SIS REOPENING PLAN

2020 - 2021

RECONNECT
SAFELY

SALAHALDIN INTERNATIONAL SCHOOL

Contents

SALAHALDIN INTERNATIONAL SCHOOL OF CAIRO

2020 – 2021 ACADEMIC YEAR

MAIN ORGANIZATION CHART

SCHOOL PRINCIPAL
MR. ERSIN GOKCEK

VICE PRINCIPALS

ACADEMIC	GUIDANCE
MR. BILAL ALCI	*MR. HUSEYIN YAVUZ*

ASSISTANT PRINCIPALS

KINDERGARTEN KG 1-2	PRIMARY GR 1-2	LOWER ELEMENTARY GR 3 - 4	UPPER ELEMENTARY GR 5 - 6	MIDDLE SCHOOL GR 7- 8	JUNIOR HIGH SCHOOL GR 9 - 10	SENIOR HIGH SCHOOL GR 11-12	ADMINISTRATIVE ASST. PRINCIPAL	TRANSPORTATION MANAGER	CATERING MANAGER
MS.RIMA TAWAKUL	MS.ELVIRA NAZAROVA	MR.ERHAN TUGEN	MR.UMIT AVARA	MR.ARMAGAN YAHSI	MR.HASAN ALKAN	MR.OMER YILDIRIM	MR. ENES KARAOZ	MR. MUSTAFA KUNDAKCI	MR. IBRAHIM DEMIR

TEACHERS

ACADEMIC ORGANIZATION CHART

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MR. ERSIN GOKCEK

VICE PRINCIPAL
MR. BILAL ALCI

KG – GR-3 ACADEMIC CO.	ASSISTANT ACADEMIC CO.
MS. RADIYYAH SULAIMAN	MR. MUSTAFA KAAN

LIBRARY MS. RASHA MOHAMED

TEAM LEADERS

KG1 MS. NADA ASHRAF	KG2 MS. FADWA ABDELMOATY	GR.1 MS. SHAIMA HINDLY	GR.2 MS. MONA HELAL	GR.3 MS. HEND HESHAM	ARABIC RELIGION GHADA FAHMY

HEAD OF DEPARTMENTS

ENGLISH MR. MUSTAFA KAAN	MATH MS. NIHAL ELGOHARY	SCIENCE MR. ENIS GOKGOZ	ENGLISH SS MS.SALLY ABDELHADY	ARABIC MS.SAHAR SAMI

TEAM LEADERS

ENGLISH Gr 4-8 MS. SOGOUD ABDULLAH	COMPUTER MS. ENAS MOHAMED	SECOND LANGUAGE MS. LAMIA HASSAM MS.SAMAR ABUBAKR	MUSIC MS. NEVINE EL SOKHARY	ART MS. SUZAN SAAD	PE MR.TAMER SAAD

INTRODUCTION

As we all continue to navigate the ongoing COVID-19 pandemic, Salahaldin International School remains committed to two primary goals; providing a high-quality education for all students and ensuring our students' and staff's safety.

To meet this challenge head-on, the SIS Administration has prepared this Reopening Playbook.

While preparing it;

- We gathered feedback from parents, students, and teacher surveys.
- We reviewed guidance from local health and education officials.
- We developed a plan which establishes operational and logistical procedures that prioritize and emphasize health and safety.
- We developed a plan for students engaged in virtual learning for possible closures during the academic year.
- We established instructional design guidelines for effective online instruction and support structures for all stakeholders.
- We organized professional development workshops for teachers held in August.

The school administration worked diligently through July and August to identify ways SIS could return students and teachers to classrooms and employees to office workspaces while following public health guidelines and mitigating transmission of COVID-19.

The SIS Board of Directors in August approved four commitments to set specific operating conditions and expectations for the school during the COVID-19 pandemic. The commitments directly address operating expectations while learning is ongoing, whether in-person or online.

The school administration will operate with addressing the social and emotional needs of all students.

