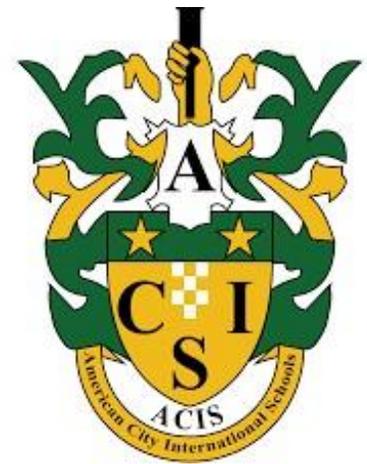




# **REOPENING PLAN 2020/2021**

**Today's Hope, Tomorrow's Leaders!**

**Academic Year 2021**





**AMERICAN CITY INTERNATIONAL SCHOOL**  
**6<sup>th</sup> of October Branch**



August 23, 2020

Dear ACIS Parents/Guardians,

We are very happy to welcome you and your child back to ACIS for the academic school Year 2021. This document summarizes how we are reopening school in light of the COVID-19 pandemic. ACIS prioritizes health and safety first. We are proud that we are able to do so in a way that ensures ACIS's high standard of education be maintained. I have summarized the details of the reopening plan here.

Thank You,

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# AMERICAN CITY INTERNATIONAL SCHOOL

## 6<sup>th</sup> of October Branch



# INTRODUCTION

The American City International School (ACIS) looks forward to welcoming our students back to campus beginning on September 15<sup>th</sup>, 2020. ACIS family has worked diligently to bring the best practice in health, safety, and education. This plan sets ACIS up for success in an uncertain year. Because of the continued uncertainty, ACIS will balance the need for certainty with the need to be flexible. This document is published to provide you with the information you need to prepare for the 2020-2021 school year. It will be updated as new information is learned, and in response to changing circumstances. Changes in protocol and changes to this document will occur as we move towards reopening. This update gives you the details of the plan for the hybrid scenario that we will be starting within September. We will continually monitor updates from the Ministry of Education, the Ministry of Health, the Centers for Disease Control and Prevention (CDC), and the World Health Organization (WHO) with data and information from our campus. We will share all updates with you as they are made available to us.



## An Overview of the Re-entry

ACIS will start the 2020-2021 school year on September 15<sup>th</sup>, 2020 in stages for all students KG1 through Grade 12.

For students who are unable to attend classes on campus, an alternative online learning plan will be provided. The online learning plan, however, has its limitations. Students will be missing out on valuable face-to-face learning experiences and play-based education in lower grades. They will work asynchronously and independently to complete assigned tasks. Special arrangements for assessments and grading may be necessary. Parents' support during online learning, especially with early childhood and elementary students, will be essential.

<b>Date</b>	<b>Who is coming to Campus?</b>
<b>Tues., Sept. 15</b>	KG + Grade 1
<b>Wed., Sept. 16</b>	Grade 2 through Grade 5
<b>Thurs., Sept. 17</b>	Grade 10 through Grade 12
<b>Sun., Sept, 20</b>	Grade 6 through Grade 9

**As we plan to reopen ACIS, we will maintain flexibility and responsiveness as we...**



... Prioritize the health and safety of all staff and students.



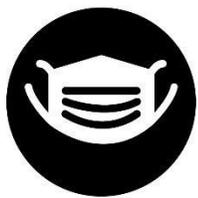
... Support the social and emotional needs of staff and students.



... Communicate openly and listen to the needs of all stakeholders.



... Maintain high standards of learning for all students through rigorous coursework.



... Create options to reopen for on-campus instruction while maintaining safety measures.



... Build flexible schedules to respond to changing scenarios and needs.

# Health & Safety

## ACIS Precautionary Measures:

Staff and students must bring their own personal protective equipment (PPE) to school on any given day. PPE includes but not limited to:

- Face masks/shields
- Alcohol rub or hand sanitizers
- Alcohol based sanitizing wipes
- Tissues

Parents must take their child(s) temperature before leaving to school. If the temperature is 37.50°C or greater, the student(s) must not come to school, and stay home until cleared of all symptoms.

Body temperature will be taken at the school gates before entering the school campus. Anyone with a fever equal to or greater than 37.50°C will be asked to leave.

Physical distancing is always to be practiced to the greatest extent possible according to the age of the students.

Info graphic posters are posted around the school.

Staff is encouraged to properly ventilate their rooms by opening windows and using fans regularly.

Students and staff are encouraged to wash their hands or use hand sanitizers regularly during school day. Younger students who cannot wash hands alone will be assisted with hand washing.

Staff and students must not share food or personal items.

Use of outside space is encouraged for exercise and breaks and/or for outdoor education, where possible, as this can limit transmission and more easily allow for distance between students and staff.

## Hygiene Practices – Protect Yourself and Others

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing.

It is especially important to wash:

- Before eating or preparing food
  - Before touching your face
  - After using the restroom
  - After leaving a public place
  - After blowing your nose, coughing, or sneezing
  - Before and after handling your face mask/shield
  - After touching any surface
- 
- If soap and water are not accessible, use a hand sanitizer that contains at least 70% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Cover your mouth and nose with a cloth face cover, a disposable mask, or a face shield when around others.
  - If not around others, always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow to avoid spreading of germs on surfaces.
  - Immediately dispose of used tissues in the trash and wash your hands or use hand sanitizer.
  - Practice social distancing and avoid any close contact, this includes physical greetings (such as handshaking).



