

July 31, 2020

Flagstaff Junior Academy administration formed a committee in June 2020 consisting of teachers and parents to develop various plans in preparation for the safe and effective operations of the school for the 2020-21 academic year as a response to the Covid-19 pandemic. FJA consulted a variety of individuals, documents, and agencies including the CDC, Arizona Department of Education, T Gen North, and the Coconino County Health Department. It is through this process that we created several plans that address a variety of scenarios. It is probable that these plans will be updated and revised as we receive more information and feedback, and the fluid situation continues to evolve and develop over the coming months. *As of today, July 31, 2020, the FJA administration and governing board have decided that FJA will implement Scenario 3 for the 1st quarter, which runs through October 9, 2020.*

Goals & Objectives:

- Prioritize the safety and well-being of all students and families
- Meet our obligation of educating our students to the greatest extent possible
- Develop an adaptive and responsive plan that is open to changing circumstances

Below you will find several possible scenarios for the upcoming school year. Within each scenario is a plan that includes guidelines, policies and procedures, and requirements.

Terms:

Remote learning: learning is where the student and the educator, or information source, are not physically present in a traditional classroom environment. Information is relayed through technology, such as discussion boards, video conferencing, Learning Management Systems (LMS) and online assessments

Learning Management System: a software application for the administration, documentation, tracking, reporting, automation and delivery of educational courses, training programs, or learning and development programs (examples include Google Classrooms, Moodle, Blackboard, SchoolsPLP).

Synchronous: Learning occurs at the same time, online. (For example, Zoom meetings with teachers and students)

Asynchronous: Learning can happen on computers or with resources, but students and teachers do not meet at the same time. (For example, discussion forums where students can post during the week, Learning Management Systems such as Schools PLP)

Scenario 1—All students in physical buildings from the start of the school year

FJA Employees

- At the beginning of every shift, employees entering their workplaces shall acknowledge their temperature is at or below 100.4 degrees Fahrenheit using a touchless thermometer. Employees with temperatures exceeding 100.4 degrees Fahrenheit shall return home. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- All employees and campus visitors will wear a protective face covering when entering campus, during any interaction where they are less than 6 feet between people, or when walking near others. Employees will always strive to maintain at least 6 feet between themselves and other individuals. Masks must always be worn while in hallways, restrooms, and classrooms.
- Employees should bring their own face covering to work each day. If they forget theirs the school will have a supply of masks.
- All employees will monitor themselves daily for any Covid-19 symptoms, including a temperature above 100.4 degrees, cough, shortness of breath, loss of taste or smell, body aches, and fatigue. (see link above for additional symptoms from the CDC)
- If an employee has any of the above symptoms they will stay home and not come into the building and they will contact their supervisor immediately. An employee may return to work after being sick if they meet the following CDC recommendations:
 - Three days with no fever **and**
 - Respiratory symptoms have improved (e.g. cough, shortness of breath) **and**
- If an employee has close contact with someone who has confirmed positive for covid-19 that employee must work remotely for 14 days and after 14 days if they do not show any symptoms and have tested negative they are eligible to return to work.
- If an employee tests positive for Covid-19 they will contact their supervisor; this information will be kept confidential and not shared with other employees. The employee must work remotely for 14 days, or if they are too ill to work remotely they will arrange for a substitute teacher, and after 14 days if they do not show any symptoms and have tested negative they are eligible to return to work.
- If an employee is confirmed to have tested positive for covid-19 FJA will notify the CCHHS officials and the CCHHS will help the school determine a course of action.

- If it is determined that a student or employee has been confirmed positive with covid-19, families and employees will be notified that a positive covid-19 case has been identified at FJA; due to FERPA/HIPAA regulations that individual's personal privacy must be maintained. FJA will inform parents of the school's short-term plan after consulting with the CCHHS.
- All communication to FJA families and employees regarding a confirmed Covid-19 individual must and will be communicated by the front office; other employees will not communicate to parents, students, other employees the name or any identifying information about the individual who tested positive. This is a clear violation of that person's privacy, and if an employee violates this policy they will be disciplined.
- All employees will be required to wash hands regularly throughout the work day. Proper hand washing includes at least 20 seconds with warm soapy water covering all surfaces of the hands. Refer to the following video for proper hand washing protocol:
<https://www.youtube.com/watch?v=rmgjiMnrIxo&feature=youtu.be>
- FJA all-staff meetings will be held via videoconferencing until further notice
- Staff and students may be expected to clean and disinfect personal workspaces and materials as they are used. Teachers will have some discretion, but it is required that high touch areas (such as tabletops, desks, door knobs, etc.) be cleaned every time a new group of students enters the classroom.
- Until further notice FJA will not be conducting any overnight field trips; day trips will be considered on a case-by-case basis
- FJA would no longer start the day at the Bonito campus with a schoolwide community meeting, but class teachers would run smaller meetings.

