

COVID-19 Reopening Plan

Parent/Student Handbook



850 Chapman Drive Campbell, CA 95008 (408) 364-4260

Principal: Heather Wellendorf



WELCOME BACK!

We have missed seeing you in person! The purpose of this document is to provide explanation on the school protocols and expectations for students upon return to in-person instruction. Thank you for reviewing this handbook before your child's first day back.

CUSD School Reopening Plan

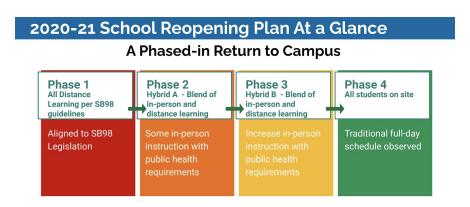
On July 15, 2020, the Campbell Union School District Governing Board approved the District Reopening Planning Committee's recommendation to begin the 2020-21 school year with distance learning for all students and phase into more in-person learning as local conditions permit.

With safety and students foremost in mind, CUSD aligned our planning goals to meet our mission of educating students to their highest potential. CUSD developed a set of guiding principles and created District workgroups to plan for three distinct scenarios.

- 1. All Distance Learning (DL)
- 2. Hybrid (Blend of DL and in-Person)
- 3. All Students Back



For up to date information on the CUSD Reopening Plan, please visit the CUSD website COVID 19 page: https://www.campbellusd.org/covid19

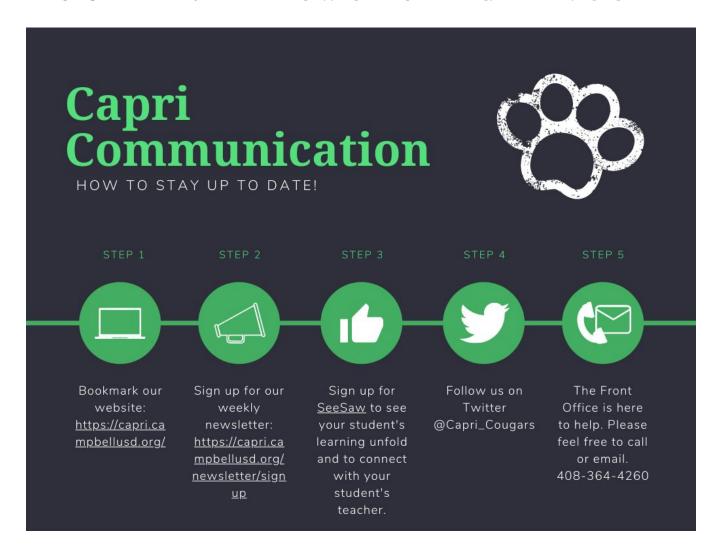


Public health guidelines, current state of the virus and input from the Reopening Committee will determine progression between phases.

Communication

The most important way to ensure a child's success and positive school experience is through good communication. Without it, we all miss out on enriching opportunities. Be sure to do your part by reading all information sent home through SeeSaw and School Messenger, reading the weekly electronic newsletter, attending monthly PTA meetings, and asking questions. The best way to ensure solid communication is to subscribe to our newsletter list at http://capri.campbellusd.org. Capri Elementary School staff and PTA board members are happy to answer any questions you might have.

- Bookmark our website: https://capri.campbellusd.org/
- Sign up for our weekly newsletter: https://capri.campbellusd.org/newsletter/signup



Hybrid In-Person Bell Schedule

When we transition to the hybrid schedule, we will have the two Cohorts attending campus on different days. Cohort A will attend campus in-person on Monday and Tuesday mornings and participate in Distance Learning on Thursdays and Fridays. Cohort B will attend campus in-person on Thursday and Friday mornings and participate in Distance Learning on Mondays and Tuesdays. All students will receive Distance Learning on Wednesdays.

