social distancing. Doing half days means that we have fewer students on campus during lunch and also aligns with a priority shared by some families to have students on campus for shorter time periods. It also was the schedule that allowed for the most learning given our reduced staffing in 7th grade to support full distance learners.

7th Grade Team Water AB					
	Monday	Tuesday	Wednesday	Thursday	Friday
	Full In-person Team on Campus	Full In-person Team on Campus	All Kids Off Campus	Full In-person Team on Campus	Full In-person Team on Campus
8:45-9am	On Campus Student Arrival	On Campus Student Arrival		On Campus Student Arrival	On Campus Student Arrival
Team Meeting 9-9:30	Team Meeting On Campus	Team Meeting On Campus	Team Meeting on Zoom	Team Meeting On Campus	Team Meeting On Campus
Block 1 9:30-10:45	AB - Engineering	AB - Math	Advisory 10-10:30	AB - Reading/Writing	AB - Math
Break 10:45-11					
Block 2 11-12:15	AB - Reading/Writing	AB - Science	Asynchronous Learning for Students + Staff Meetings	AB - History	AB - Engineering
Lunch 12:15-1	Student Picked Up	Student Picked Up		Student Picked Up	Student Picked Up
KBAR 1-1:30	KBAR	KBAR		KBAR	KBAR
Block 3 1:30-2:30	Students who are not able to be picked up - Independent work and small group collabs	Students who are not able to be picked up - Independent work and small group collabs	Asynchronous Learning for Students + Staff PD	Students who are not able to be picked up - Independent work and small group collabs	Students who are not able to be picked up - Independent work and small group collabs

Water team teachers will be Mr. Clark and Mr. Gottilla. Ms. Brown is moving to Turtle Team to cover for Ms. Sugar who is moving to the distance only track. AB classes will be co-taught by Mr. Clark and Mr. Gottilla with a front loading done in an outdoor space in the full group before breaking into an A group and a B group for small group work. The full group will be approximately 40 students and the smaller groups for hands on practice will be about 20 students.

	Monday	Tuesday	Wednesday	Thursday	Friday
	Full In-person Team on Campus	Full In-person Team on Campus	All Kids Off Campus	Full In-person Team on Campus	Full In-person Team on Campus
8:45-9am	On Campus Student Arrival	On Campus Student Arrival		On Campus Student Arrival	On Campus Student Arrival
Team Meeting 9-9:30	Team Meeting On Campus	Team Meeting On Campus	Team Meeting on Zoom	Team Meeting On Campus	Team Meeting On Campus
Block 1 9:30-10:45	RAPH/LEO: Humanities MICH/DON: Math/Science	RAPH/LEO: Humanities MICH/DON: Math/Science	Advisory 10-10:30	RAPH: Studio M LEO: Math/Science Small Group MICH/DON: Humanities Small Group	RAPH: Math/Science Small LEO: Studio M MICH/DON: Project Time with MB
Break 10:45-11					
Block 2 11-12:15	RAPH/LEO: Math/Science MICH/DON: Humanities	RAPH/LEO: Math/Science MICH/DON: Humanities	Asynchronous Learning for	RAPH & LEO: Humanities Small Group MICH: Studio M DON: Math/Science Small Group	RAPH & LEO: Project Work Time with MB MICH: Math/Science Small Group DON: Studio M
Lunch 12:15-1	Student Picked Up	Student Picked Up		Student Picked Up	Student Picked Up
KBAR 1-1:30					
Block 3 1:30-2:30	Students who are not able to be picked up - Independent work and small group collabs	Students who are not able to be picked up - Independent work and small group collabs	Asynchronous Learning for	Students who are not able to be picked up - Independent work and small group collabs	Students who are not able to be picked up - Independent work and small group collabs

Turtle team teachers will be Ms. Dendle, Ms. Charlie and Ms. Brown. Ms. Brown is moving to Turtle Team to cover for Ms. Sugar who is moving to the distance only track. Students

will remain as much as possible in their current Turtle groups with about 10-11 students per group on Monday/Tuesday and will be combined into two groups of approximately 20-22 students on Thursday/Friday.

