Students & Families

- Parents will be given the choice to choose to continue distance learning if they are uncomfortable with onsite learning.
- Parents/families must drop-off/pick-up students without getting out of their vehicle unless express permission from a site administrator or designee.
- All students and adults will be required to wear a protective face covering when on an FJA campus, unless they are able to maintain at least 6 feet between themselves and all others. Masks must be worn when students are in hallways, restrooms, and classrooms.

- Any student who has difficulty breathing, or documentation from a healthcare provider indicating they cannot wear a face covering, will not be required to wear a mask and alternate methods of protection will be discussed with parents and staff.
- Students will NOT be required to wear a mask during physical activity and when social distancing can be maintained outside.
- Students should bring their own face covering to school.
- All parents of FJA students will be allowed into the front office by appointment only; parents will not be allowed into classrooms at this time.
- Parents and other adult visitors to FJA will be expected to maintain at least 6 feet between themselves and other individuals.
- Parents will be asked to monitor the symptoms of their children and if they show any symptoms such as a fever of 100.4 or above, a cough, or shortness of breath, chills, sore throat, headache, congestion or runny nose, loss of taste or smell, the student will remain at home
- FJA staff will be checking temperatures on a daily basis as students enter the building. If a student has a fever of more than 100.4 degrees, the parents will be contacted to pick up the child as soon as possible .
- If a student is showing any symptoms related to Covid-19, including but not limited to a fever of 100.4 degrees or above, a cough, or shortness of breath, chills, sore throat, headache, congestion or runny nose, loss of taste or smell, FJA will contact the parents and have that student picked up as soon as possible.
- If a student is confirmed to have tested positive for covid-19 FJA will notify the CCHHS officials and the CCHHS will help the school determine a course of action.
- If it is determined that a student or employee has been confirmed positive with covid-19, families and employees will be notified that a positive covid-19 case has been identified at FJA; due to FERPA/HIPAA regulations that individual's personal privacy must be maintained. FJA will inform parents of the school's short-term plan after consulting with the CCHHS.
- As in the past, students will eat lunch outside. In the event of inclement weather, FJA will follow the previous plan of eating in classrooms or in designated areas.
- All students will be required to wash hands regularly throughout the school day including upon arrival, before and after snack and meals, anytime they enter the restroom, when they sneeze or blow their nose, and at the request of a teacher. <https://www.youtube.com/watch?v=rmgjiMnrIxo&feature=youtu.be>
- Staff (and students) may be expected to clean and disinfect personal workspaces and materials as directed. FJA's contracted cleaning service will

be performing routine deep cleaning and disinfection of high touch surfaces on a daily basis.

- Parents should ensure their students come to school dressed to be comfortable and safe outside (warm clothes, hat, appropriate footwear). It is likely that students will have much more outside instructional time.
- Physical distancing should be maintained at recess and outdoor playtimes. This can be accomplished by way of staggered recess sessions of smaller groups, and by having students take turns using playground equipment such as swings and slides.
- In order to maintain social distancing, the middle school will be scheduling staggered, designated times for students to access lockers. This will be discussed and planned at upcoming grade level meetings.
- In order to maintain social distancing, the elementary school will be scheduling staggered times for students to access cubbies and hooks in the hallways. This will be discussed and planned at upcoming grade level meetings.
- How should parents talk to children about COVID-19? As public conversations around COVID-19 increase, children may worry about themselves, their family, and friends getting ill with COVID-19. Parents play an important role in helping children make sense of what they hear in a way that is honest, accurate, and minimizes anxiety or fear. CDC has created [guidance to help adults have conversations with children about COVID-19](#) and ways they can avoid getting and spreading the disease.

Student Materials:

- Students will have their own instructional materials to limit student sharing of items when feasible (i.e., pencils, crayons, markers, books, technology). Some classes, such as science labs, choir, band, PE, and others, may require alternative lesson plans to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets.
- According to the CDC, COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze and recent research indicates it is less often transmitted from object surfaces.
- Students are required to arrive at school with appropriate clothing to spend long durations outside in the event that teachers decide to instruct outside.

General

- All classrooms will have hand sanitizer for student and teacher use.
- Each classroom will be supplied with CDC approved cleaning chemicals, a spray bottle, and paper towels so that students can clean their work area upon teacher's request
- In class furniture will be spaced apart with desks facing the same direction

- Limit the number of students in the restroom at one time to no more than the number of stalls/urinals in the restroom and display posters reminding students of proper handwashing techniques and social/physical distancing while in the restroom
- At this time, FJA will not be allowing volunteers inside the classroom. If the activity can be conducted safely outside, then volunteers may be utilized, but proper physical distancing should be followed.

Scenario 2—some students in physical buildings and some students distance learning from the start of the school year

If FJA decides that we must follow CDC social distancing guidelines, class sizes must be reduced to effectively meet these guidelines. Therefore, FJA students will be divided into 2 groups: Group A and Group B.