Capri Phase 2 Bell Schedule								
4th - 5th Grades								
Monday - Tuesday Cohort A - In Person Cohort B - Distance Learning		Wednesday - Asynchronous	Thursday - Friday Cohort B - In Person Cohort A - Distance Learning					
8:00 - 9:15	Instruction	Full Class Check in: Attendance and	8:00 - 9:15	Instruction				
9:15 - 9:35	Staggered Recess	SEL Lesson Small Group Synchronous: determined	9:15 - 9:35	Staggered Recess				
9:35 - 12:00	Instruction	by teacher	9:35 - 12:00	Instruction				
12:00	Dismissal	Other students: asynchronous learning	12:00	Dismissal				
	1st - 3rd Grades							
Monday - Tuesday Cohort A - In Person Cohort B - Distance Learning		Wednesday - Asynchronous	Thursday - Friday Cohort B - In Person Cohort A - Distance Learning					
8:10 - 9:50	Instruction	Full Class Check in: Attendance and	8:10 - 9:50	Instruction				
9:50 - 10:20	Staggered Recess	SEL Lesson Small Group Synchronous: determined	9:50 - 10:20	Staggered Recess				
10:20 - 12:10	Instruction	by teacher	10:20 - 12:10	Instruction				
12:10	Dismissal	Other students: asynchronous learning	12:10	Dismissal				
TK/Kindergarten								
Monday - Tuesday Cohort A - In Person Cohort B - Distance Learning		Wednesday - Asynchronous	Thursday - Friday Cohort B - In Person Cohort A - Distance Learning					
8:20 - 9:50	Instruction	Full Class Check in: Attendance and SEL Lesson	8:20 - 9:50	Instruction				

9:50 - 10:20	Staggered Recess	Small Group Synchronous: determined	9:50 - 10:20	Staggered Recess
10:20 - 11:50	Instruction	by teacher	10:20 - 11:50	Instruction
11:50	Dismissal	Other students: asynchronous learning	11:50	Dismissal



Drop off and Pick up Procedures

In an effort to ensure safety for all students it is important that parents understand the following procedures that will be put in place for student drop off/pick up. Smooth traffic flow requires the help and cooperation of everyone.

Cars will enter on our front school loop from Virginia Avenue for pick up or drop off from vehicles. If you intend to walk your student to the gate, you must park on the streets around Capri. The parking lot is closed to parents and families. *Please note, students and families will not be able to enter or exit Capri from the gate connecting Village School and Capri. The gate will be locked.*

Drop Off:

- In order to limit the number of families entering and exiting from the same location we will stagger student start/end times.
- Drivers are to remain in their vehicles during drop-off and pick-up for grades 3 and up.
- Students in grades TK-2 can be escorted by an adult to the appointed entrance but adults will be required to stay 6 feet from others not in their family and will not be allowed to congregate after drop off.
- Please be on time for your designated drop off time and ensure that your student has their backpack/supplies ready to go when arriving at school.
- Visitors are not able to come onto campus for now.
- Students will be welcomed, and if needed, they will be supported in getting to their classroom.
- When using the drop off loop, the student must exit the vehicle on the curb side, cars are not allowed to park in the drop off area.



- Please be on time.
- For in-person pick-up, please have only one parent or caregiver, wearing a facial covering come meet the child near the gate, while following physical distancing protocols.

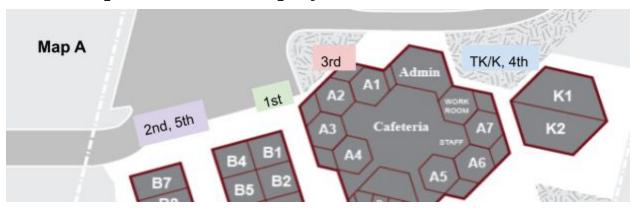




- If you will be staying in your vehicle and having your student walk to you, please have the child's seat cleared and ready to get in as quickly as possible.
- When using the pick up loop, the student must enter the vehicle from the curb side. Cars are not allowed to park in the pick up area.

Parents are requested to use social distancing guidelines outside the gates while waiting for students.