HTMM will work with families who have siblings within our school or at HTeM and HTHM to create aligned schedules for families.

In addition to maximizing our staffing and space resources, having our 6th and 7th grade on different schedules will allow us to determine which mode is most effective for student learning. While we hope to return fully in the fall, if we do need to continue with a hybrid model, this approach will help us determine the most effective method to support our students in the future.

100% DISTANCE LEARNING SCHEDULES

We estimate that we'll have approximately 53 students (22 6th graders and 31 7th graders) in the distance only track. To support these students, we'll create a distance only team for students. Ms. Sugar, 7th grade humanities, and Ms. Weston, 6th grade Math/Science, will lead this team and support students with high quality distance learning similar to what students have experienced throughout this school year. Below is a sample distance learning student schedule for students on that track. These plans represent our best thinking and guidance at this point. We may adjust the details of these plans we learn more and reflect on our experiences together.

Remote Learning Weekly Schedule Sample Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:45-9 AM	☀️ WAKE UP / BREAKFAST 🌅				
9-9:30 AM	🌟 MORNING MEETING 🌟 ▶️ LIVE				
9:30-10 AM	AM BREAK				
BLOCK 1 10-11 AM	 Humanities ▶️ LIVE	 Math/Science ▶️ LIVE	 ADVISORY ▶️ LIVE	 Humanities ▶️ LIVE	 Math/Science ▶️ LIVE
11-11:15 AM	TRANSITION BREAK				
BLOCK 2 11:15-12:15 PM	 Guided Practice	 Guided Practice	 Guided Practice	 Guided Practice	 Guided Practice (SMALL GROUPS)
12:15-1 PM	LUNCH BREAK				
1-1:30 PM	 KBAR BLOCK				
BLOCK 3 1:30-2:30 PM	 Guided Practice (SMALL GROUPS)	 Guided Practice (SMALL GROUPS)	 Guided Practice (SMALL GROUPS)	 Guided Practice (SMALL GROUPS)	 Guided Practice (SMALL GROUPS)
2:30-2:45 PM	TRANSITION BREAK				
2:45-3:30 PM	OFFICE HOURS	OFFICE HOURS		OFFICE HOURS	OFFICE HOURS

NOTES FOR PHASE 4 LEARNING - DISTANCE & HYBRID

IN-CLASS INSTRUCTION:

- HTM Mesa's in-person schedule reduces numbers of students in common areas during breaks, lunches, and passing periods as feasible
- Classroom routines, such as those for turning in assignments, will be designed to minimize contact and reduce shared materials.
- Initially, no visitors will be allowed on to campuses, including classroom volunteers and parents. This will be reevaluated as health conditions change.
- Walking field trips with students maintaining physical distancing are permitted with all normal procedures in place for parental permission.

ACCESS TO SUPPORTS, ENRICHMENT, AND INTERVENTION:

- Referral and intervention services will be available for students.
- Staff will continue to identify students in need of additional support, and provide services as needed.

DEEPEN CONNECTIONS WITH STUDENTS AND STAFF

- Learning options will prioritize social and emotional wellness, connection, and meaningful, hands-on learning.
- Teachers and support staff build positive relationships and rapport with students based on trust.
- Both learning options will include community building, student check-ins, personal connections, social emotional lessons, and differentiated support so students feel connected and engaged.
- HTM Mesa will foster a positive school environment
 - Staff will be responsive to students' needs and check in with them on a regular basis in both learning models.
 - Teachers will build classroom environments that are collaborative, with expectations for treating one another with mutual respect.
 - Students are valued and have assets such as their lived experiences, language, culture, and identity that is honored.
- HTM Mesa will ensure students feel supported in physical health
 - Outdoor learning spaces will be utilized as reasonably as possible

- to support health and safety.
- Both learning models will include opportunities to exercise and engage in play.
- Staff will implement reasonable, practical and preventative safety procedures when students are outdoors

CONTINUE TO FOSTER RIGOR AND INNOVATIVE LEARNING

- Meaningful project work will continue to the core of rich learning in both models.
- Teachers will continue to personalize experiences for students.
- Student progress will be measured through meaningful and dialogical assessments. Feedback and assignment completion will be reported in PowerSchool or Google Classroom Gradebook in both models of learning.
- Targeted instruction will be provided to support English learners, students with special needs, and students in need of additional support.

