Part of:
International Schools Partnership®

Instituto Thomas Jefferson
CAMPUS GUADALAJARA **PALOMAR**
AN ACCREDITED INTERNATIONAL SCHOOL

BACK TO SCHOOL
CONTINGENCY HANDBOOK

2020-2021

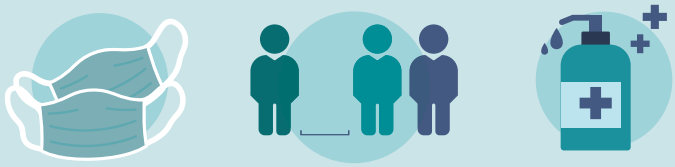


TABLE OF CONTENTS

03 **Part I. Guiding Principles**
Introduction, Mission Focused, Community Commitments.

05 **PART II. HEALTH & SAFETY PROTOCOLS**
Overview of Four Models, Communication, Protective Measures, Dealing with a COVID-19 Infection or Exposure, Arrival & Dismissal, School Calendar & Community Events, Travel

18 **Part III. Learning & Teaching Models**
Educational Delivery, Technology, Attendance, Individual
Student Needs, Social-Emotional Support.

29 **Part IV. Additional Programs**
Athletics, Extracurricular Activities

32 **Part V. Recognition/Thank You**
Recognitions and Thank You's

33 **PART VI. Handbook Acknowledgment**

PART I. GUIDING PRINCIPLES

A. Introduction

Our New Reality: we wish to open with a statement confirming our understanding of the challenges every member of our Instituto Thomas Jefferson-Palomar community has faced, each with his or her own personal difficulties. Through this Handbook designed by a committee of administrators, teachers, parents, and medical professionals, it is our hope to give clear guidance, to the best of our abilities, for the New Reality that is ahead of us. We have made every effort to provide information to carry our school through the challenging times ahead, safely and efficiently, and to communicate this information in a clear and concise format. The policies that follow will show you a commitment to our guiding principles:

1. A commitment to the mission of Instituto Thomas Jefferson-Palomar in all health and safety protocols, as well as in all models of teaching and learning.
2. Policies that are research-based, clearly communicated, and effectively implemented.
3. A prioritization of the health, safety, and well-being of students and staff.
4. A prioritization of in-person instruction, whenever safely possible, over distance learning.
5. A balanced approach to risk-assessment that is underscored by the focus on in-person instruction, as well as the health and safety of our students and staff.
6. The adherence to a traffic-light structure parallel to the format adopted by the federal government

Our Reopening Committee has dedicated many hours to create four potential plans, and accompanying information for the community, in response to the different phases through which we believe the contingency period will pass. It is our hope that its format will make this transition more understandable and logical. Additionally, in the interest of streamlined and consistent communication, this Handbook shall serve as the guide for both staff and families. COVID-19 has proven to be a very fluid situation and we expect this to continue into the 2020-2021 school year. While we will remain committed to plans as much as possible and for the sake of continuity of learning for our students, we must all be prepared to remain flexible. ITJ-Palomar also reserves the right to change the policies outlined below as necessary, based on updated health and safety information and the guidance of medical professionals.

B. Mission Focused

The Mission of ITJ-Guadalajara is, "To develop positive leaders prepared for the 21st century: wise, compassionate, able to both compete and cooperate, be successful, joyful models and agents for change…" We remain committed to this mission through the course of this pandemic and global crisis. We recognize that a commitment to this mission at this time extends beyond our school, and we remain dedicated, "... to family, community, ENVIRONMENT, and our values by living the principles of RESPECT, SELF-ESTEEM and EXCELLENCE."

Our mission reminds us of the connection we all have to one another, and the reciprocal obligations we each have to our entire community.

C. Community Commitments

Continuing the discussion regarding our commitment to the school mission, we believe it important to make a statement regarding social responsibility and the rights and responsibilities of each member of our school community.

The procedures and protocols to follow in this document have been created following research-based information, and with the utmost care and thought for the health, safety, and development of our students, staff, and teachers.When the time arrives to physically return to our classrooms, we acknowledge that there will be risks involved. It is our intention, however, to make every effort and take every reasonable precaution to avoid the spread of COVID-19 to the maximum extent possible.

Within our "New Reality", we recognize that there are varied levels of need and risk tolerance. We also recognize that a certain level of inconvenience will be faced based on the need for certain protocols. It is our sincere hope that we can all come together in following the guideline established for our school community, and in our search for the greater good of all. As our school motto and mission state, RESPECT is our first value; it is our hope that we can come together with that value as our first priority, and demonstrated in many ways, including:

Complying willingly with rules and policies designed to keep our community safe and healthy

Interacting with one another in and out of school in ways that demonstrate a responsibility for prioritizing and maintaining a healthy school environment for all

Remaining transparent with screening guidelines upon entry to school grounds, as well as with quarantining policies put into place by the school, recommendations of the WHO/CDC, and national and state authorities.

As stated in other shared communications, crisis brings opportunities. It is our hope that together, we find and develop new and unique opportunities for ITJ-GDL to grow for the welfare of our children and the entire community.

PART II. HEALTH & SAFETY PROTOCOLS

A. Overview of the four Models

Preschool (Nursery Baby - Prefirst):

TOPIC:	PLAN A *Distance Learning*	PLAN B *Distance Learning*	PLAN C *Hybrid/Face2Face*	PLAN D *Face2Face/Normal*
EXTERNAL DRIVERS	School closure mandated by federal/state Government	As defined by Secretaría de Educación-Jalisco	As defined by Secretaría de Educación-Jalisco	Few health and safety regulations needed as defined by Secretaría de Educación-Jalisco.
MODEL FOR CARE OR INSTRUCTION	All students attend ITJ online class in-person five days a week		• Schedule will be set based on Hybrid, Face2Face mode • Survey staff families to determine need for child care and schedule will be made based on availability of staff and space	
CLASS CONFIGURATION			• Students remain in fixed groups • Teachers move to students (with exception of PE taking place outside or in the gym) • Additional furniture removed from classrooms	Students remain in homerooms, but move freely around school grounds and mix with other students as appropriate
CLASS RATIOS	**Nursery Baby/Nursery:** 5 children/2 adults - 10 children to 3 adults **Prekinder- Prefirst:** 18/24 children/2 adults		**Nursery Baby/Nursery:** 10 children/3 adults **Prekinder- Kinder2:** 12-22 children/3 adults **Prefirst:** 24 children/1-2 adults	
GENERAL CLASS SCHEDULE	• Focus on child care & core academics • Specialist content offered as online optional activities adhering to *bubble* schedule • Distance learning activities offered for any days not Face2Face		• Specialists work with classrooms as part of a *"bubble"* schedule lasting as set by seccion. *(Please see Pod Scheduling described in Protective Measures section below.)* • Distance Learning activities offered for days not Face2Face • In Plan C and D, distance learning only utilized for periods of quarantine	

Elementary (1st-5th Grade):

