

## JICHS 2020-2021 CORONAVIRUS RESPONSE PLAN

In order to do what is best for students, James Irwin Charter Schools plans to have in-person instruction as much as permitted during the 2020-2021 school year. In addition to providing an excellent education, the James Irwin Charter High School (JICHS) staff will do its best to provide the positivity, encouragement, structure, consistency, and social-emotional support that students need. The following plan has been developed by the administration and staff of JICHS in accordance with the requirements and guidelines set forth by the Colorado Department of Education (CDE) and the Colorado Health Institute. In this document, the word “mask” pertains to a face mask that covers the mouth and nose, and is considered synonymous with a face shield.

***All students are required to have their own (personal) face mask or shield while on campus. Masks and shields may not be distracting and must be appropriate (no skulls, weapons, villains, camouflage, etc.).***

**Updates and adjustments can be expected throughout the school year. These will be communicated through the contact information provided by the parent/guardian listed in Infinite Campus.**

### Transportation

Buses	<ol style="list-style-type: none"><li>1. All surfaces will be cleaned before each new trip.</li><li>2. Windows will be partially open (weather permitting) for increased ventilation.</li><li>3. Buses will be loaded from the back to the front and unloaded from the front first.</li><li>4. Seats will be assigned. Siblings will ride together in the same seat, when possible.</li><li>5. Seating will be limited to two students per seat.</li><li>6. Every driver and every student must wear a face mask or face shield (provided by the parent/guardian).</li><li>7. Students will have their temperature taken before they are seated on the bus. <b>Parents must wait until students are checked for a fever before leaving campus.</b></li></ol>
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### Facilities

Front Office	<ol style="list-style-type: none"><li>1. The school will install a plastic shield at the front office counter for the protection of office staff and visitors.</li><li>2. Face masks or face shields will be required for all visitors.</li><li>3. The school will limit the number of visitors in the front office at one time. Lines for social distancing are clearly visible on the floor.</li><li>4. Pens and other materials used by visitors will be disinfected after use.</li><li>5. The office staff will disinfect surfaces in the front office after busy times (i.e. student drop-off, lunches, pick-up, etc.).</li><li>6. Keep-N-Track, a cloud-based visitor management hardware/software, will be used at the high school front entrance.</li></ol>
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Café	<ol style="list-style-type: none"> <li>1. Hand sanitizer will be available in the Café.</li> <li>2. Tables will be sanitized before and after each lunch period.</li> <li>3. Students will eat lunch in designated areas with an empty seat between each student.</li> <li>4. For district lunch, staff will wear a disposable mask and gloves to serve students.</li> <li>5. For district lunch, staff will disinfect counters between lunches.</li> <li>6. Students who do not buy a district lunch must bring a <i>cold</i> lunch that does not require refrigeration. <b><i>For the safety of all our students, microwaves will not be available this year.</i></b></li> <li>7. All students who are going into the Café, must do so with their mask or shield on, enter through the glass doors closest to the Jags Store and must exit the Café through the wooden doors closest to the College &amp; Career Center.</li> <li>8. Students must wear a face mask or shield before and after eating.</li> <li>9. Parents will be encouraged to wash and sanitize lunch boxes, reusable bags and/or containers daily.</li> </ol>
Classrooms	<ol style="list-style-type: none"> <li>1. Students will be required to wear a face mask or shield in class when there is a mandate in place AND/OR if the teacher requests it.</li> <li>2. Students will be permitted to wear a face mask or shield in class, even when it is not required by mandate or a teacher.</li> <li>3. Hand sanitizer will be available in every common area, Café, and classroom.</li> <li>4. The staff will space out desks as much as possible; desks will be sanitized by teachers at the end of each class.</li> <li>5. Students may not share pencils/pens, erasers, calculators, whiteboards, books, or any school items. A pencil pouch or case is recommended.</li> <li>6. Classroom doors will remain open to increase air flow and ventilation.</li> <li>7. Teachers and staff will wear a face mask or shield. Face shields will be provided to staff.</li> </ol>
Hallways	<ol style="list-style-type: none"> <li>1. Students will be required to wear a face mask or shield during transitions between classes where social distancing is not feasible.</li> <li>2. Hand sanitizer stations will be in all common areas, the Café, and classrooms.</li> <li>3. Instead of using water fountains from which to drink, students should use their own water bottle and fill it at the touchless water fountains.</li> <li>4. Signs will be posted in the hallways as a reminder to encourage social distancing.</li> </ol>
Restrooms	<ol style="list-style-type: none"> <li>1. The staff will increase the frequency of disinfecting/cleaning high-touch areas in restrooms.</li> <li>2. Signs will be placed in the restrooms to encourage social distancing and effective hand-washing practices.</li> <li>3. Students will not have access to restrooms between classes; instead, students will sign out and sign in during class and will be given a pass. This procedure supports staff with tracking any possible exposure.</li> </ol>
Physical Education (P.E.) Classes	<ol style="list-style-type: none"> <li>1. Locker rooms will be closed.</li> <li>2. Students will not change out for P.E. classes, but must participate in planned P.E. activities.</li> <li>3. Students should bring deodorant to reapply at the end of P.E. class.</li> <li>4. Students should bring appropriate gym shoes.</li> <li>5. Hand sanitizer stations will be available in the hallways.</li> </ol>

