

FNCS Plan for On Campus Instruction

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Plan before the FNCC on the special meeting on 10/27 and regularly scheduled meeting on 11/4/20

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Purpose

The purpose of this plan is to communicate to families how we plan to bring students on campus for an in person learning experience while also offering distance learning. It is our belief that learning best occurs when the student and teacher are in a space that both feels and is physically and emotionally safe. We also recognize that for some families distance learning will provide the best learning environment for their student. To this end, we aim to provide both a physical and emotionally safe learning experience for both on campus and distance learning students.

The plan outlined here is a result of a collaboration between the focus group members, teachers, classroom aides, support staff, charter council members, parents and community members. The draft plan was presented to the Fuente Nueva Charter Council on 10/7/20 and 10/27/20 for feedback. The final approval will occur on 11/4/20 at 5:15. Families are welcomed to attend the meeting. To support feedback and answers to questions, there will be a coffee hour with Directora Beth on 11/4 at 8:30am.

Families will be asked to make a decision regarding their choice for learning either on campus or distance. We ask that you take the opportunity to familiarize yourself with the plan in advance so that you can provide feedback, ask questions and help guide your decision making process.

Please be aware that on 11/5/20 you will be given two business days to complete a form to make your choice of learning models.

On Campus Hybrid Learning Model

To provide families choice in their learning model, Fuente Nueva is planning an On Campus Hybrid Cohort Learning Model. Parents will have the choice between distance learning or an on campus cohort model. *Depending on the number of families that choose distance learning, there will be either one or two student cohorts on campus.*

While operating during a global pandemic, we recommit ourselves to put the safety of our students, staff and families at the center of every decision we make. We recognize that what are safe practices today may change in the future, so this plan is intended to be a living document that is adjusted to follow the guidance of local and state public health officials.

In a normal school year, creating a safe classroom environment goes well beyond physical safety to also recognize the need for emotional safety. Learning occurs when the student and teachers are centered, feeling calm and confident. With a growth mindset in place a student is able to persevere through any classroom challenge. Given that this year is not normal at all, we will take special care to use all the strategies we have come to appreciate to create a safe emotional space at school.

Instruction will occur both in the classroom with high powered filtration systems in place with **windows and doors open** and outside of the classroom in designated outdoor spaces. Students will be encouraged to dress for the many kinds of weather we can get here on the north coast. **Layers, hats, fingerless gloves and warm coats** will help us stay warm and comfortable while also maximizing the safety offered by air ventilation both inside and outside.

Students will follow the same curriculum both in person and through distance learning. The on campus instruction will provide for increased teacher contact in the classroom setting, students can receive support for the distance learning projects as well as receive the many benefits of being in a social community setting. The distance learning students will zoom into the on campus classroom for lessons and class community.

Teachers work in grade level pairs to create thematic unit learning lessons that will be delivered through an online learning management system created on Google Sites. Individual learning platforms will be used to provide personalized learning experiences for students in math, English and Spanish language arts. Weekly material exchanges will offer the opportunity for students to gain access to resources such as books, manipulatives and art supplies.

The students will be assessed using a norm referenced program that offers multiple ways to examine student learning data. Individualized learning plans will be offered through Freckle and iStation and in some grades, Khan Academy. Weekly art music and physical education lessons will be offered both virtually and in person. Lessons in mindfulness will be offered in all classrooms and restorative practices will help to build classroom community.

Implementation

Phase in options

This plan offers two options for on campus instruction. The first option will have one cohort of up to 14 students learning on campus for four hours a day (the full number of instructional minutes required) upto four days a week. To achieve 14 students in a class cohort, some students may be moved into another grade to create a combined grade classroom. The decision to place a student in a classroom with a teacher other than who is currently assigned will involve the families consent. This option will be offered to families first for parents to choose either on campus or distance learning for their student(s).

Should we not be able to offer one cohort due to more families choosing on campus learning, we will offer families a chance to choose either on campus or distance learning with a two cohort model. This model offers up to 12 students learning on campus for four hours a day upto 2 days a week of instruction.

The On Campus Cohort Hybrid Model maximizes in person instruction while also leveraging technology to provide personalized learning. It is our belief that this technology is a more effective learning modality for older students. Therefore, if there is the need to phase in the on

campus hybrid model one grade at a time, the younger students will be prioritized to come on campus first.