TOPIC:	PLAN A *Distance Learning*	PLAN B *Distance Learning*	PLAN C *Hybrid/Face2Face*	PLAN D *Face2Face/Normal*
EXTERNAL DRIVERS	School closure mandated by federal/state Government	As defined by Secretaría de Educación-Jalisco	As defined by Secretaría de Educación-Jalisco	Few health and safety regulations needed as defined by Secretaría de Educación-Jalisco.
MODEL FOR CARE OR INSTRUCTION	ITJ Online at home		Group A on Mon, Tu, all students DL for Wellness Wednesday, Group B on Thurs., Fri, with probable transition to a 4/10 program after the initial period. Siblings follow the same alternating schedule.	All students attend class in-person five days a week
CLASS CONFIGURATION	Distance learning at home with integration of pods		• Students remain in fixed groups • Teachers move to students (with exception of PE taking place outside or in the gym) • Desks or tables in rows, forward facing, spaced to the maximum extent possible • Additional furniture removed from classrooms	• Students remain in fixed groups, but may mix with other groups as appropriate • Students move freely around campus
CLASS RATIOS	25 students/1 adult with integration of pods	25 students/1 adult with integration of pods	13 students/1 adult	25 students/1 adult
GENERAL CLASS SCHEDULE	• Distance Learning scheduled as required • Specialists follow pod schedule (as detailed below) • Specialist activities in 1st through 5th grade optional	• Distance Learning scheduled as required • Specialists follow pod schedule • Specialists follow pod schedule	• Specialists offer in-person instruction only • Students complete distance learning assignments on days not on grounds • Distance learning utilized during periods of quarantine	

Upper School (6th-12th Grade):

TOPIC:	PLAN A *Distance Learning*	PLAN B *Distance Learning*	PLAN C *Hybrid/Face2Face*	PLAN D *Face2Face/Normal*
EXTERNAL DRIVERS	School closure mandated by federal/state Government	As defined by Secretaría de Educación-Jalisco	As defined by Secretaría de Educación-Jalisco	Few health and safety regulations needed as defined by Secretaría de Educación-Jalisco.
MODEL FOR CARE OR INSTRUCTION	ITJ Online at home		Group A on Mon, Tu, all students DL for Wellness Wednesday, Group B on Thurs., Fri, with probable transition to a 4/10 program after the initial period. Siblings follow the same alternating schedule.	All students attend class in-person five days a week
CLASS CONFIGURATION	N/A	• Middle School students remain in fixed groups • Under specifically approved conditions, HS students may participate in Face2Face lab, specialty classes and PBL • Teachers move to students (with exception of PE taking place outside or in the gym) • Desks or tables in rows, forward facing, spaced to the maximum extent possible • Additional furniture removed from classrooms		• Students remain in fixed groups, but may mix with other groups as appropriate • Students move freely around campus
CLASS RATIOS	N/A	25 students/1 adult (unless Face2Face)	14 students/1 adult	25 students/1 adult
GENERAL CLASS SCHEDULE	• Distance Learning required • Specialists follow pod schedule (as detailed below) • Specialist activities in 5th-7th grade as required	• Specialists follow pod schedule • Specialists offer in-person instruction only • Students complete Distance Learning assignments on days not on campus	• Specialists follow pod schedule • Distance Learning utilized during periods of quarantine	

4-10 HYBRID/ Face2Face Cycle

- This strategy is most effective in avoiding contagion when the population is divided into two groups of households working alternating weeks.
- Students attend Face2Face classes in two-week cycles; in school Monday to Thursday and then home for 10 days in isolation while on distance learning.
- All students are divided into two groups (A/B) according to their last name. All siblings will be in the same grouping.
- Fridays will be used as Wellness Days for students, as a planning and preparation day for teachers who will also use this time to communicate with parents and/or students in need, and as a day to deeply disinfect the school.
- Wellness Fridays: Students will have the opportunity to participate in activities designed to care for their social and emotional needs, as well as to continue reinforcing important life skills. These activities will be optional.

Continued Distance Learning

Students can select this option for a determined period by completing the survey sent by the school. This is a commitment for the period, and students cannot move in and out of virtual learning during this time. Families will be surveyed each period, however, to opt into virtual learning or in-school instruction. More information regarding the educational delivery and expectations are outlined in the Learning & Teaching section of this Handbook and in subsequent information to be shared with families who have selected this option.

B. Communication

Our Head of School office, will send all official communications regarding any opening and closure of ITJ.

For any student selecting in-person instruction during any offered period of the school year: The family will be required to have a signed COVID-19 waiver on file in the front office prior to their start in school. Each section principal will send the waiver to families selecting this option.

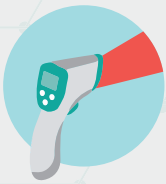
Families must assure they are receiving calls, as well as emails from ITJ. It is very important to contact Reception immediately at 33 12553 3350 or informes@itjgdl.edu.mx, if communication is not being received.

Additionally, section assistant principals will be responsible for assuring families receive specific details of any plan via email, as well as regular communication with all families of their sections.

C. Protective Measures

(Specific and in-depth indications are available in the *COVID Facilities Manual*)

PROTOCOL:	PLAN A *Distance Learning*	PLAN B *Distance Learning*	PLAN C *Hybrid/Face2Face*
FACE COVERINGS & SOCIAL DISTANCING	• All teachers and other staff will wear a face mask or face shield at all times around students, with the exception of eating during snack or lunch time. A face mask is preferred and will be used for any close interactions. The use of the face shield is for times of instruction when teachers are adequately spaced from students. • For students, a face mask is preferred to a face shield. Face shields should be reserved for students with sensory issues or other special needs that may prohibit him/her from wearing a face mask effectively. This should be discussed with section principals as appropriate. • Face masks should be three layer traditional masks that fit snugly but comfortably over both the nose and mouth of the wearer. The use of bandanas, scarves, running buffs, or other such single layer/substitute materials will not be permitted. Additionally, face masks with valves are not allowed as these expel respiratory droplets into the air. • Students in Preschool will wear a face mask during arrival and dismissal, also as appropriate, and indicated by health authorities. For students younger than 2 years of age, it is not medically recommended to wear a face covering. • Students in 1st through 12th grade will wear a face mask at all times, with the exception of eating during lunch time or PE class. • Students will not be required to wear face coverings during PE class or outdoor recess as appropriate distancing is enforced, or while eating. PE teachers and homeroom teachers will be making plans and discussing the need for social distancing with students in such instances and as appropriate. • Student face masks or face shields should have school appropriate words and graphics and should not be overly distracting. • Staff will assist in the teaching of mask etiquette and handling, but these behaviors will also need reinforcement at home as age-appropriate. • Classrooms will be spaced to the maximum extent possible. Desks and tables will be in rows and forward-facing. Children will be seated at tables by themselves or at opposite ends.		
HAND WASHING HAND SANITIZING	• Staff and students will be taught and reinforced in the proper hand hygiene/hand washing techniques to minimize the spread of germs. Signage will be visible in all appropriate areas to demonstrate proper procedures. • Hand hygiene stations will be set-up around school, in classrooms and at various locations. • Students will be supervised and students and staff will engage in hand washing and/or hand sanitizing at least every two hours, and at the times outlined below: ◦ Arrival and exit of the classroom ◦ Before and after handling food or drinks ◦ Before and after administering medication ◦ Before and after bathroom use, or providing bathroom assistance to a child ◦ After playing outdoors ◦ After handling any materials for quarantine or disposal		