Gates for Drop Off and Pick Up by Grade Level

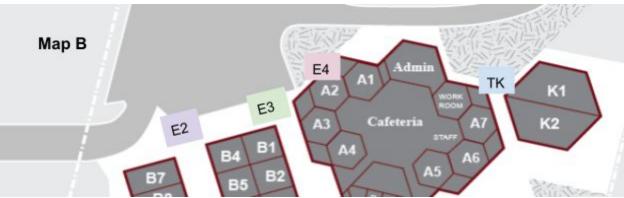


TK and Kindergarten:

Drop Off 8:20 am: East Gate between K Building and A Building (See Map A)

Pick Up 11:50 am: Gates will assigned by classroom (See Map B)

TK/Kindergarten Pick Up Gates



First through Third Grades:

Drop Off 8:10 am **Pick Up** 12:10 pm

- 1st Grade Gate: Secondary Gate between A Building and B Building (See Map A)
- 2nd Grade Gate: West Gate near B Building and Garden (See Map A)
- 3rd Grade Gate: Main Gate between A1 and A2 (See Map A)

Campbell Union School District - Parent COVID-19 Handbook - Page 6

Fourth and Fifth Grades:

Drop Off 8:00 am **Pick Up** 12:00 pm

• 4th Grade Gate: East Gate between K Building and A Building (See Map A)

• 5th Grade Gate: West Gate near B Building and Garden (See Map A)

Tardy Procedures: Please do your best to be on time!

If you arrive after your scheduled drop-off time, there will be a designated waiting area inside the cafeteria where students will remain on a social distancing marker until an adult can direct them to class. Students will be formally marked as tardy if they arrive after the teachers open the classroom to students.



All students and adults will be required to wear a cloth face covering at all times when arriving and departing campus, picking up and dropping students off or whenever on school property.





School Protocols

All students and adults will be required to wear a face covering at all times when on school property, except when eating, drinking or participating in physical activity. At the teacher's discretion, students may be allowed mask breaks while seated at their desks.

Classrooms:

Cohorts: The group of students in the classroom is a cohort. Class cohorts will remain stable. Students may belong to one other cohort outside of the school day, such as childcare.

Outdoor Instruction and Air Flow:

- Additional outdoor spaces will be available for students to do learning and activities outside whenever possible.
- Doors and windows will be open in classrooms to promote air flow. Please ensure that your child is dressed appropriately. Layers are recommended with all garments labeled with their names.



Instructional Supplies:

• Students will not be sharing materials with other students. If you are sending students to campus with their own supplies please ensure they have a labeled box in which to store them.



Cleaning Protocols:

- Classrooms, restrooms and common areas will be cleaned daily and disinfected between cohorts. High-touch areas will be disinfected daily.
- Classrooms will be provided with soap, hand sanitizer, and wipes. Additional hand sanitizing stations will be located in common areas, such as the school office, cafeteria, etc.
- Students will be required to wash/sanitize their hands before classrooms as well as after bathroom visits.
- At the end of the school day, students will wipe their desks with a cleansing wipe to facilitate disinfecting procedures.



Handwashing:

During the COVID -19 pandemic, it is our goal to ensure all surfaces are clean. This includes our hands which often touch many things throughout the day. This is one of the simplest areas for Capri Elementary to help reduce the spread of the virus. Students and staff will wash and sanitize their hands frequently throughout the school day.

Increasing the amount of times students and staff wash their hands and use hand sanitizer on a daily basis is a preventative measure to reduce the spread of COVID-19.



- **Step 1 -** Students wash/sanitize their hands upon entry into the classroom.
- **Step 2 -** Students wash/sanitize their hands before going out to recess.
- **Step 3 -** Students wash/sanitize their hands upon entering the classroom after recess.
- **Step 4 -** Students sanitize their hands before exiting the classroom at dismissal.



Recess:

Students will be assigned specific spaces for recess and allowed only to interact with students in their cohort. We recommend that parents practice with students on how to stay socially distant from others.



