

# International Newcomer Academy In-Person Transition Plan

Fall 2020




\*This plan is a live document and will be updated regularly in accordance with the [Fort Worth ISD Forward District plan](#).

COVID-19 Safety Protocols		
The health and safety of International Newcomer Academy students and staff remains a top priority. The following chart summarizes the health and safety guidelines contained within INA Return In-Person Transition Plan.		
Person Responsible	Action Item	Progress Notes
Assistant Principal, Nurse, Home Coordinator, Campus Monitor	INA COVID-19 Response Team will be responsible for responding to COVID-19 concerns. The Assistant Principal will be responsible for making sure other staff, parents, and students know how to contact the team.	Complete
CLASSROOM PROCEDURES		
Teachers, Campus Monitor	Student will use a <b>DISPOSABLE</b> hall pass while outside of the classroom. Students will need to sign in and out of the classroom using a sign in sheet provided by the teacher.	Teacher provide boxes of 50 disposable mask. Cloth mask for students will be given into students in their 1 <sup>st</sup> period class.
Administrators, Teachers	To support close contact tracing in the event of a CONFIRMED case of COVID-19, students will sit in assigned seats in the classroom, and at breakfast and lunch.	Protocol established.
Teachers, Home Coordinator	Students will not be allowed to share school supplies. INA will provide school supplies through our parent center on a need basis.	Supplies will be provided for students in need
HIGH SCHOOL HYBRID MODEL		
Administrator	High School Hybrid Model for 9 <sup>th</sup> grade will be implemented in order to adhere to the COVID-19 Safety protocols.	Complete

Students with the last name beginning with the letters of A-I will attend school on Dragon days



In Person Mondays and Tuesday with a rotation on Fridays.

Students with the last names beginning with the letters J-Z will attend classes on Fire Days   
 Wednesday and Thursday with a rotation on Fridays. Middle School students 6-8 will report to school daily.

<b>High School A/B Day</b>			<b>Middle School A/B Day</b>		
<b>Bell</b>	<b>8:16</b>		<b>Bell</b>	<b>8:16</b>	
Period 1	8:20 AM	10:02 AM	Period 1	8:20 AM	10:02 AM
	Passing Period			Passing Period	
Period 2	10:06 AM	10:51 AM	Period 2	10:06 AM	11:40 AM
	Passing Period			Passing Period	
Lunch	10:55 AM	11:29 AM	Lunch	11:44 AM	12:18 PM
	Passing Period		MS Return to 2nd per. for backpack		
Period 2 cont.	11:33 AM	12:22 PM		Passing Period	
	Passing Period		Period 3	12:22 PM	1:56 PM
Period	12:26 PM	2:00 PM		Passing Period	
	Passing Period		Period 4	2:00PM	3:40 PM
Period 4	2:04 PM	3:40 PM		Passing Period	
<b>B Day</b>			<b>B Day</b>		
Period 5	8:20 AM	10:02 AM	Period 5	8:20 AM	10:02 AM
	Passing Period			Passing Period	

	<table border="1"> <tr> <td>Period 6</td> <td>10:06 AM</td> <td>10:51 AM</td> <td></td> <td>Period 6</td> <td>10:06 AM</td> <td>11:40 AM</td> </tr> <tr> <td></td> <td colspan="2">Passing Period</td> <td></td> <td></td> <td colspan="2">Passing Period</td> </tr> <tr> <td>Lunch</td> <td>10:55 AM</td> <td>11:29 AM</td> <td></td> <td>Lunch</td> <td>11:44 AM</td> <td>12:18 PM</td> </tr> <tr> <td></td> <td colspan="2">Passing Period</td> <td></td> <td colspan="3"></td> </tr> <tr> <td>Period 6 cont.</td> <td>11:33 AM</td> <td>12:22 PM</td> <td></td> <td></td> <td>Passing Period</td> <td></td> </tr> <tr> <td></td> <td colspan="2">Passing Period</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Period 7</td> <td>12:26 PM</td> <td>2:00 PM</td> <td></td> <td>Period 7</td> <td>12:22 PM</td> <td>1:56 PM</td> </tr> <tr> <td></td> <td colspan="2">Passing Period</td> <td></td> <td></td> <td colspan="2">Passing Period</td> </tr> <tr> <td>Advisory</td> <td>2:04 PM</td> <td>3:40 PM</td> <td></td> <td>Advisory</td> <td>2:00PM</td> <td>3:40 PM</td> </tr> </table>	Period 6	10:06 AM	10:51 AM		Period 6	10:06 AM	11:40 AM		Passing Period				Passing Period		Lunch	10:55 AM	11:29 AM		Lunch	11:44 AM	12:18 PM		Passing Period						Period 6 cont.	11:33 AM	12:22 PM			Passing Period			Passing Period						Period 7	12:26 PM	2:00 PM		Period 7	12:22 PM	1:56 PM		Passing Period				Passing Period		Advisory	2:04 PM	3:40 PM		Advisory	2:00PM	3:40 PM	
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<b>WELLNESS CHECKS</b>																																																																	
Administrators, Teachers, Home Coordinator	All students, Faculty, staff, and Non-FWISD employees are expected to complete the FWISD daily wellness check using the provided FWISD Wellness check link or QR Code. Campus Checks will be conducted during 1 <sup>st</sup> period class for both Middle School and High School students. Each 1 <sup>st</sup> period teacher will be provided a contactless thermometer to complete temperature screening. And thermometers will be provided to families upon request.						Complete																																																										
Administrators	Parents will be responsible for and required to monitor student's health and notify the school if a student becomes exposed or has tested positive for COVID-19.						Protocol will be posted on the INA Website																																																										
Parents	Parents are expected to keep their child at home if they have COVID-19 symptoms or close contact with an individual who is lab-confirmed with COVID-19 until the 14-day incubation period has passed.						Protocol will be posted on the INA Website																																																										
<b>FACE COVERINGS</b>																																																																	
Administrators, Teachers	FWISD stakeholders (staff, students, parents, community members) <b>MUST</b> wear cloth/disposable masks while on District property. INA will provide mask on a need's basis.						Teachers provided with Cloth and Disposable mask																																																										