PROTOCOL:	PLAN A *Distance Learning*	PLAN B *Distance Learning*	PLAN C *Hybrid/Face2Face*
CLASSROOM CLEANING PROTOCOLS	• Staff will participate in a rigorous cleaning schedule that involves wiping down all high-touch surfaces (door handles, light switches, faucets, toys, games, desks, etc.) any time students transition/leave the classroom, and/or on an hourly and as needed basis (e.g., during scheduled handwashing and restroom breaks, an assistant or staff member stays back to wipe down the area). • Materials will be individually used. • Cleaning products will be stored safely and out of the reach of children. • Classroom windows and doors will be opened if cleaning/wiping takes place with students in the classrooms. • Bathrooms will be cleaned hourly, or more frequently as needed.		
 TEMPERATURE CHECKS & HEALTH ASSESSMENTS	• Staff and students will be screened upon arrival, to be outlined in greater detail in the Arrival/Dismissal section of this plan. • Temperature checks and health assessments may also be completed throughout the day as deemed necessary by trained staff who are observing students, paying close attention for signs of illness. • If a student or staff member begins to exhibit symptoms of illness during the day, he/she will be removed from the group and taken to the School Infirmary. This individual will be isolated in a designated room and sent home immediately. Staff will disinfect the entire classroom and any materials used by the individual immediately. If a student is exhibiting any symptoms associated with COVID-19, individual's siblings, car sharers, or other family members will be called to the office to go home as well. *(Please see Dealing with a COVID-19 Infection or Exposure section for further information regarding symptoms and health of students and staff.)*		

POD (BUBBLE) SCHEDULING	• Specialist classes have been rescheduled for this academic year to follow a "pod" approach once in Hybrid or Face2Face modes.
	• In the pod approach, specialist teachers are only assigned to a few grades at a time, as opposed to seeing entire divisions of the school at any given time.
	  ◦ Helps mitigate risk for these teachers by reducing the number of potential exposures.
	  ◦ Helps prioritize keeping students on campus by avoiding a section-wide quarantine.
	• Pods have been determined and assigned with considerations of the curriculum in each content area.
	• Each pod time frame will be assigned by section, after which specialists will move on to a new pod of grade levels.
	• During a specialist's time in a pod, he/she will see the students by homeroom with a higher frequency that is typically scheduled for specialists. This allows students the experience of a similar amount of time with each specialist for the semester.		

PROTOCOL:	PLAN A *Distance Learning*	PLAN B *Distance Learning*	PLAN C *Hybrid/Face2Face*
STAFF ATTENDANCE & SAFETY	• Substitute teachers must adhere to the same protocols as all other school staff. • ITJ is revising their staff attendance policy based on the potential need to quarantine. • Teachers form teams with their same-grade/ group teachers to share all curricular content and lesson materials, in order to maintain continuity of learning in the event of an unexpected absence or extended illness. • For staff safety, ITJ will adhere to social distancing and face mask guidelines for all staff meetings. Whenever possible, meetings will be scheduled as virtual events to minimize exposure across multiple groups. • Parent-teacher conferences and meetings will be scheduled virtually in order to minimize exposure for all parties involved.		
FACILITIES ACCESS	• In order to minimize exposures for staff and students, we must limit additional visitors to campus. • Delivery drivers and maintenance persons will be considered essential personnel. These individuals must adhere to our health and safety protocols including but not limited to, wearing a face covering while on school grounds, practicing proper hand hygiene, and maintaining appropriate social distance. These individuals will be escorted to appropriate areas by school staff and largely kept from student areas. • Authorized therapists/monitors who maintain the health and safety protocols outlined above, and who sign all school handbooks will be permitted on campus to work with students on his/her caseload. • Tutoring will not be permitted at school after regular class hours. Any tutoring must be previously reported and approved by the corresponding section principal in writing, and only by distance presentation. Staff cannot offer learning opportunities to students in their private homes or outside of school, due to SEP indications, legal ramifications, labor ramifications, risks of contagion, risks of accidents, child and staff protection guidelines, and lack of supervision capabilities. • Unfortunately, parents and other visitors will not be able to enter campus during these plans. Parent meetings can be scheduled with school staff virtually with the use of Google Meet or Zoom. In Plan C, if there is a prolonged period of time for the community, school administration will determine when it is appropriate to allow a more open-door policy once again. It is not our intention to close out our families in any way, and we will be looking for ideas to bring our families and community together.		
RECESS & PLAYGROUND EQUIPMENT	• We believe that recess will be more important than ever, and students of all age groups will receive their regularly scheduled amount of recess time. • A recess schedule and map will be provided to staff and strictly adhered to by teachers. • Each classroom will have a designated area for outside play, and students will not interact with students from other groupings. • The only exception to this will be in Plan C, with an extended period of time for the community contact. Section principals will determine when and if it is appropriate for groups to mix during recess and break times. • Playground equipment will be closed until further notice.		

PROTOCOL:	PLAN A *Distance Learning*	PLAN B *Distance Learning*	PLAN C *Hybrid/Face2Face*
DRINKS, SNACKS, LUNCH	• Students in Preschool through 12th Grade should all bring a water bottle to school each day labeled with their first and last names, and their homeroom number. • Water bottles should not have exposed straws. • Lunch, snacks, and drinks should be brought from home during stages A to C . Future cafeteria service and access will be decided upon as we progress through stages. • Unfortunately, birthday treats will not be permissible in these plans. Student's birthdays will be recognized and celebrated in the classroom, however, in a variety of ways. Feel free to pack a special treat for lunch (for your child only; no shared foods, treats, or items) on their birthday. • Students will eat lunch in classrooms with their homeroom, and as stated, until renewal of service is approved, students must bring lunch from home. • Once approved for service, food and drink from the cafeteria will be served in recyclable, disposable to-go containers with lids and individually wrapped utensils.		
CLASSROOM & STUDENT MATERIALS	• Furniture will be minimized in classrooms to allow for maximum distancing of students. • All desks will be spaced to the maximum extent possible (minimum 1.5 to 2 mts) and face in one direction. • Sharing of items will be minimized, and children will be provided with their own set of materials when possible. • In the instance of shared materials, teachers will disinfect and clean these items if possible, or they will go to the materials quarantine center before they are used with a different group of students. • In Preschool, students should only carry a small backpack or bag each day and a lunch kit to bring a home-packed snack/lunch. • Preschool, students will be distanced during any nap time and arranged head-to-toe to avoid the spread of germs. Mats/bath towels may be required, will be disinfected daily, and sent home on established days for deep cleaning. Please return them the following Monday. • In 1st Grade - Upper School, students should carry their backpacks each day, their lunch kit and minimize the use of additional bags. *Please see Athletics section for further information.* • In 4th-7th grade we will discontinue the use of lockers until further notice. • Students should leave all other personal belongings at home during this time.		

***Plan D will involve a return to "normal" schedules, policies, and protocols as followed pre-pandemic. It may be determined that some health and safety measures are best continued in practice.*

D. Dealing with a COVID-19 Infection or Exposure

Health Scenario #1: A staff member or student has a confirmed case of COVID-19.

Steps for Families & School:

- Immediately contact the child's school nurse, homeroom teacher, and section principal.
- Families in the impacted group will be notified, while still maintaining confidentiality of the individual.
- All families will be made aware there is a COVID-19 case on campus.
- The Regional Health Director will be contacted.
- The classroom, and any other area of the school used by the impacted group, will be shut down for cleaning.
- The classroom will remain closed for the duration of the quarantine period.
- All staff, students, and siblings/family members of the associated room must remain at home in quarantine for 14 days.
- Symptoms of COVID-19 as defined by the state and federal authorities and the WHO/CDC include: 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.

Quarantine:

- State and national authorities guidelines will be followed for the school, and may include all-school quarantine.