To promote a smooth transition to on campus instruction, the cohort models will begin with fewer days on campus. This will allow us to make adjustments to the procedures as needed and to become familiar with the new normal of being together. This plan recommends that we phase in as follows:

One Cohort Model

- Begins on 12/1 with 2 days a week on campus - Wednesday/ Thursday
- Scales up on 1/11 to 3 days a week on campus - Tuesday/Wednesday/Thursday
- Scale up on 1/25 to 4 days a week on campus - Monday/Tuesday/Wednesday/Thursday

Two Cohort Model

- Begins on 12/1 with 1 day a week on campus - Tuesday or Thursday
- Scales up on 1/11 to 2 days a week on campus - Monday/Tuesday or Wednesday/Thursday

Parent Choice

All parents will have the option of choosing distance learning for their students for the entire 2020/2021 school year. Those who choose in person learning will be asked to choose for **one semester at a time** with the understanding that there may be a need to move from on campus learning to distance learning due to Covid-19 conditions. For those who choose distance learning for their student, there will not be options to move to on campus learning from distance learning during that trimester. At the beginning of the next trimester, families will again have the opportunity to make their choice between learning models (if we are still able to offer on campus learning)

Choice for second semester 12/1- 3/19

Pending plan approval at the *11/4/20 FNCC meeting*, the families will be sent a form on **11/5/20** to sign up for a *one cohort model* (see schedule details below). Families will have **2 business days** to complete the form with their choice of on campus or distance learning.

When we see the number of students in each grade who choose on campus learning we will determine if the one cohort model is possible. To make this model possible we will consider placing students into combined grade classrooms. Meaning a student currently enrolled in one grade, may be asked to learn in a grade above or below with a group of other students along with them. These students will receive grade level instruction as they normally would in a combined grade classroom. This placement will occur with family consent.

Should we not have the appropriate numbers to implement the one cohort model, then families will be sent a form on **11/11** to sign up for a two cohort model. Families will have **2 business**

days to complete the form with their choice of on campus or distance learning and their request for cohort placement.

Safety

Fuente Nueva values student and staff safety as our first priority. It is our goal to remain transparent with our procedures so that together we can create a safe campus for students to learn. This will take a partnership between families and the school staff. Below are the details that will guide our procedures. It is important to note that these are based on the current public health guidelines and are subject to change as we learn more about the best precautions related to COVID-19. It is also important to say that it is only through ongoing conversations can we remain a community united in our efforts to create a safe learning environment. We will continue to offer ways for families to ask questions or share your concerns and ideas.

Through a collaboration between Humboldt County Office of Education and the Humboldt County Public Health Department, a template was created entitled a [Site Specific Safety Plan \(SSSP is also available in the main office or on the school website\)](#). The purpose of the plan is to inform daily operations. The plan template was reviewed by a focus team and approved by the Fuente Nueva Charter Council. After that it was sent on to be reviewed by a public health official who provided valuable feedback. The plan was modified and all of the below procedures are a part of the SSSP.

Criteria for offering an on campus learning option will be based on the [Center for Disease Control Indicators for Dynamic School Decision-Making](#). The Fuente Nueva charter council will work with stakeholders to make the best decision for the community based on our local needs.

To create a physically safe and emotionally welcoming environment for students, teachers and staff:

- Families will be asked to follow the [Roles and Responsibilities](#) (Appendix A) as outlined in the agreement between the school and families
- Masks will be provided for all students and staff as needed
- Daily home symptom check questionnaire should be completed by all students and staff before you reach campus
- On-site temperature checks prior to entering the classrooms
- Handwashing stations located outdoors and in some classrooms to allow for students to wash hands often
- Hand sanitizer available in all classrooms and outdoors in several key locations around the school
- Outdoor classrooms are under construction (completion target date 11/30)
- Increased ventilation in classrooms with open windows and doors
- High volume air purifying systems in all classrooms (ship date 10/13)

- Ample space in the classrooms to allow for 6 feet between students
- Cohorts of up to 14 students and 2 adults per room
- No visitors or volunteers in the classroom (non-essential staff included)
- On campus learning will occur in a trauma sensitive manner, taking into account that students must have a lowered affective filter (low stress) in order to learn. Teachers have created break spaces for students that allow for social distancing and no-touch areas, with most of the areas outside.

Daily Site Procedures

Fuente Nueva values student and staff safety as our first priority. To this end, we have created a Site Specific Safety Plan (SSSP) for daily operations that has been reviewed by a public health official. All of the below procedures are a part of the SSSP.

