



JOHN LEWIS INVICTUS ACADEMY

Local School Return to Work Playbook



*This plan is designed to maintain social distance and safety while on the campus of John Lewis Invictus Academy. All staff members entering JLIA will be **required** to wear a mask for personal protection.*

STAFF SAFETY PROTOCOLS

Entering the Building

- Teacher's temperature will be taken upon entering the building. (Ms. Darden, Ms. Jacobs)
- If you are ill, or if you believe that you have been exposed to Covid-19, please stay at home. Immediately contact Principal Garner to inform him and we will make other arrangements for you to pack up your room. **DO NOT COME TO THE SCHOOL.**
- Please ensure that you have your APS issued badge to access the building. If you have lost your badge please notify Ms. Kirkpatrick immediately so that we can make proper arrangements for your access.

All employees are required to adhere to the safety protocols as outlined by student services. Until further notice, employees will adhere to the following:

- Take temperature daily before reporting to work.
- Follow guidance established by Student Services regarding face coverings
- Maintain social distancing, when possible.
- Avoid congregating in large groups. No gathering in classrooms. Remain in your classrooms with doors closed.
- Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Follow the policies and procedures of employers related to illness, cleaning and disinfecting, work meetings and travel.

- Wear a face covering in school buildings.
- Clean and disinfect frequently touched objects and surfaces in your work area, including keyboards, phones, handrails and doorknobs.
- Stay home if sick, except to get medical care.
- Inform supervisor of a sick family member at home with COVID-19.
- Avoid using other employees' phones, desks, offices, or other equipment when possible. If necessary, clean and disinfect them before and after use.
- Clean common equipment/tools such as copy machines and common filing cabinets before and after use.

FRONT OFFICE

- Anyone who enters the front office will require a mask.
- Parents will not be able to drop items off for students.
- Entry doors will remain locked at all times. A door bell has been installed to assist with office staff knowing who is coming in the building. The lobby area within the front office doors will have seating for parents.
- Signage on doors will direct visitors to call the school to schedule an appointment.
- If a visitor needs to enter the building, they should call the front office and remain in their vehicle until the school calls back to inform them they may enter the building.
- No visitors will be permitted to enter areas outside of the main office.
- Teachers must call the front office, clinic or counseling office before sending a student to the designated area.
- Office procedures will be communicated to the school community on a regular basis via recorded message. Ex. *"We are limiting campus visits by any non-essential visitors, community organizations, businesses, municipal partners, and guest speakers. Anyone that needs to visit the campus must call to make an appointment. Visitors without an appointment may not be granted entry into the building. All individuals entering a school or district building must follow the protocols outlined."*
- Teachers will call the office, clinic or counseling office to determine if there is space available for a student to be seen. Students must have a teacher issued pass to access any location.

TRANSITIONS

Temperature checks will occur when students and staff enter the building.

General Morning Procedures

- All doors remain locked with no car rider or walker entry until 8:45 am.
- Students will report to their classrooms for breakfast
- No lockers will be issued or utilized this semester.
- Staff members will be present to ensure responsible distancing.
- Early bus arrivals may be off-loaded and students can be responsibly distanced in the gym

Each hallway and stairwell will be labeled by zones:



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- Zone 1 – Front of school closest to main office
- Zone 2 – middle of floors closest to the elevator
- Zone 3 – Back end of school closest to the cafeteria