- Option 1: Group A will attend every Monday and Tuesday and Group B will attend every Wednesday and Thursday. Friday would be a required distance-learning day for all students.
- Option 2: Group A attends school from approximately 8:00-11:00 and Group B attends school from approximately 12:00-3:00 (more scheduling details to be determined).
- Whether we implement Option 1 or 2, Fridays would be reserved for lead teachers to plan and organize their distance learning students, and support staff would be assigned to work with small groups of students on social emotional learning in the form of games, activities, field trips, study halls, work sessions, etc.
- Parents will be given the choice to choose to continue distance learning if they are uncomfortable with onsite learning.
- All applicable policies in Scenario 1 would be implemented in Scenario 2 as well

Scenario 3—All students distance learning from the start of the school year, with the option of returning to physical buildings when appropriate

- All students will be required to meet FJA grade level requirements; attendance, participation, and completion of work for core classes (math, science, ELA, social studies) is not optional unless it is stated by the teacher.
- FJA has purchased the SchoolsPLP Learning Management System (LMS) <https://schoolsplp.com/> Teachers will be using this LMS as the backbone of FJA's distance-learning program for presenting new material. Teachers may

supplement this LMS with other materials that would be sent home in packet form (this will be more frequent in the lower grades) as well as supplemental activities/assignments posted on the LMS, and those details would be shared by individual teachers with parents

- Teachers in grades pre-K through 8th grade will also be utilizing the videoconference platform Zoom for community building, checking-in with students, office hours and some direct instruction (see expectations in table below).
- For K-4th grades specials teachers (Spanish, art, PE, music) will post weekly assignments by Monday morning of each week on the SchoolsPLP platform of homeroom teachers or disseminate assignments to students through homeroom teacher emails. In a distance learning scenario, K-4th grade specials content will be deemed optional and supplemental.
- We are also exploring the possibility of holding some Specials classes such as PE/Wellness, Art, and Music outside on a limited basis and with limited numbers of students
- Middle School electives/specials classes will be offered and more details will be shared as it is developed.
- Approximate number of hours per week your student will participate in either synchronous or asynchronous learning (see table below); this does not include any time students are required to complete homework/projects offline. These estimates will vary from student to student and teachers may alter times as needed:

Online Expectations Table

	Synchronous (Zoom)	Asynchronous (SchoolsPLP)
K	3 hours/ week of community building, check-in, and instruction	3 hours/ week of online learning or working on packets
1st, 2nd	5 hours/ week of community building, check-in, and instruction	5 hours/ week of online learning or working on packets
3rd & 4th	7.5 hours/ week of community building, check-in, and instruction with teachers	14 hours/ week of online learning driven by FJA's LMS

5 th & 6 th	3 hours/ week of community building, check-in, and instruction with teachers (groups of 6-7 students)	21 hours/ week of online learning driven by FJA's LMS
7 th & 8 th	3 hours/ week of community building, check-in, and instruction	21 hours/ week of online learning driven by FJA's LMS

- Teachers will be required to provide hard copies of materials to be sent home for students who cannot access online material. Please reach out to see if we can provide help with internet access or a device. FJA will not be mailing packets home but would require that parents pick-up any materials.
- All lead teachers are required to host 1 hour per week of videoconference office **hours for each student.**
- Middle school students will have the ability to email their teachers with questions as needed (Prior to this year student email capacity was limited; Flagstaff IT has eliminated the barrier that prevented students last year from sending emails to teachers)
- Special Education staff will provide teachers and administration with list of supports being provided to students with IEPs/504s.
- Special education staff will be scheduling support service time on an individual basis for students with IEPs and 504s.
- Speech, OT, and counseling services will be provided on an individual or group basis either via videoconferencing or in-person and will be determined by the service provider in conjunction with parent and general education input.
- Support staff will be utilized as facilitators during scheduled breakout sessions
- A plan will be implemented that requires support staff and teachers to individually call students/parents on a weekly basis to check in.

Scenario 4—Intermittent distance learning throughout the school year based on emergency closures as defined by local and state health departments

- If emergency closure is announced, FJA will implement all appropriate components of Scenario 3

General Items that pertain to all above scenarios:

- Until further notice, Parent-Teacher conferences will be conducted via videoconference
- FJA will not be hosting any bake sales or pizza sales this year
- Until further notice FJA will not be conducting any overnight field trips
- How should I talk to my students about COVID-19? As public conversations around COVID-19 increase, children may worry about themselves, their family, and friends getting ill with COVID-19. Teachers can play an important role in helping children make sense of what they hear in a way that is honest, accurate, and minimizes anxiety or fear. CDC has [created guidance to help adults have conversations with children about COVID-19](#) and ways they can avoid getting and spreading the disease.
- Are children more at-risk? Information about [COVID-19 in children](#) is somewhat limited, but the information that is available suggests that children with confirmed COVID-19 generally had mild symptoms. Person-to-person spread from or to children, as among adults, is thought to occur mainly via respiratory droplets produced when an infected person coughs, sneezes, or talks. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

However, a small percentage of children have been reported to have more severe illness. Despite lower risk of serious illness, children with COVID-19-like symptoms should avoid contact with older adults and people of any age who may be at [higher risk for severe illness from COVID-19](#).



FJA Vision

Educating the whole child through academics, experiential excellence, and community.