- Follow the Site Specific Safety Plan
- Masks will remain on at all times except while eating
- Open windows and doors in classroom, high volume hepa filter in use at center of room
- Student temperature taken every morning when they arrive
- Staff will regularly scan students for signs of illness and notify the office immediately when signs are present.
- Staff will provide regular instruction in mask hygiene (hands away from face), hand washing and physical distancing
- Practice regular hand washing: at minimum upon arrival, before eating, and after use of restroom
- Use hand sanitizer every time one enters and exits a classroom.
- Staff will distance themselves **6 feet apart** from students - if they need to assist a child, they will do so quickly
- Students will always be seated 6ft apart and when possible face the same direction
- Students will use privacy shields (a tri fold piece of cardboard that sits on a table or desk) as much as practicable
- Students will be encouraged to distance 6 feet apart during play
- Students are provided individual supplies to limit shared materials
- Shared materials will be sanitized between cohorts or after use
- Student cohorts will not mingle
- Students cohorts will be assigned rotating areas of the playground
- Students will eat lunch in outdoor classrooms when possible and indoor classrooms as needed
- Student lines will be outside of the classroom using guidelines on the ground
- While walking on the hallway, classes will only be walking in one direction
- Individual students will be able to walk either direction using the space outside of the covered hallways. - Hallways will be monitored on a rotating basis
- Bathroom sign in/sign out system in place for all grade levels
- ONE student will be allowed in the bathroom at a time which will be monitored through a red/green light system - 60 seconds will be maintained between students
- Bathrooms will be sanitized every hour
- Extra cleaning/sanitizing shared materials allow time for them to air dry. - daily
- Classroom high touch areas will be sanitized between cohorts

- Rotating teachers will maintain 6 feet of distance with students at all times. When practical lessons with rotating teachers will be held outdoors. When held indoors, a plexiglass protection system will be utilized.
- Teachers who rotate rooms must log in and out of the classroom.
- Staff room is limited to 3 at a time
- Staff will avoid indoors contact or longer than 15 minutes with adults outside of their cohort
- Teachers DO NOT enter each other's classrooms at any time before or after school.

Entering and exiting the campus

Entering Campus:

- Submit the Daily Symptom Check questionnaire
- Leave all toys at home, no backpacks
- Bring only layered clothing for comfort, lunchpails with a filled water bottle and school material box.
- Arrive at your assigned drop-off time
 - Tk/K parents may walk students to the assigned drop-off or pick-up area (see map)
 - 1st-5th grade students exit the car at assigned drop-off area (see map)
- Hand sanitizer before exiting car/bike
- Mask on parent and child
- No parents or visitors allowed (parents may go to main office service window if assistance is needed)

Exiting Campus:

- Arrive at your assigned drop-off or pick-up time and wait for your student to come to the car
[Sample map for pick up drop off locations](#) (Appendix B)

Sanitizing Routine

Classrooms chairs, desks and other shared surfaces:	Offices:
Between cohorts - teachers and aides End of day - teachers	Hourly - office staff End of day- custodian
Restrooms:	Telephones:
Hourly -office staff Between cohort -office staff and aides	Daily by all staff with a phone
Handrails / door handles / shelving:	Handwashing facilities:
Hourly -teachers and aides End of day - custodian	Between cohort - office staff and aides End of day - custodian

Copy Machines / Scanners / Faxes:	Common Areas: Picnic Tables
After use -all	Between cohorts - teachers and aides End of day - custodian
Playground Structures:	Outdoor Common Areas:
Will be closed as of now.	Daily - custodian
Indoor Common Areas in Staff Lounge:	Other: Light Switches
Hourly - office staff End of day - custodian	After each use End of day - custodian

Schedule

The schedules have been created to follow the many sets of guidelines regarding safety protocols and the mandate for instructional minutes. The two schedules are very similar with the greatest difference being the number of days on campus. The schedules incorporate nutrition breaks as well as ample time for outdoor recreation. At least one meal per day will be offered on campus. After school care is not a part of this plan.