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	6. P.E. equipment will be sanitized at the end of each class.
Drop-Off & Pick-Up	<ol style="list-style-type: none"> <li>1. In the morning, parents will drop-off students outside of the school building in which they attend. High school students may <i>only</i> enter the high school building; middle school students must enter at the JICMS doors, etc. <b>Students will not be allowed to walk through the building to another school before, during or after school.</b></li> <li>2. Since social distancing is not feasible during drop-off or pick-up, a face mask or shield (provided by the parent/guardian) must be worn correctly (over the nose and mouth) to enter the building in the morning and to exit in the afternoon.</li> <li>3. When arriving to school, each grade level is required to use a different entrance. Each entrance will be monitored by a staff member.             <ul style="list-style-type: none"> <li>➤ Freshman will enter the building through the gym lobby doors.</li> <li>➤ Sophomores will enter the building through the main doors.</li> <li>➤ Juniors will enter the building through the science hallway doors.</li> <li>➤ Seniors will enter the building through the Senior Commons doors.</li> </ul> </li> <li>4. Hand sanitizer stations will be available at the entrances.</li> <li>5. Parents and/or students who arrive after the 7:45 a.m. tardy bell rings will go directly to the front office to sign-in.</li> <li>6. It is imperative that parents/guardians have reliable transportation arranged for your student. Due to the building being closed at 3:45 p.m., students must wait to be picked-up outside regardless of the weather or temperature. There is no supervision for students who remain outside after 3:45 p.m.</li> </ol>
Extracurricular Activities & Athletics	<ol style="list-style-type: none"> <li>1. Athletics will follow CHSAA requirements and guidelines. Information will be shared by the Athletic Director as it becomes available.</li> <li>2. After-school activities, clubs, House, traditional Senate or traditional NHS are cancelled until further notice.</li> <li>3. Large gatherings, such as assemblies, Homecoming, etc. are cancelled until further notice.</li> </ol>
Infirmary	<ol style="list-style-type: none"> <li>1. Students who are exhibiting COVID-19 symptoms are required to wear their face mask or shield and will be placed in a different location from other injured and/or ill students.</li> <li>2. Parents will be contacted and recommended procedures will be followed, including parents/guardians being required to immediately pick-up students.</li> </ol>
Visitors	<ol style="list-style-type: none"> <li>1. All visitors are required to wear a face mask or shield in order to enter the building.</li> <li>2. The JICHS open-door/open-chair policy for visitors will be on hold until further notice.</li> <li>3. All visitors will be required to undergo a temperature check and health screening in order to be admitted into the building.</li> <li>4. The number of volunteers will be extremely limited.</li> <li>5. Most parent or volunteer meetings will be virtual until further notice.</li> </ol>

