

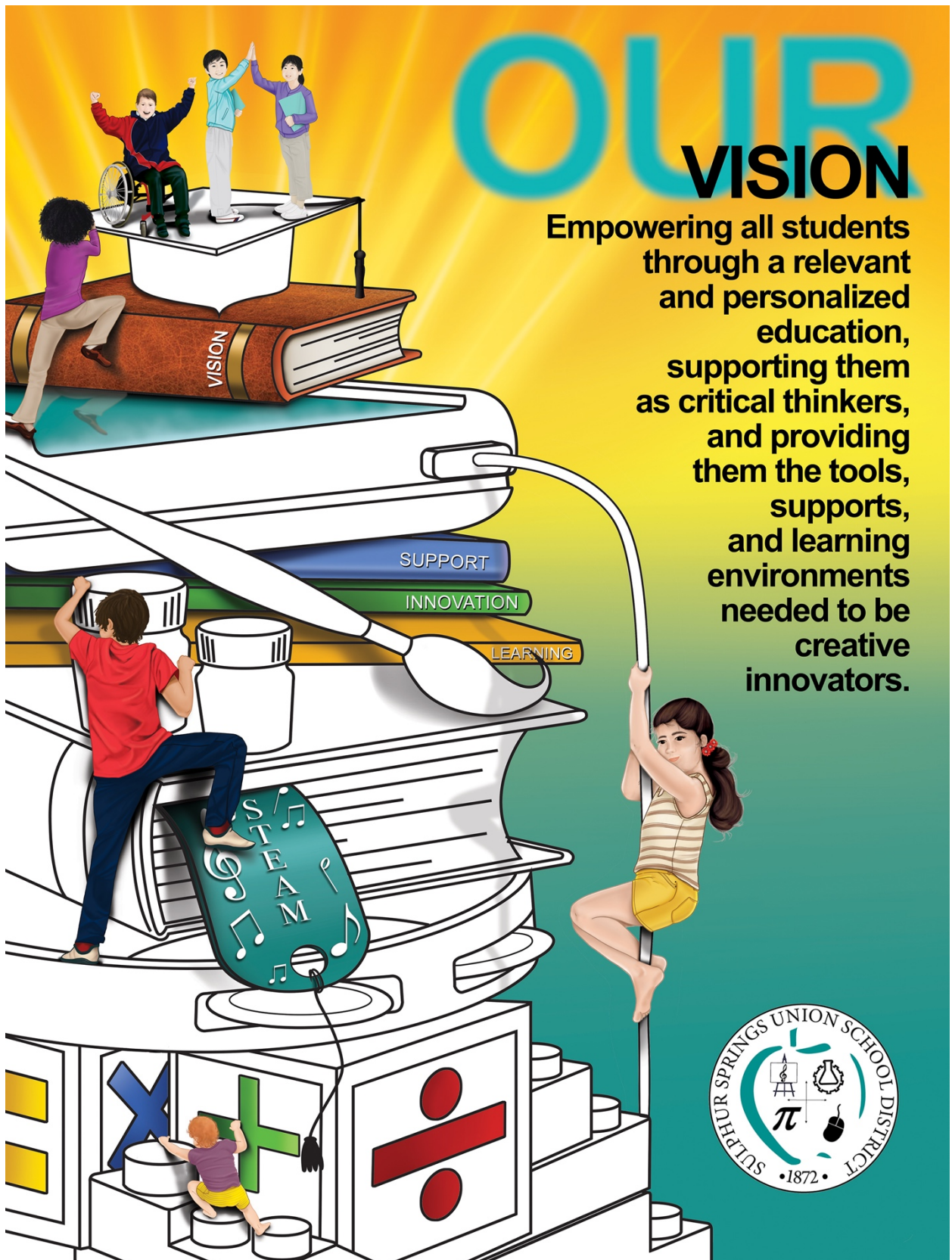
Sulphur Springs Union School District Plan for Opening Schools

**A Guide to Support Opening Schools while being
Prepared to Address COVID-19**



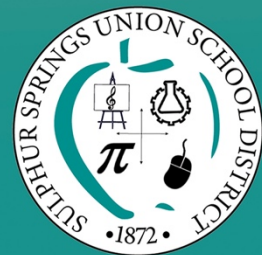
This document is based on information that the District has been provided from State and Public Health Officials as of June, 2020.

**2020-2021
School Year**



OUR VISION

Empowering all students through a relevant and personalized education, supporting them as critical thinkers, and providing them the tools, supports, and learning environments needed to be creative innovators.