Return to school:

- For individuals in the group who do not demonstrate symptoms during quarantine, he/she may return at the conclusion of 14 days, or as dictated by the state and federal authorities..
- For individuals in the group who develop symptoms, he/she should be tested for COVID-19 and/or have a doctor's note to return and meet all the criteria before returning to campus:
  - A minimum of 48 hours without fever, and without the use of fever-reducing medication
  - All symptoms have improved (please see list provided above)
  - 10 days have passed since symptoms first appeared
- For any individual testing positive for COVID-19, he/she must be tested for COVID-19 and/or have a doctor's note to return and meet all the following criteria before returning to campus:
  - A minimum of 48 hours without fever, and without the use of fever-reducing medication
  - All symptoms have improved (please see list provided above)
  - 10 days have passed since symptoms first appeared

Health Scenario #2: A staff member or student has prolonged exposure and close contact as defined by state, national, SSA or CDC guidelines with a person outside of school who tests positive for COVID-19.

- Immediately contact the School Infirmary, homeroom teacher, and section principal.
- Enter a 14-day self-quarantine.
- See above for guidance upon returning to school.

Health Scenario #3: Staff/Student exhibit symptoms of COVID-19 without positive diagnosis or known exposure

- Individuals must isolate at home and should visit a doctor to determine the cause of symptoms. Individuals identified in the same carpool will be sent home along with siblings or any other students from the car.
- If fever persists for greater than 48 hours, then individuals should schedule an appointment with a doctor.
- If deemed necessary by a medical professional, individuals tested for COVID-19 and share results with school.
- If COVID-19 test is positive, please follow the protocol listed above for a positive case.
- If COVID-19 test is negative, the individual must be fever free for 48 hours and free of all other symptoms of illness for a minimum of 24 hours.

Health Scenario #4: Exposure during distance learning

- We request that even in times of distance learning, you contact your section principal regarding any direct exposures or infections impacting your student and/or family.
- Having this information will not only help us to better serve your child(ren) during distance learning, but will also help us to facilitate a safe return to campus for all, should we move to a new plan.

E. Arrival & Dismissal

SCHEDULES

PRESCHOOL (N1-PK): 9am-12:30	PRESCHOOL (K1-PF): 8am-1pm	ELEMENTARY (1-5): 7:30am-2pm	UPPER SCHOOL (6-12): 7:45AM - 2:45PM

PLAN A *Distance Learning*	PLAN B *Distance Learning*	PLAN C *Hybrid/Face2Face*

ARRIVAL:

- Carpool/arrival gates will open promptly at 7:30am.
- Nursery - Prekinder students should be walked to the Preschool entrance door for the health assessment.
- Kinder1 - Prefirst families should drive through "Gate 0".

  Parents should assist with removal of the child from the car or booster seat, as staff is unable to assist.
- Elementary and Middle School families should drive through "Gate 00." Upon arrival, the on-call teachers will take the student's temperature before they get out of the car.
- Families with children in both carpool groups may choose to drive through Preschool carpool in the morning only .
- Upon arrival, staff will conduct a health assessment of each student which includes the following questions and having his/her temperature checked:
  - Any known exposures to COVID-19?
  - Any fever in the last 48 hours?
  - Any fever-reducing medicine in the last 24 hours?
  - Any cough or shortness of breath?

- Any known rash on body?

- If the answer to any of the health assessment questions is a yes, or a student has a temperature of 37.8 or greater or is exhibiting symptoms of illness (e.g., cough has been identified by the state, national, SSA or CDC guidelines as an acceptable reason to send a child home), the student will be sent home along with any siblings, or car sharers.
  - A second temperature can be taken by an alternative thermometer or after a fifteen minute window, if requested.
- Access gates close promptly at section closure each morning.
- Parents should wear a face covering during arrival/departure times.

LATE ARRIVAL/EARLY PICK-UP:

- Either of these two situations require approval from the section principal, and will be limited as to the number of times permitted. Please call the school as you near school "Gate 4". It will still be necessary for you to have your ITJ issued pick-up sign with you.
- Family members should wear face coverings during arrival/departure times.

DISMISSAL:

- The afternoon doors will open promptly at 12:40 pm for Preschool and 2:00 pm for Elementary.
- An authorized person will pick-up children in the classroom (Nursery Baby through K2). This person must wear a mask, and keep 2 meters away from other persons. If possible, grandparents should not pick up children, as they are at greater risk for severe illness from COVID-19.
- If you are waiting in line, please follow Security and Staff guidelines and indications. Please do not block through traffic nor the driveways of nearby businesses and neighbors.
- Students will be in a designated waiting area with their homeroom for Middle & High. The Silent Exit System for Elementary students will be used to maintain distances.
- Elementary students with siblings in Upper School will wait in a separate space to join their siblings once their car arrives for pick- up.
- Students will exit only through the main parking lot. Gate 4 will be used exclusively by High School students. No younger siblings or car sharers will be permitted to leave through Gate 4.
- No parties or group gathering departures will be authorized. If the parents have an event, they must meet in a place other than the school.
- Please make sure your ITJ issued pick-up sign is visible for staff to see while calling names.
- Once called, students will either be walked to the car in Preschool, or be asked to wait in a socially distanced area. Siblings will stand together. Students will be released to cars once staff deems it safe.
- Parents/adults should remain in the car until the child(ren) is brought to your vehicle, then if necessary, get down to open the door and aid students in belting into seats or boosters. Teachers will not be able to assist in this process.
- Family members must wear face coverings during arrival/departure times.
- Unfortunately, we cannot effectively offer afternoon Carpool at this time. Therefore, families with children in both age divisions of Carpool will need to drive through both lines. We apologize for this inconvenience, and we will return to offering this option as soon as safely possible. We strongly ask, however, that families driving through both carlines begin at Gate00 carpool and then drive through Preschool carpool.
- Due to our morning arrival procedures and in addition the restrictions involving static groups, we will not be able to offer early arrival/ late pick-up at this time. More information will be provided to families in the future.
- The afternoon gates will close promptly at 3:00 pm.

**Plan D will include a return to our typical pre-pandemic carpool times, procedures, and the re-establishment of Family Carpool and the dismissal of students.*

F. School Calendar & Community Events

PLAN A *Distance Learning*	PLAN B *Distance Learning*	PLAN C *Hybrid/Face2Face*	PLAN D *Face2Face/Normal*
• In order to adhere to stay-at-home orders, group size limitations, and health and safety protocols for all members of our community, it will be difficult for us to maintain our usual calendar of community events. Therefore, we will need to work together to reimagine what many of our school celebrations and events look like for this school year. • We will continue to seek parent volunteers and the support of our families to invent new celebrations and events that bring us together and help us to strengthen who we are as the Palomar Phoenix!!			• We anticipate a return to our traditional class gatherings and celebrations, as well as a return to school-wide events and gatherings. • We are not yet able to determine what health and safety protocols may still need to be in place at this time, and will make determinations once more information is made available to us.