- The blacktop area will be divided up by cohort and separated using cones, caution tape, and/or other means of indicating the separations.
- Recess/Break times will be staggered.
- Students will eat snacks in their designated space. Students are not permitted to share snacks.
- To reduce close contact and exposure, please send snacks that your student can open on his/her own.
- Play area equipment will be used on a class cohort schedule.



Bathrooms Usage:

Students will have scheduled bathroom breaks. Classes will go in groups, and students will be expected to wash hands after using the restroom. Accommodations will be made for students if they have to use the bathroom outside of scheduled times, but they will only use their identified restroom.

Spartan Square (Building C) Bathroom Usage: Grades 1st, Room B5, and 5th

Waiting area: On the social distancing markers

Kinder Pod (Building E) Bathroom Usage: Grades TK and Kindergarten

Waiting area: On the social distancing markers

Cafeteria (Building A) Bathroom Usage: Grades 2nd, 3rd, and 4th

Waiting area: On the social distancing markers



Hallways/Walkways: During the COVID -19 pandemic, it is our goal to limit the amount of crossing and interaction between all people on campus. Directional movement has been limited to decrease potential



spreading of the virus. Staggered dismissals is one strategy that may be used to support directionality. Teachers and staff will train students on how to walk using physical distancing guidelines. Teachers will observe students walking to ensure physical distancing is adhered to.

- Students will walk in one direction with appropriate spacing between other people.
 - Students will walk in a single file.
 Campbell Union School District Parent COVID-19 Handbook Page 9

• If a walkway must be used for more than one direction, students and staff should wait to progress until the walkway is clear or there is six foot separation.

Meal Pick Up:

- Staff will follow the requirements issued by the County's Department of Environmental Health to prevent transmission of COVID-19 in food facilities
- Food Services staff will be serving individually bagged lunches for students.
- Students are not to share snacks or utensils with classmates.
- Pack a full water bottle for your child. Water fountains at school will not be accessible, but bottles can be refilled at hydration stations.





Visitors:

To avoid additional exposures, visitors and non-essential personnel are prohibited from entering the school, unless prior approval is granted. Authorized visitors and essential personnel must adhere to all school protocols:

- Visitors and essential personnel must adhere to social distancing protocols and must use a face covering when entering the facility or meeting with workers.
- To observe physical distancing, no one should practice handshakes or other greetings involving physical contact.
- If visitors and essential personnel are symptomatic, they are prohibited from the site.

Volunteers are greatly appreciated and valued throughout CUSD schools.

To minimize COVID-19 exposure, school volunteers and visitors on campus will not be permitted until further notice.

Monitoring COVID-19

Physical Distancing:

The CDC and local health departments recommend maintaining 6 feet of physical distance to the extents practicable.



Face Coverings:

• All students and adults will be required to wear a cloth face covering at all times when on school property, except when eating, drinking or participating in physical activity.



- All students (transitional kindergarten through 8th grade) are required to wear cloth face coverings while arriving and departing campus, in any area outside the classroom and while waiting for or riding the school bus.
- At the teacher's discretion, students may be allowed mask breaks while seated at their desks.
- Each school will maintain a supply of non-medical masks in case a student or staff member forget theirs and need one for the day.
- Students who repeatedly fail to wear masks appropriately despite instruction and reminders may be required to learn from home.

Health Screening:

Parents or guardians are required to conduct symptom screening at-home with their child each
day prior to arrival at school. Their signed copy of the
COVID-19 Symptom Check Agreement acknowledging that

they will conduct these daily symptom checks will be kept on

file in the school office.

- Daily screening must include taking the child's temperature and reviewing the list of COVID-19 symptoms to determine whether the student has them. COVID-19 symptoms include:
 - Fever (100°F or higher), chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, nausea/vomiting, or diarrhea.