Message from the Superintendent



Dear Sulphur Springs Families and Staff,

The Sulphur Springs Union School District Plan for Opening Schools has been designed to assist in preparing for the opening of our schools on August 13, 2020 with health and safety as a top priority. We recognize the importance of returning students to school campuses for in-person instruction, as well as, the overarching need to protect the health and safety of our students, staff, and the broader community. The purpose of this Guide is to support families and staff as we work together to open our schools, and implement measures to reduce COVID-19 transmission in the school settings, while continuing to meet the educational needs of all students.

I have appreciated the work that our Instructional and Safety Task Forces have done to assist staff by providing information to support in the writing of this Plan. Further, a sincere appreciation goes to our Parent Advisory Committee Members who have continued to meet with me during these past few months, and have provided input and feedback. I want to also thank our Unions for being partners and providing insights into the planning for our students and staff.

It is important to remember that even though we are in very uncertain times, our goal for our students is to continue to provide them an enriching and rigorous education that consists of academic learning and social-emotional growth. Our children will continue to thrive while being surrounded by amazing families and talented teachers, staff, and administrators.

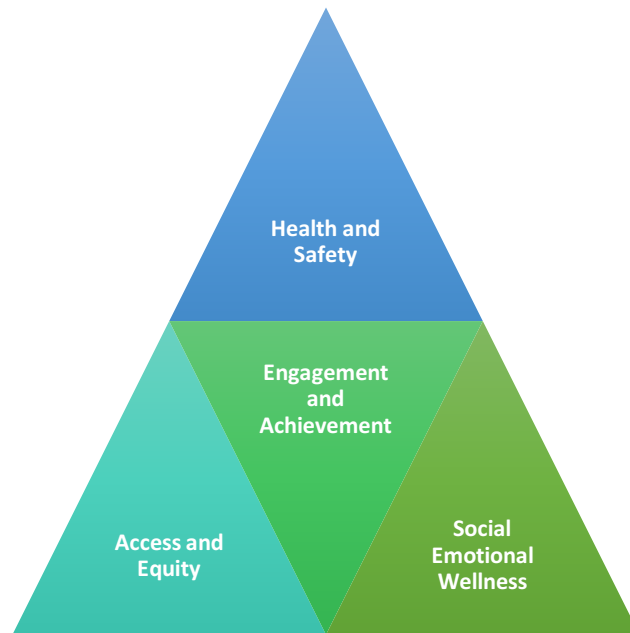
Superintendent Dr. Catherine Kawaguchi

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Guiding Principles



Health and Safety

- Focus on safety is a top priority
- Follow state and local public health guidelines

Engagement and Achievement

- Engaging and rigorous curriculum
- Accountability in grading and attendance
- Adapt teaching to fit the learning environment for all students

Access and Equity

- Focus on embracing diverse students and families
- Targeted resources to assist English Learners, foster youth, homeless, and socially economically disadvantaged

Social Emotional Wellness

- Provide social emotional learning and resources to support student mental health
- Access to District Social Worker, Counselors, and Psychologists
- Continue to build social interactions

Health and Safety

The health and safety of our students, staff, and families is of utmost importance. When the school year begins, it is important to remember that our school campuses will look much different than previous years due to the new health and safety measures required by state and local public health officials. It is important that when students, staff, and families are entering our school campuses and/or District office, the following measures will be implemented District wide. Please note that the measures indicated in this section are not written in detail. Families and staff can read the detailed measures in the *Reopening Protocols for K-12 Schools* document. Protocols may be subject to change if additional guidance and directives are provided to school districts from the State and/or local department of public health.

Reopening Protocols for K-12 Schools

All school sites have posted the *Reopening Protocols for K-12 Schools* for review. All staff are required to follow the Protocols.

The following are **general Protocols** that provide an overview of the *Reopening Protocols for K-12 Schools*.

- **Physical Distancing**
 - Train staff and students on protocols for physical distancing for both indoor and outdoor spaces
 - Follow directions on signage reminding staff and students about physical distancing in prominent locations throughout each school campus
 - Allow only necessary visitors and volunteers on school campuses and limit the number of students and staff who come into contact with them
 - Outside organizations utilizing school facilities, when permitted, must follow all required health and safety measures
 - All school entry and exit points have markings on ground to facilitate physical distancing of six feet
- **Arrival and Departure**
 - Minimize close contact between students, staff, families, and the broader community at arrival and departure
 - Use designated routes for entry and exit on school campuses
 - Ask families to remain in their vehicles, to the extent possible, when dropping off or picking up their children