Administrators, Teachers	Cloth/disposable face coverings over the nose and mouth are required for all students except during outdoor recess and exercise activities where appropriate distancing can be maintained, and while eating meals.	Teacher provide boxes of 50 disposable mask. Cloth mask for students will be given into students in their 1 <sup>st</sup> period class
<b>HANDWASHING AND SANITIZING</b>		
Teachers, Support Staff, Librarian	Students will be expected to use hand sanitizer on the way into the classroom, on their way out, and entering the library While in the classroom, students will be provided hand sanitizer to use as desired by students.	Hand sanitizer stations have been installed in each classroom. The Gym, Library and cafeteria will have free standing hand sanitizer stations located at each entrance.
Team Leader, Campus Monitor	Students will follow proper handwashing/hand sanitizing procedures upon leaving the restroom.	
Administrators	Posters and videos will be posted to teach students how to wash hands properly.	
<b>SANITIZING PROCEDURE</b>		
Head Custodian and Principal	Disinfecting of common surfaces such as door handles, common tables/desk and high touch areas will be cleaned throughout the day. In addition, restrooms will be fully cleaned and stocked at predetermined points and classrooms will be cleaned and disinfected daily and fogged nightly.	Custodian schedule cleaning created
Head Custodian	Teachers and staff will have disinfectant supplies, including disinfecting spray, available to them to clean high touch areas regularly.	Completed
<b>PROTOCOLS FOR ISOLATION, QUARANTINE AND OUTBREAK</b>		
INA COVID Task Force	- If a student or staff member shows symptoms of, or tests positive for COVID-19, INA has clear protocols in place to minimize exposure, including isolation and quarantine protocols.	Posted on INA website
Grade Level Team Leader	The teacher of record will notify Team Leader that the student has fallen ill. The Team Leader will radio the campus monitor to retrieve the student to escort the student to the nurse's office.	
Administrators	Campus administrator will provide general notification to school community regarding quarantine and educational continuity.	Parent Link, Parent Portal
Nurse, Administrators	Students with a fever will wear their mask while resting in the nurse's office a physical barrier, while waiting to be picked up by their parent/guardian. If there is more than one student with a fever in the nurse's office at one time, every attempt will be made to create the most amount of distance between students.	Isolation area located in the Nurses area

Nurse, Administrators	<b>If isolation begins during the school day:</b> Isolate the student or staff member in a designated sick area in their building until they can safely return home. The designated sick area will be separated from routine care/ medication administration to the best degree possible. Personal Protective Equipment (PPE) will be available for staff monitoring a sick student or staff member. Staff monitoring should wear a mask and face shield (both) and gloves. Parents/Guardians will be contacted and asked to pick up their sick student. Students will only be released to those adults who are listed on the emergency contact list.	
<b>PHYSICAL DISTANCING</b>		
Teachers	Six (6) feet of social distancing should be maintained between all individuals when possible.	Markers posted campus wide
Teachers	Seating charts will be created and students will be in assigned seats throughout the day as possible.	Seating Chart Created
Administration	Potential one-way hallways will be set up in schools where possible. In two-way halls, students are expected to stay to the far right of the hall	Markers posted in hallway
Administration	Specific building entry/exits will be designated.	Completed
Administration	Visual markers to help students maintain physical distances and adhere to established traffic patterns.	
Teachers, Administration	Desk dividers /partitions will be used in classrooms when social distancing is not possible.	Completed

## Campus Transitions for Students

In effort to better allow for social distancing, passing periods times a staggered release from each class will be organized to limit the number of students in the hallway during transitions. We will have a designated flow to manage traffic.