G. Travel

PLAN A *Distance Learning*	PLAN B *Distance Learning*	PLAN C *Hybrid/Face2Face*	PLAN D *Face2Face/Normal*
FIELD TRIPS • Off-campus field trips are not permissible in these plans. • On-campus field trips (special guest speakers or other visitors) may be permitted in Plan C after a prolonged period, as determined by school administration.			• Return to school field trips (as traditional for appropriate level) of students.
OVERNIGHT/INTERNATIONAL TRIPS • School-sponsored field trips that involve overnight or international travel for our Upper School students will not be permissible in Plans A-C. • These trips may be postponed until a later date with the hope of moving to our least restrictive plan, but with the understanding we may need to cancel completely.			• Return to planning overnight trips and travel.
FAMILY TRIPS/FAMILY INTERNATIONAL TRAVEL • As we have witnessed thus far in 2020, the "hot spots" for COVID-19 will remain fluid and continuously change. Therefore, when examining the risks associated with travel, we cannot list specific destinations. This is also an important time to recognize that risk tolerance, and family and work circumstances, are different for everyone, but we also must remain socially responsible in our commitment to the health and safety of this school community as outlined above. We ask for respect and adherence for the following protocols: ◦ *Families should visit the **state, national, SSA or CDC guidelines** to consult travel restrictions/guidelines while planning a trip and at the time of departure and return.* ◦ *The current recommendations from **state, national, SSA or CDC guidelines** are that all international travelers should complete a 14-day self-quarantine upon return to Mexico* ◦ *Travel plans that would impact a child's attendance at school should be communicated fully with the section principal.* ◦ *If a parent of a student has traveled to a high incidence area, that parent should quarantine away from the child, so that the child may still attend school.*			• Travel and the associated need for quarantine will be largely unrestricted.

PART III. LEARNING & TEACHING MODELS

A. Educational Delivery

Preschool

PLAN A	*Distance Learning*
IN-PERSON CARE OR INSTRUCTION:	ITJ ONLINE:

• All students in Preschool sent home for distance learning.	• Homeroom teachers schedule one synchronous meeting daily to go over the day's lessons, provide direct instruction, and answer questions.
	  ○ Attendance will be taken
	  ○ Meetings will be recorded and shared via Google Classroom for those families who cannot assist students with meetings at assigned times.
	  ○ Specialists follow the bubble schedule and homeroom's master schedule to provide one synchronous meeting each week to deliver content.
	  ▪ These courses are optional.
	  ▪ Meetings will be recorded and shared via Google Classroom for those families who cannot assist students with meetings at assigned times.
	Nursery Baby through Prefirst
	• Homeroom teachers schedule one synchronous meeting daily to go over the day's lessons, provide direct instruction, and answer questions.
	  ○ Attendance will be taken
	  ○ Meetings will be recorded and shared via Google Classroom for those families who cannot assist students with meetings at assigned times.
	• Specialists follow the pod schedule and homeroom's master schedule to provide one synchronous meeting each week to deliver content.
	  ○ These courses are optional.
	  ○ Meetings will be recorded and shared via Google Classroom for those families who cannot assist students with meetings at assigned times.
	• Asynchronous activities also provided by homeroom teachers (required) and specialists (optional)

PLAN B	*Distance Learning*
IN-PERSON CARE OR INSTRUCTION:	ITJ ONLINE
• Distance Learning format followed	• See Distance Learning formats

PLAN C *Hybrid/Face2Face*

IN-PERSON CARE OR INSTRUCTION:

- Upon surveying families, the section principal will determine how Specialist instruction for students will be offered on days students attend school in-person
  - Specialists will continue to adhere to pod scheduling even in distance learning
- All Preschool students will be provided optional asynchronous learning activities in core academic areas on days spent at home or during periods of quarantine.
- Preschool students will be provided required asynchronous learning activities in core academic areas for days spent at home or during periods of quarantine:
- Teachers have two scheduled "check-in" times each day to answer email and answer questions or meet virtually with students/families at home, if necessary to separate and staff classrooms in accordance with expected ratios.
  - In this plan, Nursery will be prioritized for in-person care.
- Students attend school in small groups: Group A on Mon, Tu, all students DL for Wellness Wednesday, Group B on Thurs., Fri, with probable transition to a 4/10 program after the initial period. Siblings follow the same alternating schedule.
- Please see the description of the hybrid approach. For this plan, the goal is to have all age groups on site for some period of time.

ITJ ONLINE:

- Specialist instruction for students will be offered on days students attend school in-person
  - Specialists will continue to adhere to pod scheduling even in distance learning
- All Preschool students will be provided optional asynchronous learning activities in core academic areas on days spent at home or during periods of quarantine.
- Preschool students will be provided required asynchronous learning activities in core academic areas for days spent at home or during periods of quarantine:
  - Teacher has two scheduled "check-in" times each day to answer email and answer questions or meet at distance with students/families at home, if necessary
- Distance learning protocols from Plan A are followed only during periods of quarantine.

PLAN D *Face2Face/Normal*

IN-PERSON CARE OR INSTRUCTION:

- Students of all age groups attend in-person, five days a week.
- Specialist content is offered in-person based on bubble schedules simply to maintain consistency for the academic year.

ITJ ONLINE:

- Distance learning protocols from Plan A are followed only during periods of quarantine.

Elementary (1st-5th Grade)

PLAN A /PLAN B *Distance Learning*

IN-PERSON CARE OR INSTRUCTION:	ITJ ONLINE:

• All students in Elementary School sent home for distance learning.	• **1st-5th Grade**
	  ○ Homeroom teachers schedule two synchronous meetings daily to go over the day's lessons, provide direct instruction, and answer questions.
	  ▪ Attendance will be taken
	  ▪ Meetings will be recorded and shared via Google Drive for those families who cannot assist students with meetings at assigned times.
	  ○ Specialists follow the pod schedule and homeroom's master schedule to provide one synchronous meeting each week to deliver content.
	  ▪ Attendance will be taken, but these courses are optional.
	  ▪ Meetings will be recorded and shared via Google Drive for those families who cannot assist students with meetings at assigned times.
	  ○ Asynchronous activities also provided by homeroom teachers (required) and specialists (optional)

PLAN C *Hybrid/Face2Face*

IN-PERSON CARE OR INSTRUCTION:	ITJ ONLINE:
Group A on Mon, Tu, all students DL for Wellness Wednesday, Group B on Thurs., Fri, with probable transition to a 4/10 program after the initial period. Siblings follow the same alternating schedule.	• On the days that students are at home, they will work on asynchronous activities provided by the teacher from the previous day of in-person instruction. • Each homeroom or core academic subject teacher will have two scheduled times each day to check-in with the at-home group and answer emails, questions, etc. • Specialists in Fifth Grade will provide asynchronous activities for the previous time students attended in-person for instruction. • Specialists in Fifth Grade will have one scheduled time each day to check-in with the at-home group and answer emails, questions, etc. • Distance learning protocols from Plan A are followed only during periods of quarantine. • Distance learning protocols from Plan A are followed only during periods of quarantine.

PLAN D *Face2Face/Normal*

IN-PERSON CARE OR INSTRUCTION:	ITJ ONLINE:
• Students of all age groups attend in-person, five days a week. • Specialist content is offered in-person based on pod schedules simply to maintain consistency for the academic year	• Distance learning protocols from Plan A are followed only during periods of quarantine.

Upper School (6th - 12th Grade)

PLAN A /PLAN B *Distance Learning*

IN-PERSON CARE OR INSTRUCTION:	ITJ ONLINE:

• All students in Upper School sent home for distance learning.	• **6th - 12th grades**
	  ○ Teachers will hold synchronous class via Zoom and Google Classroom. The schedule will include both mandatory and optional classes. .
	  ▪ Attendance will be taken.
	  ▪ Meetings will be recorded and shared via Google Drive for those families who cannot assist students with meetings at assigned times upon family's request.