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<b>Health and Safety</b>	
Sick Students & Staff	<ol style="list-style-type: none"> <li>1. The school will post employee rights for time off when sick under the Family First Coronavirus Response Act (FFCRA), which is in effect through December 31, 2020.</li> <li>2. Students who come to school exhibiting COVID-19 symptoms are required to wear their face mask or shield and will be placed in a different location from other injured and/or sick students.</li> <li>3. Trained staff will follow the current guidance from healthcare professionals.</li> </ol>
Chronic Conditions	<ol style="list-style-type: none"> <li>1. When notified, staff will meet with the parents/guardians of students with chronic conditions to discuss needs.</li> <li>2. At some point in the future, if wearing a face mask or shield in the building is no longer required, it is the recommendation of JICS that students with chronic conditions wear a face mask or shield while at school.</li> </ol>
Cleaning & Hygiene	<ol style="list-style-type: none"> <li>1. Increased cleaning and disinfecting of frequently used and touched surfaces and items throughout day will be done by trained staff.</li> <li>2. Hand sanitizer stations will be located in common areas.</li> <li>3. Students and staff are required to stay home when they are ill.</li> <li>4. Temporary remote learning will be available for students who are ill.</li> <li>5. Desks will be sanitized with an EPA-approved spray at the end of each class by the teacher.</li> <li>6. Students will be educated on proper hand-washing techniques, hygiene, covering the mouth if sneezing/coughing, etc.</li> <li>7. Signs will be posted to encourage every-day protective measures.</li> <li>8. Staff will keep classroom doors open to improve air circulation and ventilation.</li> <li>9. Morning announcements will include safety, hygiene and cleaning reminders.</li> <li>10. Students are encouraged to wash cloth face masks and disinfect face shields at least once per day or as needed.</li> </ol>
Vulnerable Populations	<ol style="list-style-type: none"> <li>1. JICHS will switch between temporary remote learning and in-person instruction as state and local authorities mandate. If a student becomes ill or is required to stay at home due to a COVID-19-related event, JICHS will provide education to that student through a remote learning model.</li> <li>2. At some point in the future, if wearing a face mask or shield in the building is no longer required, it is the recommendation of JICS that students who are high risk wear a face mask or shield while at school.</li> </ol>

<b>Communication</b>	
District	<ol style="list-style-type: none"> <li>1. The CEO and Principal will communicate with Harrison District 2's personnel on updates or adjustments to this plan.</li> </ol>
Leadership	<ol style="list-style-type: none"> <li>1. The CEO and Principal will communicate with school leaders about any updates or adjustments to this plan.</li> </ol>
Families	<ol style="list-style-type: none"> <li>1. Families should immediately contact the front office if their student shows any symptoms of COVID-19. The school will communicate the expectations pertaining to the appropriate times to keep children home from school.</li> </ol>

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	<ol style="list-style-type: none"> <li>2. The school will send a monthly newsletter through Infinite Campus as an email attachment. To receive all information and updates, parents/guardians are responsible to verify that “email, voice and text” have been marked as one of the contact “preferences” in their Infinite Campus portal.</li> <li>3. Additional information will be sent to the parents’/guardians’ preferred method(s) through Infinite Campus as needed.</li> </ol>
Staff	<ol style="list-style-type: none"> <li>1. The school will provide staff with COVID-19 testing location information.</li> <li>2. The school will provide staff with any changes or updates to healthcare benefits.</li> <li>3. Staff will be trained on increased cleaning and hygiene protocols and changes to procedures.</li> </ol>

