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I³ SAFE FOR ME: COVID-19 PLAN

A great deal of uncertainty surrounding COVID-19 remains. Research indicates that outbreaks will fluctuate throughout the year, but parents and guardians will continue to work and students will continue to learn. Schools across the nation are faced with difficult decisions on how and when to reopen. The i3 Academy COVID team has created the i3 Safe for Me plan in order to communicate the learning formats and safeguards that will be implemented, contributing to an effective learning environment.

We will communicate regularly with the Jefferson County Department of Health (JCDH) and follow CDC guidelines throughout every operational aspect of the school. There may be points when heightened measures are in place, including the requirement for all students and staff members to work remotely, if a positive case arises or there is a substantial increase in community spread. Conversely, all measures listed in this document will not be necessary throughout the school year. Any decision will be based on data and the advice of experts in public health.

Our desire is that families who choose the in person or hybrid format will feel safe sending their children to school. The health of our students and staff is our primary concern.

i3 Safe For Me--School Commitment

We are asking all stakeholders to do their part to keep i3 Academy safe and healthy. The i3 Academy team is committed to keeping students and staff safe and healthy. The key points of our commitment are the following:
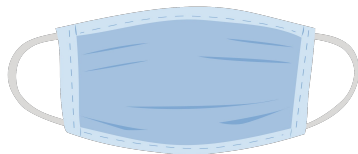
- Communication will be of utmost importance regarding new and continuing developments.
- Student dignity and privacy are always a priority, but will be treated with extra care as we manage potential and actual COVID-19 cases in our community.
- School cleanliness, hand hygiene, and social distancing will be implemented to the best of our ability.
- i3 family preferences and needs will be honored when possible.
- Access to high-quality teachers and curricula will be a priority in all learning formats.
- Support services for special populations (special education, 504, gifted, etc.) will be in place for all learning formats.
- Every effort will be made to ensure access to technology is not a barrier for any family.

Definitions

Face Coverings

Recommendations regarding face coverings differ based on the level of community spread and can be found throughout this document. Information should be provided to staff, students, and families on proper use, removal, and washing of cloth face coverings. Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable.

> CDC Guidance

Hand Sanitizer

Hand sanitizers should contain at least 60% alcohol and only used with staff and older children who can safely use hand sanitizer. Hand soap should be used for younger children.

> CDC Guidance

Clean/Disinfect

Ensure safe and correct application of disinfectants and keep out of reach of children.

> CDC Guidance

Communications

Communication is the key to success in any large organization, especially when confronting an unprecedented event such as the pandemic. Through family and faculty surveys, we have gained insight and understanding into remote learning experiences during the spring of 2020. This information has informed our future plans.

We will continually measure stakeholder satisfaction and areas for improvement throughout the coming weeks and months by utilizing email communication, private Facebook group polls, and surveys.

On urgent matters, we will send official information through email, robocall, and posts on our website. Our social media platforms will support these messages but will not contain sensitive information. If a COVID-19 case is confirmed on campus, we will send an email to all stakeholders.

Timeline

1. i3 Safe for Me Plan Review and Release - **June 25th**
   a. All stakeholders will review the information and generate questions about the plan. Begin thinking about the learning format that best fits your family's needs. Please email any questions about the plan to info@i3academy.org.
2. The Live Wire - **June 25th at 4 PM**
   a. Administrators will present the information again while responding to questions submitted via email. At the end of The Live Wire, any additional questions will be answered.
3. Submit Learning Format Request Form - **Deadline: July 24th**
   a. Choose a learning format (see Slide 5) that best fits your family's needs.
   b. Submit the form on the i3 Academy website i3Academy.org.
4. Learning Format Confirmation and Follow-up - **August 7th**
   a. Families will receive an email confirming child's learning format.