The school administration will operate with addressing the health and safety needs of all students.

The school administration will operate by engaging all students in learning.

The school administration will operate with protecting the health and safety of employees.

This reopening plan outlines the instructional and operational protocols. Because of changing conditions, this plan is considered a living document.

The SIS administrators will continually monitor health conditions and review procedures and protocols, making adjustments as needed to ensure compliance with public health guidelines and the local authorities' decision.

Surveys Feedback
Feedback was gathered through parent, student, and teacher surveys. Two parents, one teacher, and one student survey were conducted from May 2020 to August 2020.
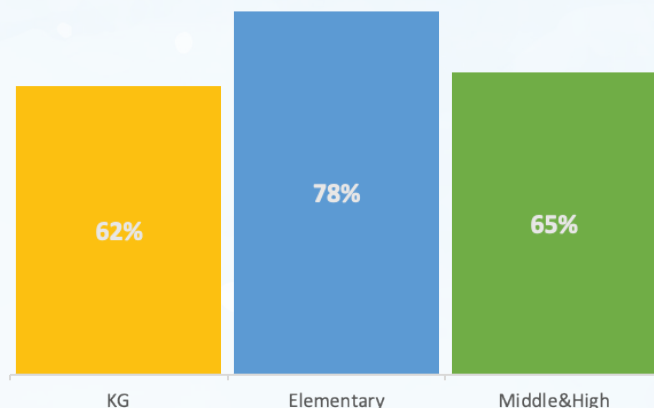
SIS Parent Survey: Participation
In total 498 families participated in the survey (859 students)

KG: **62%**

Elementary School: **78%**
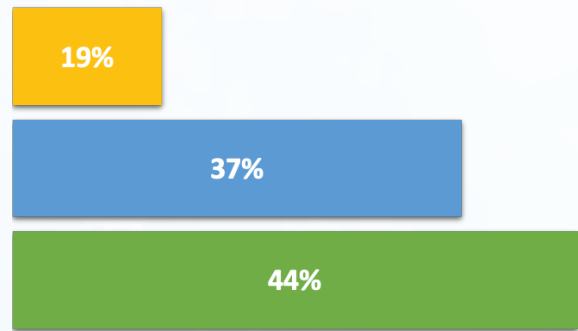
Middle & High School: **65%**

62%	78%	65%
KG	Elementary	Middle&High

SIS Parent Survey: School Day

19% agree with online education only.

37% agree with blended education based on recommendations of health professionals.
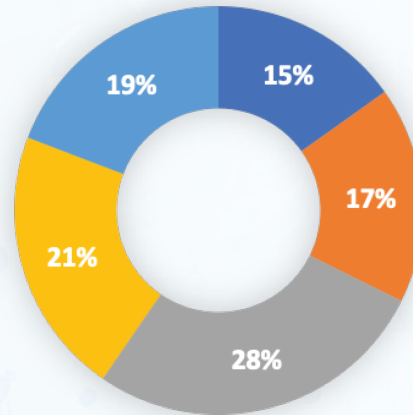
44% agree with regular education (in-person learning)

19%	
37%	
44%	

SIS Parent Survey: Support
How likely your child will get support at home in case of online learing continues in the fall?

15% Extremely Likely
17% Quite Likely
27% Somewhat Likely
21% Slightly Likely
19% Not at all Likely

15% · 17% · 28% · 21% · 19%

SIS Student Survey: Social Emotional
I miss my school life?

