



**Imagine Schools at Mountain View**

**2020-2021**

**Path Forward Program of Operation**

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## COMMUNICATION

### Communication

Imagine Schools at Mountain View (ISMV) values and recognizes the importance of family collaboration and communication. It will be necessary for ISMV to provide all stakeholders information regarding topics such as re-opening, plans for keeping individuals safe and healthy, promoting safe and healthy habits, and continual updates regarding academic plans. As ISMV continues to navigate these ever changing times, the school will maintain communication in a number of ways.

Communication will be disseminated in the following ways:

- Bloomz (Primary Method)
- Family Handbook
- Staff Handbook
- The school's website [www.imaginemountainview.org](http://www.imaginemountainview.org)
- Infinite Campus email/text blasts (SHOUT)
- Weekly Newsletter
- Formal Letters

## RE-OPENING SCHOOL BUILDINGS

### Re-Opening Approach

ISMV will reopen the school building while adhering to CDC guidelines, along with Directive 022 and the Path Forward Framework. While in Phase 2, the school will offer families a hybrid learning model and a full distance learning option. ISMV does not require a calendar adjustment as part of the re-opening approach, but will be submitting a request to add 5 additional staff development days. These additional 5 staff development days will be focused on providing necessary training and preparation in the context of current and future Phases. The school will be providing full time distance education for families who choose to have this option. ISMV will be using family survey data to determine its hybrid learning model schedule. A change in state Phases and/or CDC guidelines regarding social distancing or a break out in COVID-19 cases on campus will warrant a change in the approach. The transition will be made with clear concise communication with all stakeholders outlining the changes with an appropriate timeline.

Plan A: ISMV will be providing a hybrid learning model and a full distance education learning model for the 2020-2021 school year during Phase 2.

Option B: If there is a move back to Phase 1 or an influx of campus COVID-19 cases, ISMV will transition to all distance learning.

Option C: If there is a move to Phase 3, we can adjust our hybrid learning model to increase days for those students following CDC social distancing guidelines and distance learning students will finish the year remotely.

## **Physical Health Screening**

ISMV values the importance of maintaining a safe and healthy environment for our students, staff, and families. ISMV is committed to adhering to the CDC guidelines to ensure that we are taking all necessary precautions concerning the COVID-19 pandemic.

### **Staff:**

- Home Health Check
- Daily Temperature Checks
- Daily Health Screening

### **Students:**

- Home Health Check
- Daily Temperature Checks
- Observation for Symptoms

The Home Health Check requires individuals or caregivers of minors to identify if they are exhibiting COVID-19 symptoms. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

\*This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

### **Resources:**

<https://www.cdc.gov/flu/school/guidance.htm#:~:text=Those%20who%20get%20flu%2Dlike,should%20get%20immediate%20medical%20care.>

## **Physical Hygiene**

### **Hygiene:**

According to the CDC, handwashing is especially important and is one of the best ways to protect and prevent from getting sick as well as spreading germs. ISMV will teach and implement the following hand and respiratory etiquette:

- Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

ISMV will provide the following supplies to support hand and respiratory etiquette:

- Soap
- Hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use)
- Paper towels
- Tissues
- Disinfectant wipes
- Cloth face coverings (as feasible)

Face coverings:

ISMV is committed to the safety and well-being of all stakeholders during these unprecedented times. Masks will be required for all students K-6. Some of our students may not be able to wear a mask or face covering due to medical reasons. A doctor’s note must be provided by a medical physician on their letterhead. IEP/504 students may not be required to wear masks based on individual needs. Staff members will be required to wear masks at all times during instruction. During non-instructional times, a teacher must wear a mask while on campus too. Human Resource Policies has developed a COVID-19 Employee Face Mask Policy, which includes the following:

- The need for face masks
- When face masks are required
- Acceptable Face Masks
- Proper Face Covering Use, Removal, and Disposal/Washing
- Accommodation Requests
- Enforcement and Non-Retaliation

**Social Distancing**

ISMV will continue to educate staff to maintain at least 6 feet of distance between individuals when possible. ISMV Staff members will educate and remind students regularly to maintain at least 6 feet of distance between individuals when possible. ISMV will utilize social distancing markers throughout the school.

Classroom Layout:

Classroom layout. For all grades, ISMV will mark classroom floors with adhesive tape to indicate where individual desks/workspaces will be located.

ISMV Staff members will position desks 6 feet apart unless that spacing is not possible due to the size of the classroom and the number of students assigned to it.

ISMV Staff members will position desks to face the same direction rather than facing each other. ISMV will not use large tables for groups of students unless this is the only option.

ISMV will not permit students to be physically grouped to work together. Instead, encourage teachers to use technology to facilitate group work and group learning where appropriate for the age, subject, and capabilities of the students.