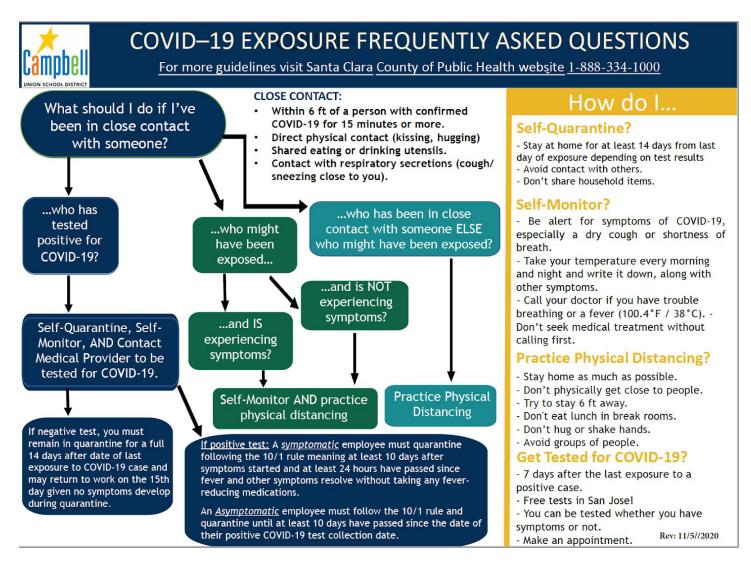


- Students are to stay home if they exhibit any COVID-19 symptoms.
- Students with any identified COVID-19 symptoms and/or a temperature of 100.0 degrees F or higher will be sent home immediately until testing and/or medical evaluation has been conducted. The student will wait in a safe, isolated area until the parent or caregiver arrives.
- As we enter cold and flu season please be aware that children may exhibit symptoms not associated with COVID. If you are concerned about symptoms, please keep your child home and consult your physician.

DON'T FEEL WELL? STAY HOME WHEN YOU ARE SICK

Tell your mom, dad, or caregiver before you come to school. Tell your teacher or an adult if you become sick at school

COVID-19 Exposure and Quarantine



COVID-19 Testing and Reporting

- Students will be required to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.
- If a student exhibits symptoms of COVID-19, the parent/guardian should contact their health care provider to have the student tested and should not bring the student to school until the parent/guardian can provide documentation of a negative test result to school administration.
- In lieu of a negative test result, symptomatic students will be allowed to return to work/school with a medical note by a physician that provides alternative explanations for symptoms and reason for not ordering COVID-19 testing.

Positive Test Results:

- Parents/guardians are required to notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
- Per the Public Health Order, we are required to report all positive COVID-19 cases and provide the appropriate follow up.

Notifications:

The district has a strict policy that parents will complete the symptom checks daily. Parents/Guardians will be notified if their child has been exposed to a confirmed case. You will only be notified if there has been a possible exposure or a confirmed case based on the Santa Clara County Public Health Department Guidelines. You may hear of a positive case at your child's school, however, if you are not notified by the district your child was not exposed.



Educational Technology

Staff will be using Google Classroom, Zoom and Seesaw as their base for online learning when students are not present on campus during Phase 2. Teachers will also push out high impact assignments for students. Teachers will engage students in live lessons through Zoom (secure meetings) or Google Hangouts. Capri Elementary

will continue to have a one stop shop website for distance learning. Please visit our <u>Capri Distance Learning</u>

Please feel free to reach out to our office for further support and speak with :

Christi Cota, Admin Assistant (408) 364-4260 Karen Eshoff Health/Office Assistant (408) 364-4260 Debbie Nogales, Community Liaison (408) 364-4260, Ext. 4657

<u>TechHelp for Students</u>: <u>https://techhelp.campbellusd.org</u>

We will concentrate on using the programs below. Teachers will be adding additional programs and tech resources as needed to support your child's academic success.

