

# Phase 4 Plan *DRAFT*

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## A Message from the Director

Dear HTe Families,

On almost the anniversary of when HTe closed for in-person learning, I am very pleased to announce that HTe will be moving towards reopening our school building for students to learn in person again!

Starting in April, provided that we meet our markers for reopening, we will reopen for students to return for half days. This decision was made based on feedback from our teachers and our families. We believe that the half day model allows us to provide the best model for instruction and social emotional development for our students, while also keeping children safe. We are aiming to move slowly and carefully as we know that we will need to make adjustments along the way.

We understand that returning to school may be a complex decision for some families. Therefore, we will continue to offer distance learning for students for the rest of the school year. We know that students have formed close bonds with their class teachers. Therefore, children who remain in distance learning will continue to be taught by their classroom teacher. Due to the transition back to the classroom, the distance learning schedule will change. However, students will continue to be taught through a combination of synchronous learning and supporting asynchronous activities. In order to ensure that children at home and school can see, talk and learn from each other, we will equip each classroom with enhanced audio visual technology.

Please enjoy [this video](#) to learn more about what school will look like in Phase 4. I can't wait to have children on our campus again.

Sincerely,

Allie Wong  
Director, High Tech Elementary

## Reopening Timeline and Important Dates

**March 10th:** Q&A Session for Families on Phase 4

**March 13th:** Registration Form Due

**March 19th:** Families will be informed of their child's new schedule

**April 5th - April 26th:** Each grade hosts a playdate for each of their cohorts

**April 5th - April 9th:**

- 4th and 5th grade students only have asynchronous work
- K-3rd grade continue distance learning as usual

**April 7th:** Virtual Orientation for 4th and 5th grade families and students

**April 12th - April 16th:**

- April 12th: 4th and 5th grade begin Phase 4
- April 12th: Soft Reopening for Kindergarten
- Kindergarten, 2nd and 3rd grade students only have asynchronous work
- 1st grade continues distance learning as usual

**April 14th:** Virtual Orientation for all Kinder, 2nd and 3rd grade families and students

**April 19th - April 23rd:**

- April 19th: 2nd and 3rd Grade begin Phase 4
- Kindergarten Small Groups On Campus
- 1st grade students only have asynchronous work

**April 21st:** Virtual Orientation for all 1st grade families and students

**April 26th:** All students in Phase 4

## Registration

1. Families complete the [Registration Form](#) and the Health and Safety Agreement in PowerSchool by **March 13th**
2. Teachers will use the data to create cohorts in each of their classes by March 19th
3. Families will be notified of their child's cohort March 19th

## Distance Learning

Families who opt in for the 100% distance learning model will join some live whole class lessons virtually. Students will also have some asynchronous work to complete. Academic coaches will provide extra support and/or small group instruction on Fridays. Students who receive SPED services will continue to receive them virtually, as written in their contingency plans in their IEPs.

Instructional minutes will remain the same as they have been throughout the 2020-2021 school year:

- Kindergarteners will have three hours of distance learning per day
- 1st-3rd graders will have three hours and 50 minutes of distance learning per day
- 4th-5th graders will have four hours of distance learning per day

## Hybrid In-Person Learning

The health and safety of students and staff is our top priority as we reopen our campus for in-person learning. We will be following the recommendations of the Occupational Safety and Health Administration (OSHA) and California Department of Education (CDE). Also, we want to prioritize socialization, hands-on learning, and project-based learning.

Students will return to school four days a week for either three hours in the morning or three hours in the afternoon.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-11:30	AM Cohort	AM Cohort	AM Cohort	AM Cohort	Virtual Morning

11:30-12:45	Cleaning & Lunch	Cleaning & Lunch	Cleaning & Lunch	Cleaning & Lunch	Meeting & Async Work
12:45-3:45	PM Cohort	PM Cohort	PM Cohort	PM Cohort	
1 Hour outside of school	ST Math & Reading	ST Math & Reading	ST Math & Reading	ST Math & Reading	

On Mondays - Thursdays, students in grades 1-5 will have about 30 mins of independent reading and 30 mins of ST Math to complete at home.