School Decision Tree

All Schools Regardless of Community Spread

Confirmed person with COVID-19 in building? ⋯⋯▶ **Assess Risk** ⋯⋯▶ *Short (potential 2-5 Day) Building Dismissal to Clean/Disinfect/Contact Trace in consultation with local health officials*

No Community Spread

- Prepare
- Teach and reinforce healthy hygiene
- Develop information sharing systems
- Intensify cleaning and disinfection
- Monitor for absenteeism
- Assess group gatherings and events – consider postponing non-critical gatherings and events
- Require sick students and staff stay home
- Establish procedures for someone becoming sick at school

Monitor changes in community spread

Minimal to Moderate OR Substantial Community Spread

Is community spread Minimal to Moderate or Substantial?

M/M

- Coordinate with local health officials.
- Implement multiple social distancing strategies for gatherings, classrooms, and movement through the building.
- Consider ways to accommodate needs of children and families at high risk.

S

- Coordinate with local health officials.
- Implement multiple social distancing strategies for gatherings, classrooms, and movement through the building WITH EXTENDED SCHOOL DISMISSALS.
- Consider ways to accommodate needs of children and families at high risk.

CDC

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LEARNING FORMATS

TYPES OF LEARNING OPTIONS	REMOTE	HYBRID	IN PERSON
WHERE?	ALL LEARNING TAKES PLACE FROM HOME	STUDENTS WILL ATTEND SCHOOL ON CAMPUS FOR A COMBINATION OF DAYS	STUDENTS WILL ATTEND SCHOOL ON CAMPUS FROM 8 AM TO 3 PM ON MONDAY THROUGH FRIDAY
WHEN? & HOW?	COMBINATION OF LIVE & RECORDED TEACHING SESSIONS, PAPER & ELECTRONIC ASSIGNMENTS & PROJECTS, & VIDEO CONFERENCING SCHEDULED BY YOUR CHILD'S TEACHER	ON THE DAYS STUDENTS ARE NOT ON CAMPUS, LEARNING WILL CONTINUE FROM HOME THROUGH VIRTUAL SESSIONS & AT-HOME ASSIGNMENTS	STUDENTS, FACULTY, & STAFF WILL BE REQUIRED TO FOLLOW CDC GUIDELINES WHILE ON CAMPUS

For the fall of 2020, i3 Academy is taking a multifaceted approach that offers three options to our families. The options are displayed in the diagram above. Each family will choose a learning format that best meets their needs. By July 24th, families must submit the Learning Format Request form on our website i3Academy.org. On August 7th, parents will receive an email confirming the learning format. We will try to accommodate all requests. If we do not receive a Learning Format Request Form, we will assume that your child will attend school in person.

Prevention and Social Distancing

Remote	Please follow CDC guidelines from home.
Hybrid and In Person	- Students may bring masks to school and will be encouraged to wear them at certain times of the day. - Personal Protective Equipment (PPE) will be provided to staff, including: - Face coverings - Hand sanitizer - Thermometers - Gloves - Furniture will be arranged to support social distancing practices. - Signage on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures including face coverings will be displayed around campus. - Consistent scheduled times and procedures will be established throughout the day for hand hygiene, promoting hand washing. - All staff and students will be required to stay home when experiencing COVID-19 symptoms. - Maintain six feet (about two arms' length) from other people. - Mass gatherings in large groups such as assemblies, car field trips, staff meetings will be limited. - Students will remain with their class/cluster throughout the day. - Visual cues such as floor decals, colored tape, or signs to indicate to students and staff the flow and direction of one-way traffic. Additional cues may be used to indicate six-feet intervals when standing in a line.

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Transmission Mitigation and Cleaning Procedures

Remote	Please follow CDC guidelines from home.
Hybrid and In Person	- Teachers will receive OSHA training on proper cleaning techniques. - Custodial cleaning practices will be focused on cleaning for health, which includes an emphasis on disinfecting surfaces where bacteria or viruses are most likely to be transmitted. - Custodial services will consult with the school Health and Wellness Coordinator (nurse), Jefferson County Department of Health (JCDH), and the Alabama Department of Public Health (ADPH) to ensure appropriate and timely measures are taken to preserve the health and safety of our students, staff, and community. > CDC Guidance

Materials and Manipulatives

Remote	i3 Academy staff will schedule a time for families to pick up materials to use at home.
Hybrid and In Person	Teachers will limit the sharing of all supplies, utensils, devices, toys, books, and learning aids.