### Communal Spaces:

Guidelines for specific communal spaces are given below.

### Hallways:

Mark hallways with adhesive tape to direct students to stay on one side of the hallway for each direction of travel. Where possible given the school layout, certain hallways may be designated one-way.

### Playgrounds:

Initial Phase: Close playgrounds and do not allow students to use playground equipment. Individual classes may be assigned specific time slots for students to be taken outside for physical movement, with social distancing to be maintained at all times. Do not allow separate classrooms to mingle during outside activity time, and encourage staff to be creative in employing techniques to maintain social distancing during unstructured time. Finally, require teachers and students to wash their hands following activities.

Future Phase: Allow no more than one class at a time on playground equipment. Assign classes a specific time slot, with time slots to be scheduled such that there is sufficient time between classroom use that playground equipment can be disinfected before the next group uses it. Encourage teachers to be creative in employing techniques to maintain social distancing during unstructured time. Finally, require teachers and students to wash their hands following activities.

### Lunch Rooms:

Initial Phase: The lunch room will be open during breakfast. Families must notify ISMV if their child/ren will be eating breakfast so the school can continue to monitor the capacity limits and ensure social distancing. Social distancing markers will be placed to indicate proper seating. ISMV will close the multipurpose room during lunch. The school will serve lunches in classrooms and on disposable food service items (trays, plates, etc.), if possible. If disposable items cannot be used, have food service staff collect all items while wearing gloves. Prohibit students from sharing lunch items with one another. Students will be permitted to remove masks while eating. Hand sanitizer will be utilized before and after meals.

If a classroom has a student with food allergies, convene a 504 team to discuss appropriate accommodations. These may include, for example, taking the student to another location, such as a school conference room or the multipurpose room, with one friend (so long as social distancing can be maintained in the alternate location).

Future Phase: Open the multipurpose room during lunch, with increased safety measures, including the following:

- Mark tables in the multipurpose room to indicate where students may sit.
- Assign students to a specific seat with a minimum of 3 feet between marked seats.
- Limit multipurpose room seating to the number of assigned seats.
- If students line up for lunch service, permit only one class to line up at a time, and place markings on the floor to indicate where students should stand to maintain social distancing. Alternatively, serve food to each student at their assigned seat.
- Serve lunches on disposable food service items (trays, plates, etc.), if possible. If disposable items cannot be used, have food service staff collect items while wearing gloves.
- Prohibit students from sharing lunch items with one another.

#### Bathrooms:

ISMV will permit students to enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom, and direct them to maintain social distancing. If feasible, add sneeze guards/partitions to sink areas. If sneeze guards or partitions are not possible due to physical layout or cost, limit the number of students in the bathroom to allow an empty sink between students during handwashing. Finally, display posters reminding students of proper handwashing techniques. A staff member will be available to monitor the bathrooms to ensure proper social distancing.

#### Front Offices:

If a glass/Plexiglas divider is not already in place, install sneeze guards or other partitions in front of the front desk. If this is not feasible, place adhesive tape on the floor 6 feet from the front desk and post signage directing visitors to maintain proper social distancing as indicated by the markers.

#### Visitors:

ISMV is committed to the safety and well-being of every stakeholder. The school understands the importance and value of school visitors and volunteers, but at this time ISMV is not allowing anyone other than staff or students on campus. Ms. Medina and Ms. Christensen will be available on Bloomz for your communication needs in conjunction with the option of calling the school.

#### Hand Washing:

Require all students to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school (use hand sanitizer if there is no sink in the classroom)
- after being outside for physical activity

- before and after lunch
- in between classroom changes
- prior to leaving school for home
- after sneezing, coughing, or blowing nose

## **HUMAN RESOURCES**

### **Staff Return to Work**

The foundation of the educational experiences offered at Imagine Schools at Mountain View is based on the skills, knowledge, and experience of the staff. ISMV employees are critical to the execution of providing high-quality instruction to the students of ISMV. To address the staff's return to work amid the current pandemic, Human Resource Policies have been developed to include:

- Covid-19 Employee Return to Operations Issues List
- FFCRA Policy
- FFCRA Leave Request Form
- FFCRA Employee Rights Poster
- Covid-19 Employee Health Screening Policy
- Covid-19 Employee Health Screening Questionnaire
- Covid-19 Teleworking Policy
- Covid-19 Employee Social Distancing Policy
- Covid-19 Employee Facemask Policy
- Covid-19 Employee Policies Acknowledgment Form

### **Governing Body and Leadership Role**

The Imagine Schools at Mountain View governing body and the Imagine Schools regional leadership team provide ongoing support and collaboration. The key component to this successful collaboration is the regular communication between all parties. Communication takes place in the following ways:

- Bimonthly Board Meetings
- Email
- Regional Leadership Meetings (not including the governing board)

## **LOGISTICS**

### **Facilities Management**

Imagine Schools at Mountain View will make adjustments intended to minimize the risk of spreading COVID-19.