Online Programs and/or Tools					
Program	Grades	Subject/Purpose			
iReady	K-5	Math and Reading lessons can be assigned to match students' needs.			
ST Math (JiJi)	K-2	Math			
Raz-Kids	K-5	Reading			
Google Classroom	4-5	Main method of communication with work assignments, submit classwork, watch recorded video lessons.			
Seesaw	TK-3	Main method of communication with work assignments, submit classwork, watch recorded video lessons.			
Zoom	TK-5	Video conferencing			

Helpful Links and Directions:

- Clever: Clever is accessed by using the student's Google account. Students are able to access learning apps such as Seesaw, Google Classroom, Google Drive, iReady, Khan Academy, Typing Club, and more. You can access this page via the CUSD Student Resources Page. Here are two sets of directions: Directions 1 and Directions 2
- PowerSchool Parent Portal: Login to <u>PowerSchool</u>. This lets you check your child's attendance and contact the teacher. Parents of middle school students can even check grades and progress.
- Student Username and Password: By the first day of school, each student will be given a username and password to access Clever and other platforms. From the <u>Parent Portal</u>, you should find your student's Google username and password.
 - Sign in to your parent account
 - In the left hand column, click on "Student Account Information"
 - A page opens with the student's username and password
 - If you do not have a parent portal account, click the "Create Account" button to set one up.
 - If you are unable to access/find your child's username/password, please email your child's teacher



Distance Learning Expectations

Students and staff will receive and agree to clear guidelines and expectations for technology use and behavior in distance learning on the days students are not on campus .

- No live lessons will be recorded by the student.
- Students will turn their camera on at the beginning of the class and will leave it on throughout the lesson unless the student has reached an agreement with the teacher to support individual needs. Students will only use their correct name when logging into online tools such as Zoom.
- Parents will not participate in the class and will not interact with other students or staff during the class. Any concerns will be addressed with the teacher outside of the instructional period.

Capri Elementary School Distance Learning Expectations



Adapted from Sienna School

Getting Ready for Your Class Meeting

(From Fisher, Frey, Hattie The Distance Learning Playbook, Grades K-12, Teaching for Engagement and Impact in Any Setting)

- 1. Make sure you have completed the pre-class preparation activity so that you'll be ready to learn!
- 2. Think about your goals for learning today. What do you want to achieve?
- 3. Work with your family to find a quiet space that won't disturb other people in your house and won't distract you from learning.
- 4. Prepare your learning space. Make sure you have a clear workspace to write and store your materials.
- 5. If there are items that have personal information you wouldn't want other people to see, move them out of camera range.
- 6. Check your lighting so that your classmates can see you.

During Class Meetings

(From Fisher, Frey, Hattie The Distance Learning Playbook, Grades K-12, Teaching for Engagement and Impact in Any Setting)

- 1. Ask clarifying questions so you fully understand the learning intentions and success criteria for the lesson.
- 2. Listen carefully to others and ask good questions!
- 3. Let your classmates know when you agree or disagree with them by ______. (teacher decides how this is done)
- 4. Let your class know you have something to say by _____. (teacher decides how this is done)
- 5. When you are not speaking, mute your microphone. It helps other people hear.
- 6. Turn off notifications from email and social media so you aren't distracted.
- 7. If you have a smartphone, shut it down so you aren't distracted.

Video Conferencing Guidelines

- 1. Students and staff should be dressed appropriately for school.
- 2. Classroom etiquette is expected. Parents and siblings should not participate in the video conference. Schools will be following typical procedures if a parent or guardian would like to meet with a teacher.
- 3. Teachers will communicate expectations and norms just as they would for in person classroom behaviors expectations. See Education Code referenced above.
- 4. Consistent with Education Code section 51512, the unauthorized use of listening or recording devices in any classroom, which shall include online classrooms, without the prior consent of the teacher and the principal of the school is prohibited. Students may not record (screen shot, live capture, etc.) to share the online classroom and share it via social media or other methods. All discipline procedures apply to the distance learning classroom.

Student Distance Learning Agreement

As a student, it is your responsibility to maintain a serious, focused, and academic approach to learning. This includes:

Workspace: Establish an office/workspace within the house that limits distraction and includes a desk, chair, lamp, and access to electrical outlets. Let your household know where you will be and how long you will need the space or a zone of silence.