### Family Support

Engagement	<ol style="list-style-type: none"> <li>1. The school will provide information for recommended home procedures to encourage health and safety.</li> <li>2. When possible, parent-teacher conferences or other meetings will be provided either virtually or in-person to maintain parent/guardian and family engagement.</li> </ol>
Accessing Instruction	<ol style="list-style-type: none"> <li>1. Teachers will post and keep office hours using the Zoom online platform.</li> <li>2. Students with disabilities will continue to work with staff and parents/guardians to ensure needs are met depending on their unique situation.</li> <li>3. Tutoring is required for some students and will be available after school or during teachers’ office hours.</li> <li>4. Temporary remote learning will be available through Google Classroom, Zoom and Infinite Campus using a device (desktop, laptop, tablet, smart phone, etc.) and Internet connection.</li> <li>5. Students will be issued an official James Irwin email address which will be required to use for all school communications.</li> </ol>
Accessing Resources	<ol style="list-style-type: none"> <li>1. JICHS will continue to communicate with families and distribute appropriate information for resources when needed.</li> <li>2. If a parent/guardian or student has any questions or comments, they can contact the following administrators: Principal – <a href="mailto:alex.marquez@jamesirwin.org">alex.marquez@jamesirwin.org</a> or Assistant Principal – <a href="mailto:dawn.batteiger@jamesirwin.org">dawn.batteiger@jamesirwin.org</a>.</li> </ol>

### Instruction

Review School Data to Identify Potential Learning Gaps	<ol style="list-style-type: none"> <li>1. JICHS administrators and teachers will review the most recent student data, as well as, data taken when students return to school.</li> <li>2. Students will take MAP testing and any required state tests during the first quarter of school, provided computer labs are available and no “Stay-at-Home” order from Governor Polis exists.</li> <li>3. When learning gaps are identified, teachers will adjust schedules and content, as needed to fill those gaps.</li> <li>4. Some of the data sources used are from NWEA-MAP and any 2019-2020 state testing or course data.</li> </ol>
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Re-engage Students	<ol style="list-style-type: none"> <li>1. JICHS will do its best to contact parents/guardians of enrolled students with whom the school has lost contact. However, it is the parent's/guardian's responsibility to maintain contact and keep staff informed of absences or withdrawals. This includes keeping all Infinite Campus contact information updated.</li> </ol>
Technology	<ol style="list-style-type: none"> <li>1. Parents/guardians are required to provide the technology necessary for the remote instruction of their student. This includes, but is not limited to, a reliable Internet connection, a device (desktop, laptop, tablet, smart phone, etc.), access to Google Classroom, Zoom, and Infinite Campus.</li> </ol>
Scheduling	<ol style="list-style-type: none"> <li>1. For the hybrid model, students will be placed in a cohort where approximately half of student population will be on-campus and the other half remote learning. On Fridays, all students will be remote learning.</li> <li>2. Students may begin in the hybrid model and then opt to do 100% remote learning based on a legitimate medical need or concern. Once a student shifts to 100% remote learning, they will continue in that model until the end of the semester.</li> <li>3. Schedules will be adjusted, as needed, to provide necessary instruction in order to fill learning gaps. To support social distancing and balance cohorts, students may be moved from one cohort to another based on enrollment.</li> <li>4. Teachers will work closely to communicate any content missed during the spring of 2020. Any critical content that is missing will be identified and taught during the fall of 2020.</li> </ol>
Student Services (SpEd, ELD, 504, etc.)	<ol style="list-style-type: none"> <li>1. Special Education and 504 Plans: JICHS will continue to provide equal access to students with disabilities. On a case-by-case basis, the school will work with the family to make adjustments that fit the student's particular needs and accommodations.</li> <li>2. English Language Development Program: The school will continue to provide support for English Language Learners.</li> </ol>