- Touchless water bottle refill stations will be installed in common areas to be accessible to all staff and students.
- Hand sanitizer pumps are available to students and staff in each classroom.



- Desks will be arranged to meet the CDC social distancing guidelines.
- Signage will be placed in the hallway to ensure social distancing.
- Water fountains will not be used by students or staff.
- Occupancy signs will be placed in the classrooms and restrooms.
- Signs will be placed in all hand-washing stations reminding students to wash hands.
- Students will remain in their seats at all times.
- Technology will be provided to students as needed or requested and cleaned and sanitized after each use
- Emergency plans and drills will be adjusted to meet the CDC social distancing guidelines.

### **Cleaning**

- High touch surfaces, such as desks, door knobs, sink heads, etc. will be cleaned regularly by ISMV staff.
- Shared materials will be limited as much as possible, but any items shared will be cleaned and sanitized after each use.
- Each night, ISMV's contracted commercial cleaning crew will provide a detailed cleaning of the facilities.
- A deep sanitizing cleaning of the campus will be provided by on Wednesday and Friday night.

### **Nutrition Services/Breakfast & Lunch**

ISMV will implement the following procedures for breakfast and lunch:

- Breakfast will be served in the lunchroom with appropriate social distancing.
- The lunchroom will be closed during lunch times; lunches will be served in classrooms.
- Disposable food service items will be utilized.
- Kitchen staff will wear masks and gloves.
- Students with food allergies will be eating in a separate location
- Lunches will be delivered to classrooms.
- Grab and Go meals will be provided to students who have opted for remote learning.

### **Transportation/Arrival and Dismissal**

ISMV will continue to utilize our carpool system to minimize the risk of spreading COVID-19. Students will be arriving in their individual vehicles which ensures proper social distancing. There will be outside markers to indicate proper social distancing for those students who walk to school. Temperature checks will be conducted upon arriving to ISMV. During dismissal, students will stay in their classrooms and will be called to exit the building in a staggered fashion. Students will be exiting through their outside classroom door to minimize movement throughout the building. Students will be escorted to their cars with a masked and gloved staff member. Students will also be wearing a mask during arrival and departure.

### **Athletics/Extracurricular Activities**

Imagine Schools at Mountain View values the importance of extracurricular activities. There are several ways that the school can adjust these events to minimize the risk of spreading COVID-19. The school will

provide a remote option for tutoring sessions. After school clubs will follow the hybrid schedule to promote appropriate social distancing.

When ISMV leaders determine the school is prepared and capable of following all state and CDC guidelines in conjunction with the Nevada Interscholastic Activities Association Re-Opening Guidance, resuming athletics will be revisited.

### **Information Technology**

Imagine Schools at Mountain View recognizes the value of technology to ensure the success of a distance learning program. Family survey data will be used to determine student technology needs. Currently ISMV has the capacity to provide a device to families that identify a need. In the fourth quarter of the 2019-2020 school year, ISMV was able to provide all families in need of a device the proper technology totaling 58 devices. The school will continue to provide those families technology, as well as any new families, or families who have had a change in their status. Additional options will be made available for families who do not have access to internet connectivity. Staff will also be equipped with the necessary technology resources to successfully execute the components of the distance learning plans.

## **WELLNESS AND RECOVERY**

### **Social-Emotional Learning-Tier 1**

Imagine Schools at Mountain View understands the importance of student emotional health and mental wellbeing. It is necessary for students to have the proper support to maintain a healthy mindset. To meet these needs, ISMV will provide universal social emotional support to students by continuing the foundational approach and belief in educating the whole child by Shared Values, Character Education and ongoing intentional efforts to meet the Social Emotional Learning needs of all students. ISMV will utilize multiple tier 1 social emotional support for its students across our school campus. These supports include but not limited to:

- School-wide expectations and procedures
- School-wide training and overall awareness of student needs
- Systematic reinforcements
- Culturally responsive practices
- Partner & Community partnerships
- Cross curriculum learning opportunities
- Responsive classroom environments
- Mindfulness practices
- Focus on Character Development: Coping Skills, Self Esteem, Empathy, Kindness, Friendship, Conflict Resolution, etc.