PLAN C *Hybrid/Face2Face*

IN-PERSON CARE OR INSTRUCTION:	ITJ ONLINE:
Group A on Mon, Tu, all students DL for Wellness Wednesday, Group B on Thurs., Fri, with probable transition to a 4/10 program after the initial period. Siblings follow the same alternating schedule.	• On the days that students are at home, they will work on asynchronous activities provided by the teacher via Google Classroom. • Distance learning protocols from Plan A are followed only during periods of quarantine. • Distance learning protocols from Plan A are followed only during periods of quarantine.

PLAN D *Face2Face/Normal*

IN-PERSON CARE OR INSTRUCTION:	ITJ ONLINE:
• Students of all age groups attend in-person, five days a week. • Specialist content is offered in-person based on pod schedules simply to maintain consistency for the academic year.	• Distance learning protocols from Plan A are followed only during periods of quarantine.

Continued Distance Learning

PLAN A *Distance Learning*	PLAN B *Distance Learning*	PLAN C *Hybrid/Face2Face*	PLAN D *Face2Face/Normal*

- A trained and professional educator, who is an employee of ITJ Palomar, will conduct the Continued Distance Learning using a platform familiar to teachers, students, and families, when available, and based on demand (please see Technology section for further information).
- Preschool students will be provided with a schedule to follow that will include synchronous and asynchronous instruction, support, and activities from 9:00 a.m. to 1:00 pm.
- Students will be provided a schedule to follow that will include synchronous and asynchronous instruction, support, and activities from 8:00 a.m. to 3:05 p.m.
    - Dependent on the size of the population selecting Continued Distance Learning, the school will take a multitude of learning approaches, including: live streaming, scheduled meetings, and asynchronous activities.
- Specialist instruction in various areas will provide optional online activities following the pod schedule.
- Specialist instruction in fifth through seventh will be required and will follow the master schedule.
- Students will be issued necessary textbooks and materials.
- The school's assessment policy will be followed, as pertinent to each grade level.
- Additional information will be shared with families selecting Continued Distance Learning for any period.

B. Technology

a) Elementary

- All homerooms will have a Google Classroom created to use for in-person and at-home activities and instruction and established at the start of the school year.
- In addition to Google classroom, 1st-5th Grades will be using Nearpod and have more interactive activity and strategy ideas that teachers can apply to Google.
- Specialists will each create a Google Classroom; it will only be necessary for students to access the specialists assigned to their pod at any given point. Google Education is set-up to allow a student to log in and see all of his/her classes at the same time; there will no longer be the need to log in and out of each class.
- Families can use a personal device to engage with online learning.

b) Upper School

- All homerooms will have a Google Classroom created to use for in-person and at-home activities and instruction and established at the start of the school year.
- Specialists in 6th through 12th grade will create Google Classrooms for all students in Upper School.
- Families will be able to use a personal device of their choosing to engage with online learning.

Students and parents will receive a Student Handbook, detailing the rules and protocols for Distance Learning.

c) Continued Distance Learning

- Continued Distance Learning teachers will create a Google Classroom at each grade level for students enrolled in this program. Students in the same grade level will belong to the same Google
- Classroom.
- Each teacher will post all content necessary for all subject areas to this one classroom.
- Families can use a personal device of their choosing for online learning.

C. Attendance

- Attendance and participation during online classes is required. If students are not able to connect to a class, they must notify the teacher and the section assistant principal to explain why they could not connect.
- Those students requiring in-person instruction or Continued Distance Learning for the 2020-2021 school year will be held to the same attendance regulations as outlined in our Student Handbooks.
- Teachers will be taking attendance during in-person and/or online sessions of school.
- Quarantine days will not be specifically counted toward a student's absence totals, but students must also continue to be present in virtual classes in order to avoid being marked absent.
- While we must maintain attendance regulations, we also want to reiterate that **students should not attend Face2Face school if they are experiencing symptoms of illness.** Additionally, we know that COVID-19 is creating a multitude of hardships for our families. As is always our school policy, administration reserves the right to coordinate the handling of any extended absences for a student.

D. Individual Student Needs

PLAN A *Distance Learning*	PLAN B *Distance Learning*	PLAN C *Hybrid/Face2Face*	PLAN D *Face2Face/Normal*	CONTINUED DISTANCE LEARNING
• Students who are part of the ITJ Gifted and Talented Program will continue to work on two sessions a week during Distance Learning. • Students who have been identified with Learning Differences (LDs) or have Individualized Educational Plans (IEPs) on file with the school will continue to have learning accommodations met as possible, or as appropriate during Distance Learning		• Students who are part of the ITJ Gifted and Talented Program will continue to work on 2 sessions a week during in-person instruction and during Distance Learning through Zoom (e.g., quarantine, absence, stay-at-home or hybrid learning models). • Students who have been identified with Learning Differences (LDs) or have Individualized Educational Plans (IEPs) on file with the school will continue to have learning accommodations met as needed during in-person instruction and during Distance Learning (e.g., quarantine, absence, stay-at-home or hybrid learning models) • Full-time Support Teachers who work with students on campus will be considered essential personnel and will be required to adhere to the same protocols and expectations of all school staff. These individuals will also need to be considered in the classroom total numbers. • Meetings with parents, specialists and outside support teams will be conducted online during all plans to avoid risks of more people on campus		All students and families served by the ITJ Support Services Team will continue to receive full support with their needs met as possible and appropriate during Distance Learning.

E. Social and Emotional Support

While we work to address the academic needs of our students as we re-open, the social and emotional support of our students is a top priority. Students need to feel safe both physically and psychologically to engage in school, and we will work hard to establish that sense of safety. Our school psychologists and counselors will work with faculty, parents and outside community members to provide social and emotional support to students and families.

- Facilitated classroom meetings with the school counselor in the first few weeks of school to collectively process the experience. This may need to occur more than once depending on the needs of each class.
- Individual counseling - The school psychologists and counselor will meet individually with students in need.
  - Students can self-refer, or a parent or faculty member may request that a student meet with the psychologists or counselor.
    - The school psychologists or counselors may administer informal social and emotional screenings throughout the year to help identify students who may be struggling.
  - Counseling will be available to students enrolled in Distance Learning at any time.
- Informal Check-Ins
  - Some students may need a quick, informal weekly check-in. The psychologists or counselor will work with faculty, parents and students to determine who may benefit from this support.
- Parental Support
  - The school psychologists or counselor will be available to meet with parents virtually for support and parent coaching.
  - Referrals/Wellness Resources
  - Our school psychologists and counselor are available to provide information regarding outside providers if necessary, many of whom are familiar with ITJ-Palomar.
- COVID-19 Protective Measures
  - The school psychologists and counselor will receive only one student at a time in the office. If there is a need to meet with more than one student, a location will be designated (i.e., conference room, outside) where the group can meet and be socially distanced.
  - The school psychologists and counselor will wear a mask or face shield while meeting with students.
  - The offices or spaces used will be cleaned after each visitor.

PLAN A /PLAN B *Distance Learning*

IN-PERSON CARE OR INSTRUCTION:	ITJ ONLINE:
• All students at home for distance learning.	• The school psychologists and counselor, with the help of the Wellbeing Committee, may administer informal social and emotional screenings throughout the year to identify students who may be struggling. • Counseling will be available to students enrolled in Distance Learning. • Students support: Some students may need a quick, informal check-in. The section counselor or psychologist will work with faculty, parents and students to determine who may benefit from this support. • The Wellbeing Committee will support teachers to manage linkage activities by Zoom, bubble or pod groups. • Parental support: The section counselor or psychologist will be available to meet with parents virtually for support and parent coaching. (some resources are webinars or workshops). • Referrals/Wellness Resources: Our school psychologists and counselor are available to provide information on outside specialist referrals, if necessary. • Resources for students or families available.