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Transitions and Restrooms

Hybrid and In Person	**Transitions** - We will control the flow of traffic into and out of the building to ensure that maximum capacity plans are adjusted and managed at each entry and exit point. - Visual cues such as floor decals, colored tape, or signs will indicate to students and staff the flow and direction of one-way traffic. Additional cues may be used to indicate six-feet intervals when standing in a line. **Restrooms** - Younger students (K-1) will have single-person private restrooms. - Older students (2-5) will have a limit on the number of students who can use the restroom at a time. - Restrooms and frequently-used surfaces will be cleaned regularly by custodial team. - Soap will be available at all times and proper handwashing will be encouraged for all students and staff members.

Wellness, Enrichment, and Recess

Remote	- Students will receive videos from enrichment and wellness teachers with activities to complete at home. - Videos will be sent on a weekly basis.
Hybrid and In Person	- Students will participate in wellness and enrichment regularly. - Students will stay in classrooms and enrichment teachers will rotate between classrooms. - Wellness will take place in the gym or outside, but students will maintain social distance as much as possible.

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Arrival and Dismissal

Hybrid and In Person	**By Car** ● Wellness stations will be set up to take student temperatures and disinfect their hands before entering the building. ● i3 staff will limit contact with any family member who drops off/picks up a student to the extent possible. ● Masks will be worn by staff members, and students and family members are encouraged to wear masks at this time as well. ● Older people, such as grandparents, should be extra cautious when picking up/dropping off students. ● Temperatures will be taken before entering the building. ● SchoolPass app will be used to collect information. **By Bus** ● STS, our contracted bus service, will support students by providing safe and timely transport services for riders whether the education model is in person or hybrid. STS will serve students in special education or with specific transportation needs. ● STS will follow state guidelines regarding the number of students allowed to ride the bus. ● Wellness stations will be set up to take student temperatures and disinfect their hands before entering the building. ● Temperatures will be taken before entering the building. ● SchoolPass app will be used to collect information.

Visitors

Hybrid and In Person	● All visitors to campus must wear a mask and check in at the front desk. ● During times of substantial spread, visitors will be limited to the foyer area.

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Technology

Technology is integral to teaching and learning. Every student at i3 will be assigned an iPad to sustain learning both at school and at home. Based on our collective experience from this past spring, we understand the need to support families as they in turn support their children at home. We will provide how-to videos and trainings to help i3 parents with the programs and processes we plan to use throughout the school year. Students in kindergarten and first grade will use Seesaw. Students in second through fifth grade will use Google Classroom. Zoom will be utilized for video-conferencing. The help desk feature on our website and our technology specialist, Krystal Fitzgerald, will be available to assist families with specific technology issues.

Remote	• All schoolwork and lessons will be delivered and assessed virtually through the apps listed above. Some lessons may be hands-on, interactive, or collaborative with other students.
Hybrid	• While on campus, lessons will be delivered in person. On alternate days, lessons will be delivered via Seesaw or Google Classroom.
In person	• Most lessons will be delivered in person, but platforms will be utilized for various purposes and projects.

School and Internet Safety

Remote	• Teachers will share safety guidelines for using technology and video conferencing tools.
Hybrid and In Person	• Teachers will share safety guidelines for using technology and video conferencing tools. • Our Student Resource Officer (SRO) will provide ongoing daily coverage of the i3 campus to ensure safe environments for students, staff, and our community. The service includes: emergency management, threat assessment, campus security, and partnering with all local law enforcement agencies.

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Substitute Teachers

All Formats	- i3 Academy anticipates a need for substitute teachers - long-term assignments and daily assignments. These will likely occur both in all learning formats. - i3 Academy will prepare a guest teacher training curriculum for remote format support via webinar and other remote experiences. These trainings will include new responsibilities and approaches, technology, onsite safety, and other appropriate topics.