SCHOOLS WILL FOSTER A POSITIVE SCHOOL ENVIRONMENT

- Teachers will build classroom environments that are collaborative, with expectations for treating one another with mutual respect.
- Students are valued and have assets such as their lived experiences, language, culture, and identity that is honored.

ACCESS TO SUPPORTS, ENRICHMENT, AND INTERVENTION

DIFFERENTIATED LEARNING SUPPORT FOR STUDENTS WITH DIVERSE LEARNING NEEDS

- Staff will ensure our students with additional learning needs (504s, English Learners, Special Education) are provided with targeted instruction and supports.
- Teachers and staff will continue to make regular contact with students who have additional needs.
- Our education specialists, counselors, school psychologist, speech therapist and occupational therapist will review the needs of each of their students to best determine the mode of delivery of services. Contingency plans will still be in effect due to the shortened school day hours.

REFERRAL AND INTERVENTION SERVICES WILL BE AVAILABLE FOR STUDENTS

- Staff will continue to identify all students in need of additional support (regardless of educational program), and provide services as needed.

SOCIAL EMOTIONAL HEALTH

WHEN WE RETURN TO SCHOOL, A TOP PRIORITY IS THE SOCIAL EMOTIONAL WELL-BEING OF OUR STUDENTS.

- HTM Mesa staff are committed to supporting the social emotional wellness of each and every student, each and every day. We will continue to offer resources to ensure the transition back to school is as smooth as possible.
- Now more than ever, we appreciate the partnership of families in helping create healthy environments for students during these challenging and unprecedented times. We are asking that schools and families work together to remain flexible and collaborative in assessing students' individual needs.
- Teachers will intentionally develop community in both the distance and in-person learning spaces to support our students through this transition.
- Resources will also be provided to families to help them support their children's emotional wellbeing during this time.

HTM Mesa WELLNESS OFFICE HOURS

Wellness office hours by our school psychologist and counselor will continue to be available to both hybrid and in-person students. Below is the school for those office hours.

- ❑ **Tuesday & Friday 12:15-1 in person** for lunch connection (this is an open time frame for students to come and hang out/connect with one another; it's not limited to individuals or groups-it can be both)
- ❑ **Wednesday 9:30-10 via Zoom** for additional virtual space to connect (also not limited to 1:1-it can be multiple students). Below is the link
- ❑ <https://hightechhighorg.zoom.us/j/81209429454pwd=ZVJSdjdjYXk1YldPMWRQRnRwY1VkUT09>
- ❑ **Thursday 2:45-3:30 via Zoom** scheduled 1:1 Wellness check ins with students (based on referral from teachers/staff or judgement based on open hours contact).

Arrival & Dismissal

Arrival:

Arrival times for students across the Mesa Village and within HTM Mesa have been staggered to minimize interaction across stable groups and maximize physical distancing. These plans represent our best thinking and guidance at this point. We may adjust the details of these plans we learn more and reflect on our experiences together.

- HTMM 7th grade arrival - 8:45am in MS/HS parking lot
- HTeM arrival - 9am in Elementary Parking Lot

- HTMM 6th grade arrival 9:15 in MS/HS parking log
- HTM arrival 9am in MS/HS parking log

For HTM Mesa drop off, all families will remain in their cars at all times. Students will be dropped off on the sidewalk closest to the gym and head directly to their classroom.

At their classroom door, teachers will greet students, take their temperatures, confirm their completion of health screening questions through the Wellfi system, check masking, and provide hand sanitizer. HTM Mesa's classrooms all open directly to the outside to allow this process to happen outside.