62% Yes
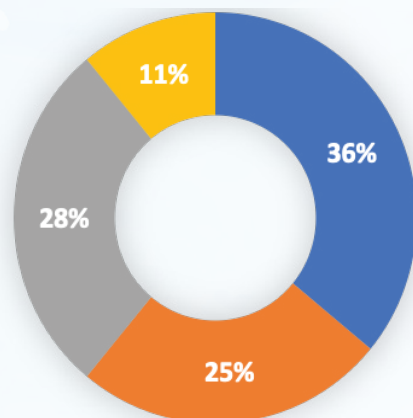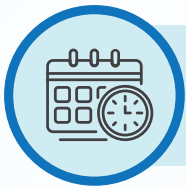
30% Somedays

8% No

62% · 30%
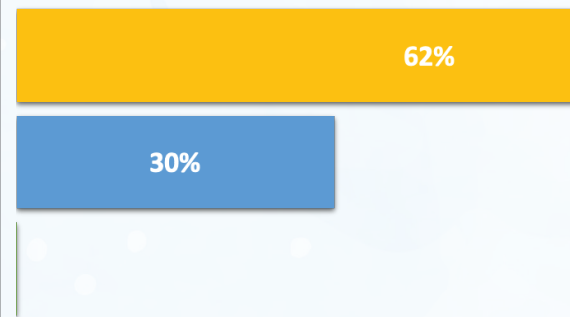
SIS Teacher Survey: Online Learning
How long does it usually take to finalize & submit each lesson recording?

36% At least 1 day
25% 5-6 hours
28% 3-4 hours
11% 1-2 hours

11% · 36% · 25% · 28%

2020-2021 REOPENING TIMELINE

Due to current public health conditions, SIS will offer blended instruction for the first four weeks of school, which begins on *Sunday, September 27, 2020. On Sunday, October 25, 2020,* in-person instruction may become available, pending improvement in local public health conditions and guidance from local officials.

Salahaldin International School will also provide an online learning action plan if the school needs to be closed because of worse public health conditions.

REOPENING TIMELINE

August 9
Admin Staff return

1
AUGUST 10
Head of Departments and Team Leaders return

AUGUST 11-12
New Teachers' Orientation Days
2

3
AUGUST 16
Teachers return

August 16-23
Beginning of year workshops for teachers
4

5
August 23 - September 3
Teacher academic work preparations

6
September 13-22
Teacher academic work completion

September 23-24
Parent Orientation
7

8
September 27
First Day of school

REGULAR LEARNING

Before school buildings reopen, employees, parents, and students will be notified about and undergo training in new safety and screening protocols.

New protocols include requiring all SIS employees, students, and visitors to undergo daily entry screenings, wear masks/face shields, wash hands regularly, and practice physical distancing.

BLENDED LEARNING

In Blended Learning:
- Each class will be divided into two groups to decrease students' numbers in classrooms and allow social distancing.
- The **First Group** will come to school on Sundays and Mondays to attend their sessions. On Tuesdays and Wednesdays, they will watch the recorded videos and complete online assignments, including IXL, MyOn, Juno, Holt, and ThinkCentral.
- The **Second Group** will attend the sessions on Tuesdays and Wednesdays, while on Sundays and Mondays, they will watch the recorded videos and complete online assignments, including IXL, MyOn, Juno, Holt, and ThinkCentral.
- The sessions will be approximately 40 minutes long for all grade levels.
- On Thursdays, core subjects' teachers (English, Math, Science, English SS, Arabic) will have one live session for each class (or grade levels for some specific subjects). Students will not come to school.
- The live sessions will start after a five-minute JupiterED/Zoom discussion to gather the students, and then the session will proceed on the Zoom/Google Meet platforms for 35 minutes.
- Teachers will summarize the weekly studied topics and practice with participants during the live sessions.
- Teachers will measure student progress based on completed and submitted assignments.
- Parents and students should communicate with the teacher when in need of additional learning support.

- To better support students and parents, students will be offered training on utilizing resources, and parents will be offered training on how to best support their students as they navigate and use resources.

Attendance Policy
To be considered "present" and not be marked absent, students must meet one or more of the following daily learning requirements:
- Participate in in-person education on determined days.
- Interact with teachers virtually on online education day (Thursday). Students who engage in live sessions via JupiterEd, Zoom/Google Meet and, submit required assignments are considered "present. Students must attend at least 50 percent of a session to receive a participation grade.