Learning Pods

- All students will be strategically scheduled in learning pods of no more than 12 students socially distant to mitigate movement, and to support heightened safety precautions.
- The Quality of Instruction will remain a top priority at JLIA in the Spring semester as we open the school for students who have opted into Face-to-Face instruction. With that in mind, our Return-to-Learn Plan is designed to allow teachers to continue teaching virtually through Live Instruction (approx. 75% of our students will continue to learn at home) without the additional responsibility of managing and instructing a classroom of students in person. Our professional learning areas of focus will continue to be Instructional Planning and Instructional Strategies, and teachers will have the most success with implementing best practices into their instructional planning and delivery if they are relieved from the task of simultaneous teaching. Students returning for Face-to-Face instruction in February will be organized into Learning Pods of 12 or less students per classroom, allowing for six feet of separation to be maintained between students and the supervising staff member. Students will bring their APS-issued device to school each day to receive Live Instruction virtually from their teachers. In the classroom, students will be provided with headphones and have access to school supplies they may need to fully engage in their virtual instruction (papers, pencils, calculators, etc). A staff member will serve as a classroom monitor to facilitate breaks or transitions and manage the learning environment, but all matters pertaining to instruction will continue to be addressed between students and teachers in a virtual setting. A Learning Pod supervision schedule has been created to ensure that students are always monitored by a staff member throughout the school day. Teachers do have learning pod supervision responsibilities when they are not teaching or in PLCs. Supervision responsibilities are distributed to faculty and staff in a way that allows staff members to continue fulfilling their primary role and responsibilities each day.

[JLIA Learning Pod Supervision Schedule](#)

Hallway Movement

- All movement will be in one direction when movement is required.
- Only one team transitions at a time in a carousel motion using responsible distancing.

Bus Arrival

- Students will enter the building separately by grade level:
 - 6th grade enters by Zone 2 on the right
 - 7th grade enters by Zone 2 on the left
 - 8th grade enters by Zone 3
- Students will exit the bus and proceed to the building. After safety protocols have been satisfied, students will proceed to their classrooms.
- Students will not be allowed to socialize or congregate when exiting the bus.
- Buses will release one at a time to ensure congestion of 50 or more students does not occur.

Car Rider Arrival

- Car Riders will not be allowed to enter the building before 8:45 am.

- Students needing breakfast: Students will exit the car at the top of the car rider lane (closest to the bus lane) and proceed down the bus lane to the entrance. They will pick-up a grab and go breakfast and proceed to the homeroom.

Self-contained- MOID and SID/PID Arrival:

- Students will enter the building using Zone 1
- Students will be met by teachers/paraprofessional at the bus lane.
- Staff member will proceed to the classroom

Car Rider Dismissal

- Students will exit using Zone 1 stairwell
- Dismiss car riders by grade level or classroom.
- Car riders will be dismissed at 4:15 pm

Bus Dismissal

- Students will be dismissed by bus number (5 buses at a time) and all exit via stairwell 1 (closest to the cafeteria)
- A Google Form will be created to show bus arrival and teachers will display in the room on Promethean in the afternoon
- Staff should be in place to supervise students and ensure responsible distancing

RESTROOMS / HAND WASHING / WATER FOUNTAINS

Restroom Guidelines

- Whole class restroom breaks can take place under the supervision of the teacher. Whole class restroom breaks will occur twice during the day. No more than 3 students in RR at a time.
- Individual students may request a hall pass to use the restroom. A JLIA universal pass (colored vest) will be issued for students to go the hallway
- Teachers will limit hall passes to no more than one boy and one girl at a time. A maximum of three students in the restroom.
- All students line up outside the restroom. Boys will line up against the wall outside of the boys restroom. Girls will line up against the wall outside of the girls restroom.
- The teacher will select one boy and one girl to enter the restroom and inspect the condition of the restrooms. Once the student has reported the condition of the restroom to the teacher, students may begin to use the restroom.
- The teacher will allow no more than three students in the restroom at a time.
- Once the students enter the restroom, they will choose the stall or urinal of their choice. If they chose a stall, they should knock on the stall door to confirm it is empty. If it is empty, the student can enter the stall. If it is occupied, the student can wait until the person inside finishes.
- While in the stall/urinal, the students should use the restroom.
- When the student is finished using the restroom, they should flush the toilet.
- The students will thoroughly wash their hands with warm soap and water for at least 20 seconds.
- Next, the student should dry their hands with the air dryer.
- Throw all trash (paper towels, tissue, etc.) away in the trash can.
- After the student has dried their hands, the student should exit the restroom and wait in the designated area.



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- Another student can enter the restroom after one exits.
- After all students are finished using the restroom, the teacher will designate one boy and one girl to inspect the condition of the restroom. The student will report the condition of the restroom to the teacher.
- The teacher will log the time in, time out, condition of the restroom, and the students who inspected the restroom.