Person Responsible	Action Item	Progress Notes
Teachers	Prior to exiting the classroom, students will need to sanitize their hands and clean up their work area. Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.	Completed
Administration, Teachers, Teacher Assistants, Support Staff	Hallways will be marked to promote social distancing of students during transition periods. Students will be required to stay to the far right when moving through hallways. Stopping and or congregating in hallways will not be permitted.	Completed
<b>STUDENT ARRIVALS AND DISMISSALS</b>		
Administration, Teacher Assistants, Support Staff	Student AM Arrival: To facilitate student arrival, faculty/staff members will be assigned strategically located to maintain sight in hallways	Completed
Administration, Teacher Assistants, Support Staff	Student AM Arrival: Parents will be asked not to drop-off students before 7:30am – unless they are going to a scheduled tutoring class at 7:30am. INA will have at five staff members here to open cafeteria doors at 7:30 for students. Students will not be allowed inside before 7:30am (unless a buss drops off earlier).	Posted on INA website
Administration	STUDENT PM DISMISSAL: Before being dismissed, teachers will ensure students are wearing appropriate face covering. Students will use hand sanitizer prior to exiting their classroom. To facilitate student movement in the building and decrease the risk of potential crowding outside during dismissal, students will be dismissed at the direction of an administrator (following a staggered dismissal procedure). Teachers will then escort students to the bus area.	Completed

## Transportation

Busing will be provided for all eligible students with special needs, including homeless and foster, and eligible students as required by applicable law .

Person Responsible	Action Item	Progress Notes
Transportation	Drivers will wear appropriate PPE including face covering. Social distancing practices will be followed to the greatest extent possible on the bus.	
Administration, Teacher Assistants, Support Staff	Student AM Arrival: To facilitate student arrival, faculty/staff members will be assigned strategically located morning duty to maintain sight in hallways.	Duty Schedule with locations completed
Administration, Teacher Assistants, Support Staff	Student AM Arrival: Entering school from the Bus drop-off area: <ul style="list-style-type: none"> <li>o 8<sup>th</sup> grade Students-Enter school to the left side of the courtyard area and go straight to the library</li> <li>o 6<sup>th</sup> and 7<sup>th</sup> Grade Students: Enter school from the right side of the building into the small cafeteria.</li> <li>o 9<sup>th</sup> Grade Students: Enter to the right of the main courtyard. Enter through the double doors</li> </ul>	Completed
Administration	STUDENT PM DISMISSAL: Before being dismissed, teachers will ensure students are wearing appropriate face covering. Students will use hand sanitizer prior to exiting their classroom.	Completed
Administration	To facilitate student movement in the building and decrease the risk of potential crowding outside during dismissal, students will be dismissed at the direction of an administrator (following a staggered dismissal procedure). Teachers will then escort students to the bus area.	
Administration	Order of PM Student Dismissal <ul style="list-style-type: none"> <li>o MS Electives</li> <li>o 6th grade</li> <li>o 7th grade</li> <li>o 8th Grade</li> <li>o HS Electives</li> <li>o 9th Grade Olivo</li> <li>o 9th Grade Fontanez</li> </ul>	Completed

## Cafeteria & Food Service

INA understands the need to be flexible and respond to the educational model that maximizes in-person instruction and complies with public health orders and guidance

Person Responsible	Action Item	Progress Notes
Administration	Social distancing markers will be provided in the lines and co-horting through seating charts will be utilized.	Completed
Cafeteria Supervisor, Teacher Assistant, Support Staff	Students will line up in the cafeteria in small groups, with face coverings on.	
Teacher Assistants, Support Staff	All Students will eat in the cafeteria (or other areas that school designates). Students will continue to practice social distancing while in the cafeteria when standing in line and when sitting in there assigned seats.	Completed
Teacher Assistants, Support Staff	Students will be escorted to and from the cafeteria in order to enforce social distancing.	
Head Custodian	Custodial staff will be allotted 10-20 minute for clean-up in between lunches.	Completed
Administrator, Teacher Assistant, Support Staff	Face coverings must be worn by students until they are seated at their lunch table, at which point they may be removed to eat.	
Cafeteria Supervisor	Students will be rung up via a touchless system. Pin pads will no longer be used. Barcode scanners or verbal ID will be used at all sites. Middle School and High School students will be asked to carry their Student ID cards each day to use at the register instead of the pin pads.	