Grading Policy
- Teachers will record grades, which will be available for parents and students to access through JupiterEd.
- A detailed grading policy will be mentioned in the syllabus of each subject teacher.
- Teachers will receive support and guidance on effective grading practices to ensure consistency in grading for blended education.
- Teachers will be supported to track student data, measure academic progress, and determine the need for additional instructional support and interventions.

ONLINE LEARNING

In Online Learning:

- Teachers will record videos according to the determined number of sessions.
- Each recorded video's content and standards will be checked in detail by team leaders, heads of departments, and associated assistant principals.
- Each teacher will have live sessions along with the recorded videos. The number of live sessions will be equal to recorded videos.
- The live sessions will start after a five-minute JupiterED/Zoom discussion to gather the students, and then the students will watch the recorded videos on the SIS online learning platform. After that, the session will proceed on the Zoom/Google Meet platforms for around 20-25 minutes.
- Students are expected to complete assigned learning activities each day and participate in daily online sessions.
- Teachers will measure student progress based on completed and submitted assignments.
- Parents and students should communicate with the teacher when in need of additional learning support.
- To better support students and parents, students will be offered training on utilizing resources, and parents will be offered training on how to best support their students as they navigate and use resources.

Attendance Policy

To be considered "present" and not be marked absent, students must meet one or more of the following daily learning requirements:

- Interact with teachers virtually on online sessions. Students who engage in the live session via JupiterEd, Zoom/Google Meet, and submit required assignments are considered "present." Students must attend at least 50 percent of a session to receive a participation grade.
- Complete and submit assignments via JupiterEd and other digital learning platforms.

Grading Policy

- Teachers will record grades, which will be available for parents and students to access through the JupiterEd.
- A detailed grading policy will be mentioned in the syllabus of each subject teacher.
- Teachers will receive support and guidance on effective grading practices to ensure consistency in grading for online education.
- Teachers will be supported to track student data, measure academic progress, and determine the need for additional instructional support and interventions.

LIVE SESSIONS PROTOCOLS

SIS believes it is vital for students to learn in an appropriate online environment that allows for live interaction between teachers and students. Students should follow the netiquette (net+ etiquette) rules of acceptable online behavior during live sessions.

- **Be present and on time.** Attending online learning sessions is mandatory, and punctuality is important. Students are graded according to the following rubric.

Student Attendance/Participation Grade

More than 50% of the session - Graded out of 100 points
Less than 50% of the session - Graded out of 70 points
Less than 5 minutes of the session - 0

Assistant principals should be notified if a student will be absent with an excuse.
Students experiencing technical difficulties or other problems must notify their teachers to avoid any grade deductions.

- **Be respectful.** Students should be respectful during online sessions and aware that they are not always going to agree with every opinion. You can disagree with someone and respect them at the same time.

- **Dress appropriately.** Students should dress in a way that is modest, clean, and avoids any unnecessary distraction.

- **Stay on topic.** During online discussions, students must respond using comments, images, and ideas that are relevant to the topic.

- **Choose a good location.** Students should make sure they are sitting in quiet and clean spaces during live sessions. Choosing a reliable place will help ensure everyone can listen without being distracted by background noises or objects.

- **Use proper language.** Students should speak and respond appropriately. Oral and written communication should reflect correct speaking and writing rules. Students should be conscious of using strong language, as it is easy for written text to be misread and misunderstood.

- **Follow the same rules you follow while at school**
  1. Come prepared and ready to learn.
  2. Pay attention to your teachers and students who are speaking.
  3. Think before you speak.
  4. Using cell phones is not allowed during the session.
  5. Eating or drinking during the session is not permitted.

- **Username.** Students should use school ID plus their first and second names only. (ex: 1234 Ahmed Mohamed)

SOCIAL AND EMOTIONAL SUPPORT

The Social-Emotional Learning Coordinator will offer students and families a curriculum focused on maintaining social and emotional health. Session topics include mindfulness, stress management, and the warning signs of depression and anxiety.