PLAN C *Hybrid/Face2Face*

IN-PERSON CARE OR INSTRUCTION:

Students attend in a hybrid schedule:

- The school psychologists and counselor with the help of the Wellbeing Committee may administer informal social and emotional screenings throughout the year to help identify students who may be struggling, in person if necessary.
- Counseling will be available to students if needed
- Student support: Some students may need a quick, informal check-in. The section counselor or psychologist will work with faculty, parents and students to determine who may benefit from this.
- The Wellbeing Committee, will offer activities to handle mental health needs on Wellness Day, reinforcing the bubble or pod groups.
- The Wellbeing Committee will support teachers to manage linkage activities reinforcing social skills

  Parental support: The section counselor or psychologist will be available to meet in person with parents if needed.
- COVID-19 Protective Measure
- The section counselor or psychologist will have one student at a time in the office. If the counselor needs to meet with more than one student, a location will be assigned (i.e., conference room, outside) where the group can meet and be socially distanced.
- The section counselor or psychologist will wear a mask or face shield while meeting with students.
- The counseling office or site will be cleaned after each visitor.

ITJ ONLINE:

- The school psychologists and counselor, with the help of the Wellbeing Committee, may administer informal social and emotional screenings throughout the year to help identify students who may be struggling in virtual form if necessary.
- Counseling will be available to students enrolled in virtual learning or if we are engaged in distance learning.
- Students support: Some students may need a quick, informal check-in. The section counselor or psychologist will work with faculty, parents and students to determine who may benefit from this.
- The Wellbeing Committee will support teachers to manage linkage activities by Zoom, as bubble or pod groups.
- Parental support: The section counselor or psychologist will be available to meet with parents virtually for support and parent coaching. (some resources are webinars or workshops)
- Referrals/Wellness Resources: Our school psychologists and counselor are available to provide information on outside specialists if necessary.
- Resources for students or families available.

PLAN D *Face2Face/Normal*

IN-PERSON CARE OR INSTRUCTION:

- Students of all age groups attend in-person, five days a week.
- The section counselor or psychologist, with the help of the Wellbeing Committee may administer informal social and emotional screenings throughout the year to help identify students who may be struggling, in person if necessary.
- Counseling will be available to students as needed.
- Students support: Some students may need a quick, informal check-in. The section counselor or psychologist will work with faculty, parents and students to determine who may benefit from this.
- Wellbeing Committee, will offer activities to handle mental health needs while reinforcing the bubble or pod groups.
- Parental support: The section counselor or psychologist will be available to meet with parents if needed in person.
- COVID-19 Protective Measures will be in place as needed
- The section counselor or psychologist will have one student at a time in the office. If the counselor needs to meet with more than one student, a location will be assigned (i.e., conference room, outside) where the group can meet and be socially distanced.
- The section counselor or psychologistThe school counselor will wear a mask or face shield while meeting with students.
- The counseling office or site will be cleaned after each visitor.

PART IV. ADDITIONAL PROGRAMS

A. Athletics/Cultural Activities

These are times of constant change and adjustments that require us to be aware of and adapt to current challenges. That is why, in support of our whole community, the After School department invites you to join our efforts to encourage students to maintain a healthy physical and emotional balance, recognizing that participation in activities will help fortify their learning environment and promote a healthy lifestyle, while implementing measures to reduce anxiety with the help of mental training that encompasses mindfulness and meditation techniques.

2020-2021 extracurricular sports and cultural activities in the After School program

Participating in sports and cultural activities gives our students countless positive experiences. In addition to encouraging them to be physically active, it can also nurture their social-emotional needs, which are especially important during times of social distancing.

Our After School department has created proposals for the three possible scenarios for the beginning of the 2020-21 school year. Our training programs will be aligned to the most current COVID-19-related guidelines set by health and school authorities, and stem from our conviction that it is possible to continue strengthening our sports teams and athletic activities in any scenario.

PLAN A PLAN B
Distance Learning

Online Training:

In order to maintain students' athletic form and technique for those working remotely via Zoom, workouts have been set with a length of 65 minutes, divided into two 30-minute blocks with an intermediate break of five minutes

The practices or classes may change schedules previously set as needed.

- Students will attend their weekly sessions twice a week by Zoom, according to the schedules posted in the After School program

*Cultural classes will be conducted for 60 minutes without breaks.

PLAN C
Hybrid/Face2Face

Students present on campus will follow all established precautions for Face2Face learning.

Face-to-face Training:

- Safe distance between students.
- Physical distancing procedures and routines will be implemented.
- Before each practice or class, the equipment will be disinfected.
- A hygiene protocol for students and coaches will be implemented before and after the practice.
- Active supervision and strategies will be in place for the use of personal items (water bottles, backpacks, clothing, and sunscreen).
- Cultural classes will have their own material in plastic boxes, which will be separated and disinfected daily.

*wash hands with soap, and gel before, during, and after each activity

*use of face masks required during all activities

*Spaces will be ventilated at all times with open doors, and windows during classes.

*Cultural classes will be conducted for 60 minutes without breaks.

Online training

*In order to maintain students' athletic form and technique for those working remotely via Zoom, workouts have been set with a length of 65 minutes, divided into two 30-minute blocks with an intermediate break of five minutes

Safe distance between students:

- Physical distancing procedures and routines will be implemented.
- Before each practice or class, the equipment will be disinfected
- A hygiene protocol for students and coaches will be implemented before and after the practice.
- Active supervision and strategies for the use of personal items (water bottles, backpacks, clothing, and sunscreen). [GP1]
- Cultural classes will have their own material in plastic boxes, which will be separated and disinfected daily.

*wash hands with soap, and gel before, during, and after each activity

*use of face masks will be required during all activities.

*Spaces will be ventilated at all times with open doors, and windows during classes.

PLAN D
Face2Face/Normal

Normal Activities.

Participation in Local School Leagues During First Semester

As a preventative measure, our department has decided that during the first semester our sports teams will not participate in local sports leagues.

ASOMEX 2020-2021 Sports/Cultural/Academic Competitions and Activities

The Association of American Schools in Mexico, made up of 19 schools in the country, has decided that the ASOMEX Face2Face competitions and activities will be cancelled during the 2020-2021 school year. No doubt, this was a very difficult and complicated decision, however, nothing is more important than keeping our students, team members, and families safe.

The PE & Sports department, as well as the individual schools, will analyze the possibility of organizing some athletic tournaments and other activities during the school year with local schools or some other institutions located outside the state to provide our students the experience of live competitions. If these events are possible, they will be conducted while always adhering to the most current COVID-19-related guidelines set by health and school authorities. when organizing online competitions with ASOMEX schools in the sports area, members will dedicate consistent importance to nutrition and physical activity as part of the participants wellbeing.

B. ACTIVITIES

In accordance with the SEP, national guidelines, and the WHO/CDC, it is important to note that public presentations are not permissible until the community returns to Green Light. Additional measures will need to be taken at that time to proceed with these activities safely. We are also already working to reimagine our Christmas Festivals and Mother's Day events, as the normal planning would require mixing of student groups, as well as many external visitors to campus, and a large gathering for the actual performance. We want, however, to reassure everyone that we will certainly be carrying forward with these traditions, but they may need to be somewhat altered, in order to be conducted safely and in such a manner that prioritizes minimizing community spread and keeping students in school.