On Fridays, all students will have a virtual morning meeting and work from their teacher to complete that may consist of SeeSaw assignments, incomplete work from previously in the week, or packet work that supports reading, writing, math and project work happening in classrooms.

**Before and After Care:**

Please note that at this time, we will not be able to offer before or after care for students.

**Safety**

**Masks:**

Masks will be provided when needed for any student, parent, and teacher on our campus. These masks should completely cover the nose and mouth and fit snugly against the sides of the face without gaps. Some masks work better than others so please refer to the image below to determine the appropriate mask to use while on campus.

## Recommended



Medical procedure masks (sometimes referred to as surgical masks or disposable face masks)



Masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face)



Masks made with breathable fabric (such as cotton)



Masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source)



Masks with two or three layers



Masks with inner filter pockets

## Not Recommended



Masks that do not fit properly (large gaps, too loose or too tight)



Masks made from materials that are hard to breathe through (such as plastic or leather)



Masks made from fabric that is loosely woven or knitted, such as fabrics that let light pass through



Masks with one layer



Masks with exhalation valves or vents



Wearing a scarf/ski mask

### **Ventilation:**

We have upgraded our air conditioning systems by installing MERV 13 filters throughout the school and circulating outside air. In addition, each classroom has a CO2 monitor which allows teachers and students to monitor air flow in real time. If the monitor reads over 900, teachers will take their class for a break outside. Teachers and students are encouraged to leave the classroom and learn outside at frequent intervals throughout the day.

### **Physical Distancing and Outdoor Space:**

As an important precaution in preventing the spread of COVID-19, our school site has planned for social distancing and usage of outdoor space. We will provide individual seating (6 feet apart) for students both indoors and outdoors. Partitions may be used in circumstances where students and staff members need to interact for a prolonged period of time. We will post reminders throughout and around the school to help students and staff maintain physical distance. Teachers will mark off areas and use designated seating to support this process. Nine outdoor areas have been designated to support teaching and learning, one for each exploratory class and one per grade level. Students will be provided with materials that aid them in working outdoors, such as lap desks, yoga mats and tents.



### **On-Campus COVID Testing:**

The High Tech Point Loma Village will have an on campus testing facility that will roll out soon for staff and students. More information to come.

### **Staff Health Monitoring and Daily Screening:**

All staff are asked to monitor themselves for COVID-19 symptoms before coming to school. If symptoms are noticed, they should stay at home. These symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea. When entering the building, staff will grab hand sanitizer, check their temperature using the mounted thermometer, scan the [QR code](#) and sign in for the day. Signing in helps us know the staff members on campus which aids in the process of contact tracing along with the list of individuals working in stable groups each day and for how long.

### **Student Health Monitoring and Daily Screening:**

Before coming back to school, all families will need to sign an In-Person Health Agreement (you will find this in E-Collect Forms in Powerschool). This agreement

outlines the safety precautions that the school is taking. By signing the form, you are agreeing to abiding by them.

All parents are asked to monitor their child(ren) for covid symptoms before coming on campus. If symptoms are noticed, they should stay at home. These symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.

Parents or caregivers will need to walk students to their grade's assigned drop off location. Everyone will need to make sure they are wearing their masks as they are lined up to get checked in. At the door, a staff member will greet each student, take the student's temperature, ask the student some screening questions, and give the student a squirt of hand sanitizer. Children will need to say goodbye to their parents or caregiver at the door, as they will not be allowed to enter the building.

### **Hygiene:**

All staff and students will be trained on proper hand hygiene, including hand washing and the use of hand sanitizer. Hand washing/sanitizing is reinforced daily with time allotted to wash hands regularly such as before and after snack, before and after recess, before and after entering the classroom and before and after using the restroom. Students and staff are instructed on protocols for coughing, sneezing, etc. while protecting others. Visual reminders will be posted indoors and outside for staff and students. Each classroom is equipped with a sink to promote consistent handwashing. Every classroom is also provided with hand sanitizer and hand sanitizing stations can be found throughout the building.