Professional development will also be offered to school staff to ensure that teachers and school leaders are better equipped to support students in need.

COLLEGE GUIDANCE

The College and Career Readiness Counselors will offer webinars and in-person meetings throughout the year on college and career exploration and planning topics.

Counselors will continue to reach out directly to students and families to assist them through postsecondary planning, including college applications and effective management of the postsecondary transition.

Virtual college tours will provide students with exposure to university options.

Additionally, monthly training will also be provided to campus-based staff to ensure they are able to support postsecondary preparation and readiness.

ENTRY SCREENING PROTOCOLS

All employees, students, and visitors will undergo daily screenings conducted by location-based School Wellness Teams at designated entry points.

All people entering the building will undergo the same screening:
- All will be asked if they are experiencing any symptoms. If needed, those who respond 'yes' will be isolated, sent home, and referred to medical care. Those who respond 'no' will be forwarded to temperature screening.
- All who are not experiencing symptoms and meeting temperature screening standards will be allowed entry.

Additionally, all students, parents, employees, and visitors must self-monitor COVID-19 symptoms and check their temperature before coming to school and staying home when sick.

Specific to Students:
- Schools will establish no-contact pick-up and drop-off times, requiring students to get in and out of cars independently and preventing parents from walking students into the campus.
- Families will be encouraged to assign one person who is not high risk to consistently pick-up and drop-off their children each day.

Specific to Employees:
SIS employees will be required to submit to their supervisor periodically a completed COVID-19 Employee Health and Wellness Questionnaire certifying it is safe for them to be at work.

Specific to Visitors:
Visitation will be limited to essential visitors who have previously scheduled appointments. All visitors must wear masks inside the school.

Non-essential deliveries — such as food, personal items, homework, school supplies — are prohibited.
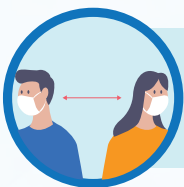
PHYSICAL DISTANCING PROTOCOLS

Physical distancing will be required on the school campus, with all students and staff required to remain one meter and a half apart. This applies to all areas, including classrooms, offices, restrooms, hallways, cafeterias, copy rooms, gym, library, meetings, and dismissal lines.

- Classrooms and office spaces will be reconfigured to ensure 1.5 meters of space between desks.
- Physical distancing signage and floor markers will be placed throughout school buildings as a reminder.

- Student movement throughout the campus will be minimized as much as possible to reduce contact.
- Students and staff will be encouraged to use no-touch greetings.
- All offices also are limited to a minimum number of people and employees. Students are required to sanitize their hands upon entry and exit.
- The meetings will be scheduled in advance, held in designated meeting rooms, and limited to 15 people. The attendees must adhere to social distancing.

PERSONAL PROTECTIVE EQUIPMENT PROTOCOLS

All students, employees, and visitors must wear masks/face shields that cover their noses and mouths throughout the school day.

- Students, teachers, and employees should bring their masks/face shields. The school will provide masks for visitors if they do not have one. Acceptable masks include disposable masks, homemade masks, and N95 masks.
- Personal reusable masks must meet the required standards and not be inappropriate or derogatory.

- Mask guidelines — including proper mask use and handling — will be communicated to students and employees. The school will set aside instructional time to train students.
- The school administration will be tasked with monitoring mask/face shield use in school buildings.

HYGIENE PROTOCOLS

Fliers outlining hygiene tips and best practices will be posted in common areas, and all students, employees, and visitors will be required to follow hygiene.

- All individuals must routinely wash and sanitize their hands using either soap or hand sanitizer containing at least 70 percent alcohol.
- Hands must be washed for at least 20 seconds.
- Students and staff must cover coughs and sneezes with tissues, throw used tissues in the trash, and then wash hands immediately with soap and water for at least 20 seconds.