Workshops

We believe that cultural and sports activities are fundamental experiences for our students, providing them with the opportunity to develop and explore their talents; we will continue working with this activities via Zoom, helping students keep their body healthy and with active minds during distance learning, while sharing recreational activities for students from K1 -12th grade. To that end, students will be provided with 15 different activities options to choose from online, offered during their academic schedule.

C. ARRIVAL/LATE PICK-UP

We remind families that due to our morning arrival procedures and in addition the restrictions involving static groups, we will not be able to offer early arrival/ late pick-up at this time. More information will be provided to families in the future.

PART V. RECOGNITION/THANK YOU

Still have questions?

This document was intended to answer the most common questions about our return to school. Further details will be provided in the school section handbooks. Should you have questions, do not hesitate to reach out to the respective contact below:

Preschool Principal: María José Valencia - mjvalencia@itjgdl.edu.mx

Elementary Principal : Claudia Morán - cmoran@itjgdl.edu.mx

Upper School Principal: Amanda Martín del Campo - amartindelcampo@itjgdl.edu.mx

Administrator: Magdalena Nuño - mnuno@itjgdl.edu.mx

Director of After School: Gabriela Prada - agpradal@itjgdl.edu.mx

Director of Special Services: Diana Guerra - despinoza@itjgdl.edu.mx

Coordinator of Admissions and Public Relations: María de Jesús Degollado - mjdegollado@itjgdl.edu.mx

Coordinator of Human Development: Eustolia Martínez - emartinezr@itjgdl.edu.mx

Coordinator of Educational Technology - Gabriela Neveu - gneveu@itjgdl.edu.mx

Coordinator of Human Resources - Lorena Cedeño - lcedeno@itjgdl.edu.mx

We can't wait to see you!

We wish to thank the following for sharing their formats, information and efforts in the production of this BACK TO SCHOOL CONTINGENCY HANDBOOK

Dr. Tanya Price and the ISP/Kehoe-France Southshore staff | ITJ Reopening Committees - Palomar and Valle Real | Ms. Gaby Fer Contreras for design/artwork | NEASC - New England Association of Schools and Colleges | CDC Return to School Handbook | ASOMEX/Tri-Area Association

NOTE: This is a "living document" and may change as medical professionals, public health practitioners, and government guidelines update their knowledge and practices regarding a novel virus.

PART VI. HANDBOOK ACKNOWLEDGEMENT

We ask all employees and families to read, acknowledge, and sign the community pledge at the end of this document.

Instituto Thomas Jefferson-Guadalajara, Palomar is committed to implementing health and safety precautions to mitigate the spread of COVID-19 in our school community while prioritizing the safety of our teachers, parents, and students, as well. Our school staff will be asked to follow the recommendations of state and national authorities, the SSA, and CDC at school and in our personal lives. We are committed to balancing the need to provide a safe school environment with students' developmental needs to socialize and develop a love of learning so that the predominant climate of our school remains positive and stress-free. However, on any given day we represent only part of the on-campus community. Students comprise the majority of the Phoenix Community so, parents, we need your help! Because we are such a close-knit community, we can't do it without your support. To that end, we are asking families to voluntarily enter into this ITJ-Palomar COVID Community Commitment so we are all working as a team to keep each other healthy. We have the great fortune of being a responsive, dedicated, and caring community. By following these precautions together, we can decrease the chance of transmission and, once permitted, keep school open to serve your family.

On Campus Safety Measures

Out of great respect for each employee and their personal assumption of risk, we commit to the following precautionary measures:

- Daily temperature checks
- Close monitoring of symptoms and isolation of symptomatic individuals
- Increased use of outdoor classroom spaces a
- Social distancing (6 feet when feasible)
- Increased hygiene signage and hand cleaning supplies
- Teaching good hygiene techniques - especially proper hand washing routines
- Enhanced sanitation routines
- Face coverings (when appropriate and necessary)
- Non-essential visitors not permitted
- All off-campus field trips are cancelled until the conditions allow
- Use of video or video conferencing for large group meetings

Family At Home Safety Measures

The following guidance is strongly recommended for each family to the greatest extent possible. Please read and provide your consent and support.

I acknowledge and understand that participation in school activities or programs at ITJ-Palomar during the COVID-19 pandemic presents certain risks beyond the school's control, and which may exist regardless of whether the school controls, or attempts to control, such risks; exercising the utmost care in trying to prevent anyone from injury or illness. To show my support and help the school community reduce the chance of transmission, **my family and I commit to the following precautionary measures:**

In public spaces, all members of my household commit to the following:

- Increased social distancing
- Minimizing close contact conversations to less than 10-15 minutes
- Wearing face coverings when social distancing measures are not available
- Monitoring for symptoms, or self-quarantine if chance of exposure, after international or domestic travel to an area experiencing widespread community transmission
- Hand sanitation after contact with high touch surfaces
- Hand washing, during or after, public activities

At home, all members of my household commit to the following:

- Monitor daily for symptoms of COVID-19: such as fever, runny nose cough, vomiting and diarrhea, temperature, loss of taste/smell, shortness of breath; and refrain from sending a child to school if anyone in the household has these symptoms
- Reporting to the school doctor when there is a confirmed COVID-19 case in our family
- Disclosure and self-quarantine when known direct contact with a confirmed COVID-19 case
- Being mindful of travel choices before returning to school

Acknowledgement of Risk & Personal Responsibility

"I acknowledge that I have freely chosen to enroll my child at Instituto Thomas Jefferson-Campus Guadalajara, Palomar for the 2020-21 school year. I understand that the school has taken reasonable precautions to protect parents, students, and staff from exposure to COVID-19. I further understand that despite those precautions there is still some risk of exposure.

When permitted by state and national authorities, I will permit my child to participate in school activities and programs at ITJ-Palomar with this understanding and hereby knowingly and voluntarily assume all risks of injury, illness, death or damage related to COVID-19 which may arise as a result of my child's voluntary participation and attendance. **I understand Instituto Thomas Jefferson-Campus Guadalajara, Palomar has no insurance that will pay or reimburse me for illness or expenses incurred as a result of my or my child participating in any programs while at school. Therefore, I accept full responsibility for all medical expenses for any exposure my family might receive by reason of my child's attendance.**

I understand that it is a breach of privacy laws to share any videos or presentations of, or for classes with persons not permitted entry from the ITJ-Palomar platform; that the materials used are the intellectual property of ITJ, may not be shared with others, nor posted to other sites, and I agree to abide by this school rule and the corresponding legal rights, privileges and obligations. I further agree that all virtual classes may be recorded for learning and safeguarding purposes.

I further acknowledge that my child's attendance, when permitted by state and national authorities, may expose my family to COVID-19, and I assume any such risk, thus releasing ITJ-Palomar and all its agents from liability. I may discontinue my child's onsite attendance at any time in light of the risks I am assuming hereunder, while acknowledging that this attendance in no way impacts or releases me from my contractual enrollment agreement. I also agree that by attending ITJ-Palomar, my family will fully comply with all such measures out of respect for the safety and health of the teachers and larger school community. I agree to take all reasonable safety precautions when in public spaces outside of school."

RESPONSIBLE PARTY SIGNATURE

Parent or legal guardian to

Printed Name

Signed

Date