Water Fountain Guidelines:

- There should only be one student at the water fountain.
- Students will not be able to drink out of the water fountain.
- Students must have their own bottle to refill when getting water.
- The bottle must be clear/see through. In addition, the bottle should be labeled with the student's name.
- Water bottles are not to be shared with other students.

NUTRITION SERVICES

Breakfast Plan:

- See arrival: Breakfast will be Grab-and-Go only.
- With grab-and-go students will eat breakfast in the classroom.
- Students should use hand sanitizer (personal or school dispenser) after eating.

Lunch plan:

- Students should use hand sanitizer (personal or school dispenser) prior to eating.
- lunches will be delivered to the classroom
- Students should use hand sanitizer (personal or school dispenser) after eating.

CLASSROOM SPACE

- Ensure adequate supplies (e.g. writing utensils, art supplies) to minimize sharing of frequently touched surfaces and shared objects.
- Ensure seating is assigned and consistent each day.
- Ensure there are no shared seating areas in classrooms. (No shared seating. Lab tables, sit on both ends)
- Ensure seating is distanced as much as possible once face-to-face enrollment is determined.
- Communicate expectations for limiting the use of shared classroom supplies, electronic devices, toys, books, games, learning aids and manipulatives.
- Communicate expectations for cleaning and disinfecting frequently touched surfaces and shared materials between users.
Teachers will receive a bottle of cleaner and paper towels to sanitize desks at the end of each period.
Students must sit in assigned seats each day and a seating chart must be kept by each teacher. The seating chart must be handy and easily accessible.

LARGE SPACES

Gym

- Locker Rooms may not be used. There will be no change of clothing.
- If a student has a bag, it must be placed in designated areas in front of the coaching office.
- If equipment is used, it must be returned to the designated area so the teacher can properly sanitize it.
- No Gym lockers will be issued or utilized this semester.
- If a student needs water, the student must have their own water bottle and follow the water fountain guidelines.
- Students may only use the restroom with the teacher's permission and must follow the school's restroom expectations.
- Plan to incorporate marked off areas (e.g., poly spots, cones, visual aids, signs) to ensure physical distancing among students and reduce cross contamination.
- Limit number of students involved in team sport activities and rotate equipment between class so as to allow for disinfecting of equipment.
- If the number of students grows and responsible distancing is not afforded, there will be a shift to 4 and ½ week rotation for PE and Health between the two teachers to bring the numbers down.

Media Center Protocol

- The Media Center will be used for classroom and meeting space only--for groups not to exceed two people per table.
- Books and materials may be checked out by students for individual use.
- Area can be used as needed for large classroom space.
- Seating will be labeled to support assigned seating as needed.

OPEN HOUSE

TBD

RESPONSE PROTOCOLS

TBD



STUDENT RETURN

Review Return to School selection data.

6th grade

- Number of teachers working in the building = 11
- Number of teachers fully working remotely = 1
- Number of students in the building = 92
- Number of students virtual = 206

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7th grade

- Number of teachers working in the building = 11
- Number of teachers fully working remotely = 1
- Number of students in the building = 63
- Number of students virtual = 245
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8th grade

- Number of teachers working in the building = 10
- Number of teachers fully working remotely = 2
- Number of students in the building = 77
- Number of students virtual = 234

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Electives

- Number of teachers working in the building = 13

- Number of teachers fully working remotely = 0
- Office Staff/ Counselors/ Administrators/Instructional Coaches /Media Specialist/Other Support Staff
 - Number of office staff working in the building =3
 - Number of office staff fully working remotely =0

Paraprofessionals

- Number of teachers working in the building = 13
- Number of teachers fully working remotely =1

CARE TEAM

Meet Your JLIA Care Team

Mr. Ramon Garner	Principal	Lamonte Watkins	Engagement Specialist
Dr. Marc Venzen	7th Grade Assistant Principal	Philip Armstrong	Engagement Specialist
Leighann Blackwood	School Social Worker	Tanya Green	Lead Counselor
Tanya Ellis	6th grade Counselor	Brandon Henderson	7th grade Counselor
Eldevell Allen	8th Grade Counselor	Sohad Krebs	School Pyschologist