One Cohort Model

- Offers on campus instruction with up to 14 students and 2 adults in a cohort.
- Days on campus provide full instructional minutes required for the day
- Begins on 12/1 with 2 days a week on campus - Wednesday/ Thursday
- Scales up on 1/11 to 3 days a week on campus - Tuesday/Wednesday/Thursday
- Scale up on 1/25 to 4 days a week on campus - Monday/Tuesday/Wednesday/Thursday
- One meal on campus, the other prepared as a grab and go meal
- Distance learners will zoom into class for their daily live connection
- Afternoons would be devoted to distance learning students, prep and meetings
- Fridays are distance learning for all students with reunion as the daily live interaction and the remainder of the work is asynchronous.
- Afternoons offer in person or distance learning hub services

One Cohort Schedule

Grade		Time
Kinder	Drop Off	8:30 - 8:45
	Pick Up	12:30 - 12:45
1 st Grade	Drop Off	8:15 - 8:30
	Pick Up	12:15 - 12:30
2 nd grade	Drop Off	8:15 - 8:30
	Pick U	12:15 - 12:30
3 rd Grade	Drop Off	8:30 - 8:45
	Pick Up	12:30 - 12:45
4 th Grade	Drop Off	8:30 - 8:45
	Pick Up	12:30 - 12:45
5 th Grade	Drop Off	8:15 - 8:30
	Pick Up	12:15 - 12:30

Two Cohort Model

- Offers on campus instruction with up to 12 students and 2 adults in a cohort
- Days on campus provide full instructional minutes required for the day
- Begins on 12/1 with 1 day a week on campus - Tuesday or Thursday
- Scales up on 1/11 to 2 days a week on campus - Monday/Tuesday or Wednesday/Thursday
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Two Cohort Schedule

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Kinder	Drop Off	8:30 - 8:45
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1 st Grade	Drop Off	8:15 - 8:30
	Pick Up	12:15 - 12:30
2 nd grade	Drop Off	8:15 - 8:30
	Pick U	12:15 - 12:30
3 rd Grade	Drop Off	8:30 - 8:45
	Pick Up	12:30 - 12:45
4 th Grade	Drop Off	8:30 - 8:45
	Pick Up	12:30 - 12:45
5 th Grade	Drop Off	8:15 - 8:30
	Pick Up	12:15 - 12:30

Appendix A

Roles and Responsibilities for COVID-19 Safety

The goal is safety and transparency. We aim to keep students and parents aware of our policies and procedures for safety. Please know that this is a living document that may change due to public health recommendations. Above all else, the safety of our students, staff and families is at the center of our goals for how we operate.

Family Roles and Responsibilities for on-site instruction

- Take the daily health screening prior to coming to campus
- Keep your child home if they are sick or show any symptoms of COVID-19
- Adhere to assigned drop off and pick up schedule and guidelines
- Follow the current county guidelines with regards to COVID-19 Safety.
- If a family gathers with a group of more than three households including your own that are not in their quarantine bubble (a group that you live with or have purposely merged with as intimately as living together), they are asked to follow social distancing guidelines of 6 feet or more and wear masks. *
- If a family gathers with a group of more than three households including your own that are not in their quarantine bubble and do not practice social distancing and wear masks, they are asked to place their child on distance learning for 14 days after the last date of contact with the group. **
- If the family travels outside the county, they are asked to wear masks, social distance and not be in groups larger than three households including yours. If these guidelines are not able to be followed, families are asked to place their child on distance learning for 14 days after contact/travel. ***
- Alert the school of any possible exposures to or diagnosis of COVID-19 ASAP.

School Roles and Responsibilities

- Follow the Site Specific Safety Plan that was written based on county, state and federal guidance and has been reviewed by Humboldt County Public Health Department.
- Provide clear transparent communication and follow all safety protocols and procedures
- Promptly notify families of any known exposures to COVID-19. Please note information will be shared on a need to know basis and protect individuals confidentiality.
- Work closely with the Humboldt County Department of Public Health who will provide contact tracing services as well as consultation on proper next steps for the school to take in the event of COVID-10 exposure.
- Close classrooms due to COVID-19 exposure and place all students on distance learning when appropriate.
- Have students isolate if a child or adult in the household has been exposed to COVID-19.

** This refers to a group size of more than three households, including your own. This does not refer to situations where there is a larger group gathered outdoors with masks and social distancing.*

*** An example of this is a birthday party held indoors or outdoors with more than three households, including yours with no masks or distancing*

****An example of this is traveling to southern California for Thanksgiving and attending a family gathering with no masks or social distancing*

Appendix B

[Sample map for pick up drop off locations](#)

[TK/Kindergarten Drop Off & Pick Up Map](#)

[1st & 3rd Grade Drop Off & Pick Up Map](#)

[2nd & 4th Grade Drop Off & Pick Up Map](#)

[5th Grade Drop Off & Pick Up Map](#)