Students and employees are prohibited from sharing materials, supplies, equipment, and other items, unless absolutely necessary. This includes iPads, pencils, markers, books, dictionaries, scissors, and other supplies. If sharing is absolutely required, items must be sanitized by both the recipient and the lender. In classrooms, teachers must ensure that all shared items are sanitized between uses.

CLEANING & DISINFECTION PROTOCOLS

Maintenance and Operation employees will follow the Disease Control and Prevention guidelines regarding the cleaning, sanitation, and disinfection of all school facilities.

High-touch areas — such as restrooms, main offices, door handles, and employee sign-in/sign- out areas — will be cleaned and sanitized hourly.

All classrooms, restrooms, and offices will be provided with enough hand soap, paper towels, tissues, hand sanitizer, and disinfectant to accommodate frequent cleaning of high touch areas. The stock will be replenished regularly or upon request.
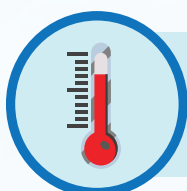
INFECTION PROTOCOLS

If a student or employee shows any symptoms of COVID-19 while at the school, administrators will follow the protocols outlined in the Health and Medical Services Procedural Guideline for Exposure, Suspected, or Confirmed Positive COVID-19 Students, Employees, and Visitors.

Immediately notify the school doctor and department supervisors to report exposure, suspected, or

confirmed positive COVID-19.
Require the School doctor to contact a student/employee to investigate, complete the COVID-19 Case Report Form. Areas or buildings where the student or employee was present will be closed for cleaning and disinfection in alignment with guidelines.

Impacted staff, students, and parents will be notified of any closures and/or possible exposures.

CLOSURE PROTOCOLS

The school will provide an online learning action plan if the school needs to close. Plans include student technology provisions, ongoing parent communication, and teacher training.

SIS Online Learning Platform was adopted as the primary platform to minimize the overall number of technology platforms used and avoid confusion for families and students. The SIS Online Learning Platform will be used to deliver instructional content and recorded educational videos, while Zoom/Google Meet apps will be used for online sessions. Tutorial videos will be prepared to help parents and students understand the platform before school starts.

If the school needs to close due to COVID-19 exposure, SIS Maintenance and Operations will determine the deep cleaning and sanitization timeline based on school size.

CAMPUS PROTOCOLS

Classroom Protocols
Classrooms will be reconfigured to ensure at least 1.5 meters of space between students. Staff must maintain a distance of 1.5 meters from each other at all times throughout the day. Students may have separate schedules and alternate between regular and blended learning to accommodate physical distancing.

Morning Assembly Protocols
The morning assemblies will be held in each classroom. If morning assemblies are forced to be held together by the Ministry of Education, the physical distancing rules will be applied.

- Schools must secure current parent contact information before school starts to facilitate communication better.
- Campus-based employees and students must follow infection and high-touch area protocols.
- Teachers will ensure that classrooms and class equipment are cleaned between uses.

- Students may not share any personal belongings, equipment, or other items, including iPads, instruments, water bottles, and school supplies.

Restroom Protocols
Restroom breaks will be scheduled throughout the school days, and physical distancing will be controlled and monitored in restrooms. Restrooms are considered to be high-touch areas so that they will be cleaned regularly.

Playground Protocols
When deemed safe for use, playground areas will be utilized following a rotating schedule to enable physical distancing and sanitization between student groups.

EMERGENCY DRILL PROTOCOLS

SIS will continue to follow all outlined campus safety protocols during emergency actions and emergency drills, including drills or emergencies related to fire and emergency evacuation.

- An administrator will provide instructions before the drill, notifying staff and students that a drill is commencing and instructing one designated group to delay exiting their classroom for a specific period to reduce the pedestrian load in hallways and exit points. After the drill, the groups will stagger their re-entry to the building to maintain social distancing.
- After each drill, staff and students will be reminded that they must exit/ evacuate without delay in an actual emergency.
- In the event of an actual emergency, such as fire and evacuation, the administration will emphasize that social distancing will not be required but should be followed when possible.