### **Trauma-Informed Practices- Tiers 1-3**

ISMV will provide ongoing support to staff, students and families for their social and emotional needs. ISMV will proactively encourage every person on campus to talk with people they trust about their feelings and concerns. ISMV leadership will work to build strong relationships with staff, students, and

families. It will be important for ISMV to consider educators who have experienced hardships during this time due to health concerns, personal losses and other factors. For students, it will be important for staff to recognize which students have more significant needs that require a more immediate response, as well as students who have emerging symptoms that require monitoring over time. ISMV has to work and make decisions with these social emotional needs in mind. Universally, ISMV will use these tier 1 trauma-informed practices & interventions for its campus:

- Learning self-awareness strategies
- Understanding and utilizing coping skills
- Practice problem solving skills
- SSP support groups

For more targeted and intensive support, ISMV will use these tier 2 & tier 3 interventions:

- One-on-one weekly meetings between student and SSP via Zoom or in the building
- Selected strategy from Restorative Behavior System
- Positive adult interaction and connection
- Identify/provide community resources

## **ACADEMICS – Path Forward Plan of Distance Education**

### **Instructional Approach**

The efforts of Imagine Schools at Mountain View teachers last spring to quickly “pivot” and connect with students and provide instruction remotely were nothing short of heroic. As ISMV continues to navigate the disruption to traditional, in person instruction as a result of this historical context, an opportunity and responsibility to provide even better remote learning experiences for all Imagine students exists. Building on successes and data gathered from last spring, school leaders crafted the following Fall 2020 Reopening Learning Plan.

Instruction will be provided in a hybrid model.

<b>Cohort A</b>	<b>In-Person Instruction:</b> Monday, Tuesday <b>Distance Learning:</b> Wednesday, Thursday, Friday
<b>Cohort B</b>	<b>In-Person Instruction:</b> Thursday, Friday <b>Distance Learning:</b> Monday, Tuesday, Wednesday
<b>Cohort C</b>	<b>Distance Learning Only:</b> Monday - Friday

Hybrid in-person learning will include:

ELA (Phonics/Grammar/Reading/Writing)

Math

Hands on Science (Experiments that accompany Mystery Science Lessons)

Hybrid distance learning will include:

Social Studies

Science

Independent/Practice

Small groups (intervention, enrichment, re-teach)

Specials

ISMV will provide accommodations to students without access to technology, which may include distance education through paper correspondence. A pick up/drop off system will be created for paper correspondence for those families who will require paper assignments. Any student placed on quarantine by local health officials will be transitioned to the school's distance learning program. ISMV will utilize Infinite Campus to track daily contact attempts by teachers to families. All teachers will be responsible for maintaining daily open office hours where they are accessible through several platforms for families. Special classes such as physical education, music, art, etc. will be conducted on distance learning days to help minimize the risk of spreading COVID-19.

#### **Meeting Student Needs**

ISMV will adapt to provide the best possible learning environment and ensure a high-quality education for all students including ELL, 504, and IEP students. To do this, ISMV will make the program measurable and aligned with the IEP, 504, and ELL needs during a shortened/hybrid learning environment. All implementation and decisions will be based on data, team collaboration, and IEP/504 driven. Family and Staff surveys were administered to evaluate the efficacy of the distance learning that was implemented in the Spring of 2020. The school used the trends from that survey data as well as other tracking documentation to make adjustments to the distance learning for the upcoming school year to minimize disruptions. The school will meet students' academic needs by utilizing a Learning Management System and adhering to a streamlined schedule with embedded family support. ISMV will continue to evaluate the efficacy of the reopening plan by open and constant communication with families through emails, phone calls, and surveys.

#### **Attendance and Engagement**

Imagine Schools at Mountain View is committed to the academic success of all students. Attendance for both in-person and distance learning is vital to overall student achievement as students need access to every learning opportunity provided by the instructional staff of ISMV. ISMV will engage parents and families in communication and reinforcing the importance of attendance through outlining attendance expectations and daily contact attempts through Bloomz, email, phone calls, etc. Daily attendance will be tracked in Infinite Campus and administrators will follow-up with any families demonstrating attendance concerns determining ways to overcome attendance barriers and ensure regular attendance.

### **Professional Learning**

ISMV will be providing the following professional learning to educators and staff regarding high-quality distance education and health and safety requirements related to preventing the spread of COVID-19:

- Parent training to support distance education
- Infinite campus communication
- Zoom
- Distance learning engagement
- Hygiene
- Handwashing
- Face Masks
- Social Distancing

ISMV will be requesting additional professional development days. These professional development days will be used to address the above list along with:

- Social emotional learning
- Literacy Footprints ( reading intervention program)
- McKinney Vento
- Suicide Prevention

### **Supporting Parents/Families**

The following resources will be provided to parents/families so that they can support students:

- Bloomz-ISMV will utilize this online management system for the school's distance learning plan.
- Technology- ISMV will provide Chromebook to any students who need technology to access distance learning.
- Zoom Open Office Hours- Teachers will hold open office hours via Zoom to assist families and students with distance learning.
- Training- Parents will have the opportunity to participate in training sessions to help navigate distance learning content and resources.
- Communication-Ongoing family communication to provide updates and support.