Handwashing Steps:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean paper towel.

How to use hand sanitizer:

- Apply the gel product to the palm of one hand.
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds. Visual below can be increased in size and posted in classrooms.

### **Daily Classroom Cleaning Throughout the Day:**



Staff should clean frequently-touched surfaces at school. Teachers will be provided with wipes and disposable gloves, to support cleaning of frequently touched surfaces during the day. Frequently touched surfaces in the school include, but are not limited to:

- Sink handles
- Tables
- Chairs
- Door handles

Each student will have a bin with his or her own materials that will not be shared with others. Students will need to bring to school a refillable water bottle. A lunch box with a snack is optional. We are that students keep all other belongings at home, unless specified by a teacher, as all of the materials that they will need for school will be provided for them. You can view our HTe Cleaning Checklist [here](#).

**Bathrooms:**

Three students will be allowed to use each bathroom at one time. Students will use disposable bathroom passes. 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.

## Health and Illness Policy

High Tech Elementary follows the guidelines laid out in the San Diego County Office of Education Decision Tree. Students/staff must stay home if they experience any of the following symptoms:

- Fever (with or without chills) at or above 100 degrees fahrenheit
- Cough
- Shortness of breath
- Nasal congestion/runny nose
- Sore throat
- Nausea, vomiting or diarrhea
- Fatigue
- New loss of taste or smell
- Headache
- Muscle/body aches
- Poor feeding/appetite

\* If a child has a preexisting condition that might cause these symptoms, please ensure that we have a doctor's note on file so that we do not need to regularly send them home every time the symptom occurs.

If a child experiences any of the above symptoms, they will either need to stay home from school for 14 days or obtain a negative PCR test and return 24 hours after symptoms have resolved.

*For example, a child has a runny nose on Monday. His family keeps him home from school and obtains a PCR test (available through your pediatrician or for free at the various County testing sites). The test comes back negative for Covid. The runny nose has resolved by Wednesday morning, so the student can return to school by Thursday morning.*

*If your child needs to be picked up from school due to these symptoms, we ask that you arrive within the hour in order to minimize potential exposure to others on campus.*

**In cases of Covid 19:**

If your child tests positive for Covid-19, they will need to stay home for 10 days from the onset of symptoms.

**In cases of Covid 19 exposure:**

If your child is a known contact of someone who has tested positive for Covid-19, they will need to stay home for 14 days, or 10 days from the onset of symptoms.