TECHNOLOGY PROTOCOLS

- The school remains committed to assisting all students in technology and will continue to work diligently to ensure all students remain engaged in any learning scenario.
- All classroom technology items, including smart boards, smart pens, school iPads, etc. will be cleaned and sanitized daily to provide safe use of these materials for staff and students.
- All students will be asked to keep their iPads clean and sanitized daily. Additionally, students will be prohibited from using each others' iPads.
- Student smartboard usage will be limited. Any student who wants to use smart boards will be using a smartpen, which will be sanitized regularly.

**Web:** *sisonline.education/login/index.php*
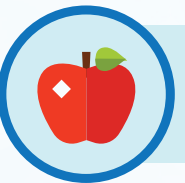
MEAL AND CAFETERIA PROTOCOLS

The Catering Office will provide individually wrapped breakfast and lunch in the classroom to all students enrolled in the School Lunch Program.

The cafeteria capacity will be based on physical distancing guidelines. Staff will reinforce social distancing and traffic patterns in the cafeteria. Hand sanitizing stations will be available at the cafeterias. Before and after meals or snacks, all students and staff are expected to:

- Wash their hands or use hand sanitizer before eating.
- Sit according to social distancing guidelines.

At the end of the day, custodial services will clean and sanitize all the cafeterias' furniture using all-purpose cleaning agents and disinfectants.
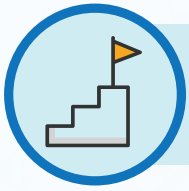
EXTRACURRICULAR PROTOCOLS

Extracurricular activities will follow the same safety protocols employed on campus during the school day. Student assemblies, outdoor activities, and field trips might be postponed or held virtually until it is deemed safe for them to resume in-person.

SCHOOL DISMISSAL

The school will designate separate dismissal gates based on grade levels. Staggering the dismissal based on grade level will help manage student movement in the school premises and decrease the risk of potential crowding. Parents picking up students during the day will call ahead so that students can be sent or accompanied to exit gates upon arrival.

Parents should also be punctual when picking up a child after school and respect social distancing to avoid overcrowding.

- School will share the daily schedule of arrival and dismissal times and procedures with parents and students.
- Assigned staff will supervise student dismissal until the parents arrive, ensure that students are wearing masks/face shields, and direct students to exit gates.
- As much as possible, students will be asked to avoid groups or gatherings with other students on the campus anytime.
- Students who walk or bike to school will be asked to immediately leave campus at the end of the school day. They will not be allowed to spend time in school premises.
- Parents will be asked not to form groups with other parents as they wait for their children to be dismissed from campus. Parents will be reminded about the benefit of following the rules for the entire school community throughout the academic year.

Parents should pick up their child immediately after classes unless they have extracurricular afterschool activities.

- Students are not allowed to remain on campus unsupervised after designated dismissal times. The school will not have supervision after dismissal time.
- A student who remains on campus unsupervised after dismissal time will be subject to disciplinary action.

BUS PROTOCOLS

Transportation Office will enhance cleaning protocols and implement physical distancing for all buses.

All buses will undergo daily sanitization after each drop-off, in addition to a weekly advanced cleaning.

All students will be monitored before entering the bus by the associated matrons. The parent will be informed in case a student shows symptoms, and the student will be advised to stay at home.

All buses will be equipped with supplies, including personal protective equipment, disinfectant, and first aid kits.

COMMUNICATION PROTOCOLS

SIS is committed to educating parents, students, and staff about the 2020-2021 Reopening Plan in advance of the start of the upcoming school year. The plan will be shared using a variety of communication channels.

- Emails
- Website
- Staff meetings
- Social media
- Parent-Student Handbooks
- JupiterEd
- Parent-Teacher Conferences

The Reopening Plan and all associated information will be available on the school's website.