Online Classroom

- Ensure you have Chromebook set up including: Clever, Zoom, Seesaw, and/or Google Classroom.
- Ensure the background that will show up behind you is appropriate for school.
- Enter each school day groomed and with the mindset of being on campus in appropriate attire not pajamas.
- When in synchronous class sessions, video is to be on with microphone muted. The instructor will guide microphone usage. Each participant's full face should be in view.
- When in synchronous class sessions or meetings, cell phones or other private means of communication should not be in use unless directed by the teacher for educational purposes.
- Chat functions within a videoconference should be used for the educational benefit of the class and should include appropriate language and content.
- Students are to disconnect promptly when a video meeting ends. If an individual is unaware of their camera or microphone being on, community members are expected to let them know.

Materials

- When no longer utilizing online learning, students will return all textbooks and library books in a timely manner and in good condition.
- If you decline a district-issued device from Campbell USD, you are still responsible for following all online classroom expectations. CUSD provides no warranty nor will service any private devices. CUSD does not guarantee that private technology will allow full access to district software.

Privacy and the Right to Privacy

- Without express and written permission from the principal, users (including students) may not record, screenshot, share, re-post, or otherwise capture or disseminate digital content created via any of our distance learning platforms. Only representatives of the school may capture or post such content. Failure to comply with this directive may result in disciplinary action.
- Students may not manipulate digital apps or use digital tools in a manner that disrupts classroom objectives.
- Unless specifically called for by the instructor, siblings and/or parents should not participate in the online classroom.

Daily Tasks

- Check communications regularly throughout each school day and respond in a timely manner. Assume all communications can and will be read by the teacher. Content of communications should be appropriate for a school setting.
- Closely follow the published daily schedule.

- Be on time for synchronous appointments.
- Be prepared with the appropriate supplies: computer, earphones, textbooks, notebooks, calculator, writing implements.
- Proactively reach out to teachers, advisors, and administrators with questions and/or concerns.
- Turn in your own work! Plagiarism is defined as" the practice of taking someone else's work or
 ideas and passing them off as one's own." Copying and pasting material from somewhere else is
 not allowed without your instructor's explicit permission. Abide by the community's academic
 integrity expectations: submit only original work, using only permitted materials and documented
 sources.

Attendance

• Your daily attendance is determined by whether or not you are logged in to your required classes. Students who do not log-in will be marked absent and a parent or guardian will be contacted to verify whether you are in school. Students absent without a permissible excuse will be subject to the CUSD Truancy policy.

Cyberbullying

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation and/or posting electronic images of another student without explicit consent.

This includes students singled out because of, but not limited to:

- Age
- Sex
- Sexual orientation
- Gender
- Gender identity
- Ethnic group identification
- Native language or perceived lack of English language ability
- Marital, parental, or family status
- Color
- Religion
- Gender expression
- Race
- Ancestry
- National origin
- Mental or physical disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in its educational programs and activities or employment practices

Campbell Union believes that the best way to address bullying and inappropriate behavior is through education and intervention. We also recognize that words can be used as weapons. School administrators are the best judges of when and what type of interventions will be most effective on a case-by-case basis. For more information, please refer to California Education Code 48900.4.

Personal Conduct and Consequences

Treat all other students and the teacher respectfully. If you have a concern or question for the teacher, use the online classroom to ask it. Students who do not follow school rules, including online classroom rules, are subject to discipline per the CUSD discipline policy.

Possible Consequences for violating this agreement may include but are not limited to: temporary removal from the online classroom, telephone or video conference with parents/guardians, limited access to online tools, placement in an alternative classroom.

By reviewing the above rules and expectations, you/your parent/guardian agree to abide by the rules set forth in the COVID-19 Learning Agreement.

Need More Information?

- Campbell Union School District School Reopening Plan: www.campbellusd.org/covid19
- Santa Clara County Public Health Department FAQs for education programs: https://www.sccgov.org/sites/covid19/Pages/school-guidance.aspx#reportcase
- Capri Elementary School web page: https://capri.campbellusd.org/

Campbell Union School District
Dr. Shelly Viramontez, Superintendent
155 N. Third Street, Campbell CA 95008
408-364-4200