Standards and Curricula

All Formats	Standards - In all learning formats, the Alabama College and Career Readiness Standards (ACCRS) will be followed. Curricula - Although lessons may be delivered in different ways, teachers will follow the same curricula in all learning formats. - Center for Collaborative Classroom's Collaborative Literacy: *Being a Reader* (K-2) *Making Meaning* (K-5) *Being a Writer* (K-5) *SIPPS* (K-5) - Investigations Math (K-5) - Science and Social Students - Teacher-created - Project-based

Assessment and Grading

Remote	**Assessments:** Parents can schedule a time for an i3 staff member to administer the assessment for their child on campus or virtually when possible. . _Grading:_ see below.
Hybrid and In Person	<u>Assessments</u> Assessments will be given at regular intervals. They are critical in determining student needs. The following assessments are utilized at i3 Academy: ● iReady - Given three times per year ● Amira Learning - Digital reading assessment ● Assessments within Collaborative Literacy - Usually paper and pencil ● ACAP - End of year state assessment <u>Grading</u> ● Standards-based grading (K-1) ○ Teaching Strategies GOLD ● JumpRope (2-5)

Special Populations
(Gifted, Special Education, English Learners, 504)

i3 Academy is committed to providing free and appropriate educational opportunities for students with unique circumstances to the greatest extent possible in alignment public health guidelines. Collaboration with families is an integral part of these plans and processes and continues to be essential during this time. To address the unique needs of students with disabilities, special education providers will continue to work with families to collaboratively identify the most essential services for each student that can be provided both directly and indirectly in remote, hybrid, and in-person learning environments. Service plans will be adjusted as needed for the circumstances of the learning environment. We recognize that each student will have an individual plan based on the learning format selected by the parent/guardian. When this happens, we will be working diligently to set detailed plans for the delivery of special education services.

Remote	● All supports will be in place and delivered electronically or via phone.
Hybrid	● While students are on campus, students will receive appropriate support services. While students are learning virtually, students will receive support services electronically or via phone.
In person	● Students will receive all support services in person.

Child Nutrition Program

Remote	● We will develop a "grab and go" program for any remote students who need lunch.
Hybrid	● While students are on campus, they will eat lunch in their classrooms. On the days they are not at school, we will ensure they have access to lunches.
In person	● Students will eat lunch in their classrooms. ● Compliance with Federal requirements for meals served and cleaning and disinfecting of facilities aligned with CDC cleaning/disinfecting School Guidance.

Social-Emotional Learning and Counseling Services

Remote	- Our counselor will communicate with individual families to introduce herself and discuss possible services and processes. - We will continue to explore best practices on serving students' social-emotional and counseling needs via video-conferencing and phone calls.
Hybrid and In Person	**Social-Emotional Learning (SEL)** We have developed a comprehensive plan for supporting in-person and remote learning that includes: - Embedded in Collaborative Classroom curriculum. - Training to staff (trauma-informed classroom management) - Supporting family-school partnerships that emphasize relationship building and engagement to enhance building climate and culture. **Counseling Services** - Our counselor will work with grade-level teams and administrators to determine when their services will be provided in-person or remotely.

After-School Care

Hybrid and In Person	- Enrichment will take place from 3:15-4:15 PM. - After-school programming will take place from 4:15-6 PM. - All programs will adhere to CDC standards.

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Plan for Sick or Symptomatic Students or Faculty

Hybrid and In Person	- Symptomatic staff and students in the building will go to an established isolation room (not the health room, as this must be kept available) until they can safely leave the building. - We will coordinate with Jefferson County Department of Health (JCDH) and other medical institutions regarding suspected and confirmed cases. - JCDH will assist the i3 Academy leadership team to determine a course of action on a case-by-case basis. - JCDH has indicated this may include the dismissal of students and most staff for a short-term period. - All stakeholders will be informed via email if there is a confirmed case of COVID-19 among students or staff. - The privacy and dignity of any suspected or positive student or staff member will be a priority during this sensitive time.

Attendance

Remote	- Students will check in with their teacher daily. - SchoolPass will be used to record attendance. - If a student become sick at any point, parent/guardian should email teacher directly to let him/her know.
Hybrid and In Person	- Students will check in with their teacher daily. - SchoolPass will be used to record attendance. - If student become sick at any point, parent/guardian should email teacher directly to let him/her know.

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