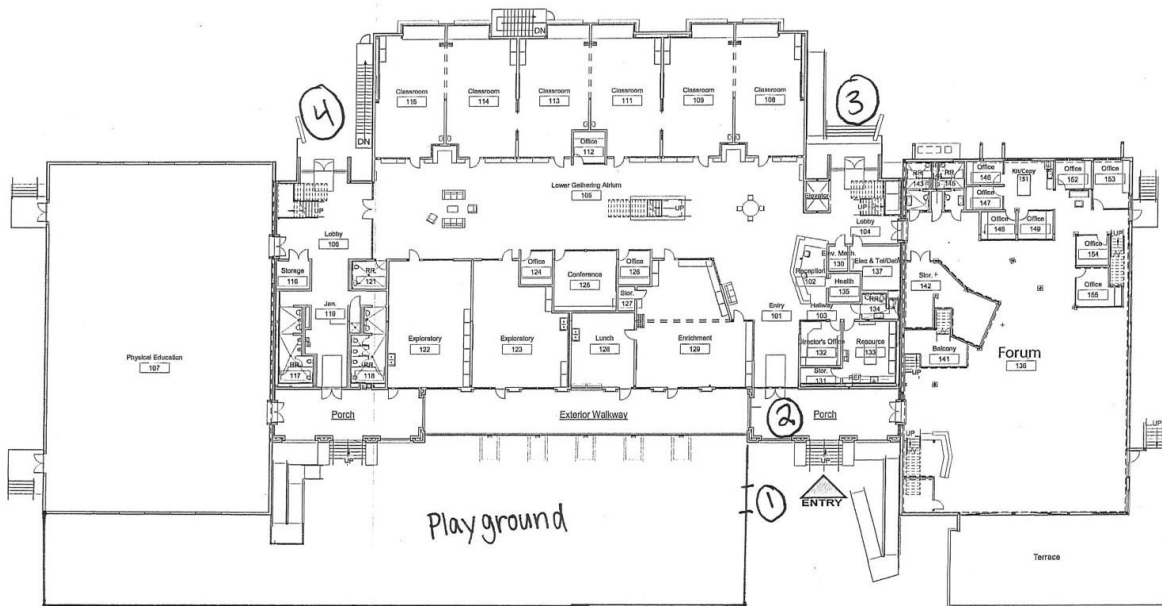
## Arrival And Dismissal

To minimize foot traffic, students will enter the school through different doorways. Caregivers need to accompany children to these entrances as that any child who does not pass the health screening/has a fever will need to go home. To minimize risk of infection, caregivers are not allowed in the school building.

Upon entry, students would participate in a health screening: temperature check, answering [screening questions](#), and using hand sanitizer.

Once students are inside, 1st through 5th grade students will walk to their classrooms. Students should not stop and chat with friends, use the restroom or fill up their water bottles at this time. Make sure to follow the one way traffic markers when in the upstairs hallway. Please stay 6 feet apart from others so that we keep our distance.

Kindergarteners will remain on the playground until after recess and will head to class with their teachers.



**AM Cohort ARRIVAL & DISMISSAL**

Arrival	Class	Location	Screening	Dismissal	Location
8:30-8:45	Kinder	1	Mr. Riley	11:30-11:45	1
8:30-8:45	1st Grade	2	Mr. Jonathan	11:30-11:45	Outdoor Classrooms
8:30-8:45	2nd Grade	4	Mr. Lizza	11:30-11:45	Outdoor Classrooms
8:45-9:00	3rd Grade	3	Ms. Starry	11:45-12:00	1
8:45-9:00	4th Grade	4	Ms. Magoon/ Mr. Lizza	11:45-12:00	Outdoor Classrooms
8:45-9:00	5th Grade	2	Mr. Jonathan	11:45-12:00	Outdoor Classrooms

**PM Cohort ARRIVAL & DISMISSAL**

Arrival	Class	Location	Screening	Dismissal	Location
12:45-1:00	Kinder	1	Mr. Riley	3:45-4:00	1
12:45-1:00	1st Grade	2	Mr. Jonathan	3:45-4:00	Outdoor Classrooms
12:45-1:00	2nd Grade	4	Mr. Lizza	3:45-4:00	Outdoor Classrooms
1:00-1:15	3rd Grade	3	Ms. Starry	4:00-4:15	1
1:00-1:15	4th Grade	4	Ms. Magoon	4:00-4:15	Outdoor Classrooms
1:00-1:15	5th Grade	2	Mr. Jonathan	4:00-4:15	Outdoor Classrooms

**For students who are tardy:**

If a student is more than 15 minutes late, he or she will go to entrance number two, the main entrance, to be screened by Mr. Jonathan.

### Snack, Recess and Lunch

Snack will be delivered to each classroom at 12:00PM. Teachers will bring their snack bins to the snack area when they take their class outside.

Each cohort will have a designated outdoor snack area for the day. The areas are:

1. The near lunch tables on the playground
2. The far lunch tables on the playground
3. The lunch tables by the gym

Students will clean their hands before eating. Students will be seated in their designated spots at least 6 feet apart, outdoors for the entire time that they are eating. At this time they will remove their mask and focus on eating their snack for 5-10 minutes. We will remind students that they are not allowed to share snacks and that they should only be eating snacks that they have brought from home or have been given to them for the school. We will have pre-packaged snacks available for students free of charge. As soon as their snacks have been eaten, students will replace their masks and wait to be instructed to throw away their trash. Each student will clean/sanitize their hands before

heading to their designated play area for the day.