## Cleaning and Disinfection of Surfaces

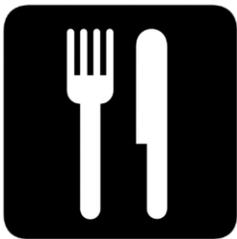
Disinfection and sanitization products have been intensified with regards to frequently touched surfaces at school such as doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

## Sharing Materials

Students will carry their own supplies to minimize sharing of stationery items. In classrooms, the sharing of objects and equipment, such as toys, games, art supplies and playground equipment will be limited to the greatest extent possible. Belongings must be taken home daily as the use of school lockers will be prohibited.



## School Canteen



The school canteen will be closed until further noticed. The school will have water and juices available for the students. Parents are encouraged to pack a lunch for their child(ren). Students are **NOT ALLOWED** to order delivery. Any deliveries will be sent back.

## School Visits and Events



School visits will be limited and pre-organized. All visitors must make an appointment and follow and apply the school's health and safety measures. Parent/teacher meetings are encouraged to take place online or based on the appointment system via email or phone calls. Appointments will not be taken during drop-off, pick-up, and break time to avoid overcrowding. Events such as school trips, sports competitions, and other academic related events will be postponed until further notice.

## Student Attendance

Students who are sick, or if any of their household members have a fever or are experiencing flu-like symptoms, are prohibited from coming to school. A medical report must be sent to the respective school office and the school clinic (Dr. Maha Awais). Students who are confirmed positive for COVID-19 according to a certified facility cannot return to school until they are tested negative and are granted a clearance medical certificate stating that they are discharged from isolation. High-risk students (who suffer from severe and/or chronic illnesses) are asked to stay home. A medical certificate confirming the illness must be sent to the school office and the school clinic ([doctor@cityschools.edu.eg](mailto:doctor@cityschools.edu.eg)).





## Identifying and Isolating Illness on Campus

During school day, teachers and staff will be responsible to refer students with flu like symptoms immediately to the school doctor for further screening. Symptoms include cough, shortness of breath, body aches, fatigue, sore throat, runny nose, diarrhea, nausea, or headache. Anyone with a fever greater than 37.50 °C and/or flu- like symptoms will be sent to an emergency waiting room and parents will be called to pick up their children from school premises as soon as they are contacted by the school doctor. Emergency waiting rooms have been identified in each school building and international standards for disinfection procedures are followed.

## Physical Education

To ensure that students remain active and keep healthy, Physical Education (PE) lessons will be resumed, with strict adherence to safety measures. During PE lessons, students and PE teachers will not be required to wear masks when engaged in physical activities such as running and games, as long as they adhere to physical distancing measures during the lesson. Swimming classes will be suspended during the first semester.



# Transportation

## Drop Off and Pick Up by Car

The school will implement revised entry and exit procedures to eliminate overcrowding and maintain physical distancing in high traffic areas. During the time of drop off or pick up, access to the school facility will be restricted to students and staff. Students are to leave the school campus immediately at the end of the school day in order to avoid congregating.



## Bus Transportation



Buses will be sanitized before morning and afternoon routes. Parents must pre- screen their children for illness before leaving home and refrain from sending their child(ren) to school if their temperature is 37.5 C or greater. On buses, masks or face shields must be worn by all staff, bus drivers, and students from grade 6 to 12 before entering the bus and at all times while on the bus. Social distancing will be enforced to the greatest extent possible with assigned seating and siblings seated next to each other. Routes for the buses will be adjusted as needed throughout the year according to the determined model of education.

# Learning Process

The school day will be from 8:00 a.m. to 1:00 p.m. A blended learning experience will be achieved through an alternation between in-class sessions and virtual class sessions.

To sustain a coherent and effective school wide system, all communication between teachers and students/parents will be restricted to the Engage platform only. All assignments, schedules, weekly and daily plans will be provided on Engage and updated frequently. Links to online meetings and E-Book assignments/assessments will also be integrated on Engage. Zoom will remain the official platform through which teachers will interact with students who attend classes virtually. An updated version of Zoom will facilitate solutions to previous issues that were faced during the online teaching period of last year.

Classes will be divided into 60-minute intervals to maintain a regularity in the school schedule. Therefore, the total number of hours required per week for the core subjects will remain unchanged (200 minutes/week).

In order to provide the most successful form of integrated learning, students will benefit most if each group was given undivided attention by the teachers. Therefore, in-class sessions will be taught separately, and the same lesson will be taught to the at-home students using a virtual classroom during the same day. Virtual classrooms will act as fully equipped studios where teachers hold online meetings with the student groups learning at home inside a designated classroom. Each virtual classroom will include its own camera, microphone and internet access point to accommodate a state-of-the-art experience for the students.



It is a priority for ACIS to keep all parents and guardians well-informed and comfortable with our action plan. Therefore, in addition to this letter, there will be a Parents Orientation.

- The Parents Orientation will be held from September 1-14, where parents will be called in groups to maintain safety measures.
- One day will be dedicated for each year level separately including Saturdays throughout this period.
- During the parent orientation, the school will inform you of the action plan in person, explain the new strategy in detail, and address any concerns you might have.
- Students will return to school on September 15 to be properly oriented with the new system before beginning the academic year.
- The return of students will be gradual for the first week allowing for only three grade levels per day, one from each stage (elementary/middle/high school).
- Once the student orientation period is complete, students of all grades will return to school in their designated groups as previously mentioned.

All our efforts are aimed at providing a safe community and environment for both students and staff members alike. We would like to encourage you to remind our students of the importance of sanitizing and maintaining adequate social distancing between them and their peers. It is our belief that with our joint efforts, this new system will provide a beneficial and safe learning environment for our students. We appreciate your patience and support in advance and urge you to refer to our administration with any questions you may have.

All the Best Wishes,  
ACIS Family