HTM Mesa will have signage throughout campus to encourage physical distancing and proper sanitation.

HTM Mesa will also have regular surveillance COVID testing for staff. On site testing will also be available to students.

Exclusion from school Students who present any of the following symptoms associated with COVID-19 will be excluded from school:

- Fever of 100 F or more
- Chills
- New cough, nasal congestion, or runny nose
- Shortness of breath or difficulty breathing
- New muscle or body aches, or fatigue
- Headache (if abnormal for you)
- New loss of taste or smell
- Sore throat
- Nausea, vomiting, abdominal pain
- Diarrhea
- New rash (for students)

Dismissal:

To maximize social distancing and prevent contact between stable groups, dismissal will be staggered. 7th graders will be dismissed daily at 12:15pm and 6th grade students will be dismissed at 2:30pm.

Students will walk out to the pick up area where they will be supervised by adults during pick-up. Families are asked to remain in their cars and students will walk to cars as they pull up to the curb.

Snack/Recess/Break/Lunch

Lunch Distribution

Lunches will be provided at the HTM Mesa lunch service area daily and will be available to all students. Students will line up outside of the lunch service area (an outdoor location) to pick-up their meals and then head to their designated lunch areas to eat.

Lunch Safety Procedures

- HTM Mesa has determined additional spaces for lunch as needed to ensure physical distancing in outdoor lunch areas. In addition, stable groups will have different identified lunch areas.
- Staff will encourage students to maintain physical distancing during lunch.
- Hand sanitizing dispensers will be located in lunch areas.
- Students will be allowed the option of washing their hands with soap and water for 20 seconds or using hand sanitizers.
- Students will be required to sanitize their hands prior to entering nutrition centers.
- Students will be required to sanitize their hands prior to returning to class.

Break/Lunch – Play Areas

- Each stable group will have designated space for play during lunch.
- HTM Mesa will provide separate play equipment for each stable group on campus.
- Games that do not allow social distancing will not be permitted. Students will be able to play games that allow for distance and provide physical exercise.

Cleaning for On-Campus Hybrid

- Prior to dismissal, students will clean tables, chairs, individual materials. When the classroom is clear, facilities staff will clean all other areas such as door knobs, sinks, handles and floors. HTH has provided electrostatic sprayers for every campus. The sprayers will enable custodial staff to more efficiently disinfect our campuses. Detailed attention will be given to high-touch areas such as door handles, desktops, sink handles, handrails and restrooms throughout the day. In addition to cleaning each classroom will have their own space and a day will elapse and additional cleaning will occur between 6th grade students from different stable groups using the same classrooms.

- If a student is sick during the day, we will remove the class to another space. Irma or Todd will spray and disinfect the classroom and the sick students' work area. That classroom will be closed for 1-2 days based on timing of exposure.

Restrooms

HTM Mesa will have access to two sets of restrooms on the Mesa campus. Our school-based restrooms and the restrooms available in the gym lobby. Stable groups will be designated to these different bathroom spaces.

Each teacher will strive to have only one student at a time to leave for the restroom. This will help ensure that bathrooms do not become overly crowded. Students will also be trained to wait outside the restroom if all stalls are full to prevent overcrowding in the restroom.

Closing

Thank you to everyone who supported the development of this plan through critique, revision, ideation, collaboration, and thoughtful planning. This plan reflects feedback from families, students, and staff and is our best effort to create a learning plan that will support all our students and keep them at the center.

We are truly excited about the opportunity to welcome our students back and begin the transition back to school and the learning we know best serves our students! All change is challenging, and moving into Phase there are so many priorities and needs to balance. We committed to supporting our students and families through this next step. Thank you to our staff for their incredible efforts both to put this plan together all while continuing to support our amazing students in distance learning. Thank you to our families for your partnership through this next phase on our journey together. Finally, thank you to our amazing students who are resilient, brilliant, hilarious, big-hearted, and wise. We are truly lucky to have the opportunity to work with you each and every day. Together, we got this.