The playground will be divided into half, so that groups do not mix. One class in a grade level will be on one side of the playground, one class in a grade level will be on the other side of the playground, and one class will be in the gym. The schedule will rotate between classes.

Take home lunches/dinners will be provided to students who request them at the end of the day at dismissal.

### **Inclusion and Intervention Groups**

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 which could include virtual learning, one on one in person sessions or small group in person sessions as appropriate. Contingency plans will still be in effect due to the shortened school day hours. We will prioritize the needs of students who are struggling to make progress during distance learning for in-person services. Each provider will have a designated outdoor space along with materials needed to safely work with students.

Students receiving SPED services or other intervention may have groups in person in the other half of the day that they are not in school: e.g. from 12:15-12:45 for children who attend in the afternoons and from 11:45 - 12:15 for children who attend in the mornings, or on Fridays. Some services would continue to be virtual. When Ed. Specialists are not providing intervention or pull out SAI time, they may push into stable groups as appropriate and safe.

#### **IEP Meetings:**

IEPs will be held on Fridays. Hold times will be:

- 8:00- 9:00
- 1:00-2:30
- 3:00-4:30

### **Exploratory**

All students will receive 45 minutes of theater, engineering or movement and

mindfulness each week. Each grade will have the same exploratory teacher – this makes it easier for general education teachers to collaborate on norms and classroom content with their exploratory teacher and decreases the number of different courses an exploratory teacher is preparing.

Exploratory classes will be in an outdoor classroom or at the park to decrease risk for exploratory teachers since they will be seeing up to 144 students. Exploratory tents will be set up and taken down weekly, their classrooms (tables, chairs, etc) will need to be set up daily.

Students at school will have exploratory in an outdoor classroom or at the park. Students in full distance learning will continue to have exploratory SeeSaw assignments each week.

### **Academic Coaches**

During arrival, academic coaches will be stationed in key supervision areas to support movement in the hallways during arrival. Once students have arrived, we will have one academic coach in every classroom in grades K-2 and we will have one academic coach each in grades 3-5 to support teachers and students. On Fridays, academic coaches will provide small group and one on one support for students who opt in for distance learning only.

### **Substitute Process**

HTE has hired a floating sub, who will be available to cover a class in the case that a teacher needs to be out or on isolation protocol. The HTH organization will also have a sub pool of individuals who have been trained in our safety procedures and will be available as well.

### **Child Care for HTH Employees**

Child Care would continue for HTH staff in the Theater Room. All children in the Child Care Program would be in the PM Cohort. On Mondays - Thursdays Child Care hours would be from 8:00 AM to 1:00 PM. During this time, students would complete their 30 mins of independent reading and 30 minutes of ST Math. The rest of the time would be games,

recess and other enrichment activities. On Fridays, Child Care would be from 8:00 AM - 4:00 PM and students would complete their distance learning.

For questions about Child Care, please contact Lauren Dodds at [ldodds@hightechhigh.org](mailto:ldodds@hightechhigh.org).

### **Rainy Day Plan**

In the event that it rains, a rainy day schedule will be announced at 8:00 AM for the AM Cohort and at 12:00 PM for the PM Cohort. Students would not have access to the outdoor classrooms. Each grade team will determine how to use the gym during their recess time, or if they prefer to have recess in the classroom. Snacks will be eaten inside. Students must stay seated at their table for the duration of the time that they are eating. If a student gets up from their desk, they need to put their mask back on. Exploratory will be virtual (on Zoom or using SeeSaw).

For dismissal, students will wait to be called in their classrooms. Families will go to the entrance that they use for drop off. A staff member will be waiting there and will use a walkie talkie to call for each student to come to the exit.