### Student and Stakeholder Well-Being

<b>Student and Stakeholder Well-Being</b>	
Create Ways to Build Community and Connection	<ol style="list-style-type: none"> <li>1. Presentations, such as Back to School Night and Parent Information meetings, will be posted on the school's website as a virtual experience.</li> <li>2. Teachers will communicate via email/phone using the contact information listed in Infinite Campus. Parents may email teachers and can expect a response within 48 business hours.</li> </ol>
Address Social and Emotional Needs	<ol style="list-style-type: none"> <li>1. Administration will continue to invest in the social-emotional needs of staff through professional development, staff connections, relationship-building, feedback, and positive reinforcement.</li> <li>2. Staff will continue to teach and reinforce positive student behaviors and character.</li> <li>3. Administration and staff will recognize and affirm efforts and achievements of both staff and students.</li> <li>4. If students/staff are experiencing symptoms of increased stress, this will be handled carefully on a case-by-case basis.</li> <li>5. A counselor may be available through Harrison District 2 for students and staff who need support.</li> </ol>
Address the Potential of Increased Trauma	<ol style="list-style-type: none"> <li>1. Students will have access to support staff when feeling stressed or needing to talk. The school staff will be in contact with parents/guardians to create a plan that supports the child as needed.</li> </ol>

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and/or Mental Health Needs	<ol style="list-style-type: none"> <li>2. Character education at JICHS, along with specific reinforcement of respectful behavior, will encourage students and staff to treat each other with kindness and dignity.</li> <li>3. Colorado Crisis Services are also available for confidential support: Call 1-844-493-8255 or Text “TALK” to 38255.</li> <li>4. The Disaster Distress Helpline offers help and support concerning a disaster: Call 1-800-846-8517 or Text “TalkWithUs” to 66746; Spanish Speakers: Text “Hablanos” to 66746.</li> <li>5. The Dean of Students and College and Career Counselors will be available to speak with families to lend support and provide resources. Dean – <a href="mailto:nikki.tafoya@jamesirwin.org">nikki.tafoya@jamesirwin.org</a> / College and Career Counselors – <a href="mailto:margie.burnett@jamesirwin.org">margie.burnett@jamesirwin.org</a> and/or <a href="mailto:robert.wagner@jamesirwin.org">robert.wagner@jamesirwin.org</a>.</li> <li>6. For emergencies and/or urgent concerns about health/safety, please report to Safe2Tell at <a href="http://www.Safe2Tell.org">www.Safe2Tell.org</a> or 1-877-542-7233.</li> <li>7. If a child has had a traumatic event while away from school, the school should be informed immediately. Resources and appropriate supports can be provided that will help the child to begin healing and find success in school.</li> </ol>
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### Staff Support

<b>Staff Support</b>	
Planning and Preparation Over the Summer	<ol style="list-style-type: none"> <li>1. Training for staff was developed and adjusted over the summer. All-staff training began on July 30, 2020, and included adjustments in the event of a “Stay-at-Home” order, such as planning for temporary remote learning platforms, social distancing procedures, etc.</li> <li>2. Selected staff were trained in Infinite Campus – Campus Learning in order to train other teachers to use this platform. Again, this would primarily be used in the event that the school is under a “Stay-at-Home” order or students are unable to attend school for a short period of time.</li> </ol>
Strategically Support and Assign Staff	<ol style="list-style-type: none"> <li>1. If students are not in school for a period of time, but the teachers are expected to be at work, the school will provide staff care for the teachers’ child(ren).</li> <li>2. The administration will consider hiring and training additional substitute teachers in preparation for increased teacher absences.</li> <li>3. Teachers who are required to be quarantined off-campus, but who are not exhibiting symptoms, will continue instruction online from home.</li> </ol>
Educator Talent	<ol style="list-style-type: none"> <li>1. Administration will use data and teacher self-evaluations to continue to support staff in professional growth and achievement of professional goals.</li> <li>2. Administration and Instructional Coaches will continue to provide frequent feedback on teaching and on-site support in the classroom.</li> </ol>
Policy Considerations	<ol style="list-style-type: none"> <li>1. The JICS Board will consider policy changes due to the Family First Coronavirus Response Act (in effect through 12- 31-20).</li> <li>2. The administration will consider hiring and training additional substitute teachers.</li> </ol>