- When in-person drop-off or pick-up is needed, only a single parent or caregiver should enter the facility to pick-up or drop-off the child. Younger siblings are permitted to enter the facility with the parent and/or caregiver
 - All staff, students, and families will wear face coverings when entering and exiting District facilities
 - Administrators at school campuses will provide supervision to disperse student gatherings during school arrival and departure
- **Classroom Settings**
 - Students and teacher remain in stable classroom cohorts by keeping the same students and teacher together for the entire school day
 - All student desks and physical barriers and/or Plexiglass are placed to reduce transmission
 - Students will be assigned stable seating arrangements
 - Student belongings will be kept separate from other students
 - Students will not share school supplies
 - Classroom furniture is reduced to facilitate distancing and reduce high-touch surfaces
 - Increase ventilation by increasing outdoor air circulation (i.e. opening classroom door) and using high-efficiency air filters
 - Use non-classroom space for instruction, playgrounds and grass areas, to further allow greater distance between students
- **Non-Classroom Settings**
 - **Restrooms:** Stagger restroom use by groups of students to the extent practicable and monitor number of students in restrooms at one time
 - **MPR:** Meals may be served in classrooms and/or MPR, libraries or science labs. Markings on floors to facilitate physical distancing
 - **Recess:** Recess activities in separated areas designated by class and/or staggered throughout the day
 - **Staff Break Rooms:** Limit number of staff who can be in break room at a given time to allow for physical distancing. Encourage staff to eat meals outdoors or in large, well ventilated spaces
 - **School offices:** Space staff at least six feet apart
 - **Visitors:** Maintain six feet apart while in front office. If needed, visitors will wait outside the front office on marked spaces to be assisted due to limited space in the front office

- **Bus Transportation to and from School**

- Decals and/or signage on bus floors and seats to ensure that students know where to sit and not sit
- Drivers and students wear face coverings at all times while on bus
- Maximize physical distancing between students on the bus by limiting available seats to the extent practicable (i.e. every other row available for seating)
- Clean and disinfect buses daily between routes and end of day after transporting students

- **Face Coverings**

- **Teachers and Staff:** All adults must wear a face covering at all times while on campus, except while eating or drinking or when in classroom or office with no other students and/or adults
- Staff must wash their face coverings daily
- Parents need to send their child to school daily with a clean face covering
- Staff who are unable to wear a face covering will meet with their direct supervisor.
- Medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face covering
- **Students:** All students over the age of 2 are required to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that may preclude use of a face covering
 - Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings

- **Handwashing and Other Hygiene Measures**

- All students will be taught proper handwashing techniques, avoiding contact with eyes, nose, and mouth, and covering coughs and sneezes
- Teachers will establish routines to ensure students wash their hands or use hand sanitizer upon arrival to campus, after using restrooms, after playing outside, before and after eating, and after coughing or sneezing
- Signage is posted in classrooms and restrooms to remind staff and students of proper techniques for handwashing
- Hand sanitizers are provided in classrooms, work stations, and offices. Students may use hand sanitizers under adult supervision
- Students will use reusable water bottles, provided by the District or brought from home, for drinking instead of using drinking fountains



- **Cleaning and Maintenance**

- Frequently touched surfaces are cleaned and disinfected daily.
- Use cleaning and disinfectant products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list “N” and follow product instruction
- Establish a cleaning and disinfecting schedule to avoid both under- and over-use of cleaning products

- **Food Services**

- Refer to Non-Classroom Setting Section for requirements regarding physical distancing
- Follow all requirements issued by the County’s Department of Environmental Health and *Reopening Protocols for K-12 Schools* to prevent transmission of COVID-19 in food facilities

- **Health Screenings**

- Post signs at all entrances instructing students, staff and visitors not to enter campus if they have any COVID-19 symptoms
- All students and staff are to conduct symptom screenings at home, prior to arrival
- Staff will take the self-symptom check and report their information daily by logging into **Parent Square** and providing their information to the site Administrator. This information will remain confidential
- Parents will complete the symptom checks for student(s) before they enter the school campus and will enter the information in Parent Square . All information will remain confidential

Questions for Health Screening for Students and Staff

1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?

Yes- STAY HOME and seek medical care

2. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been isolated for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.

Yes- STAY HOME and seek medical care and testing

3. Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?

-Fever	-Cough	-Shortness of breath/trouble breathing
-Chills	-Night sweats	-Sore throat

-Muscle/body aches	-Loss of taste or smell	-Headache
-Confusion	-Vomiting	-Diarrhea
Yes- STAY HOME and seek medical care and testing		

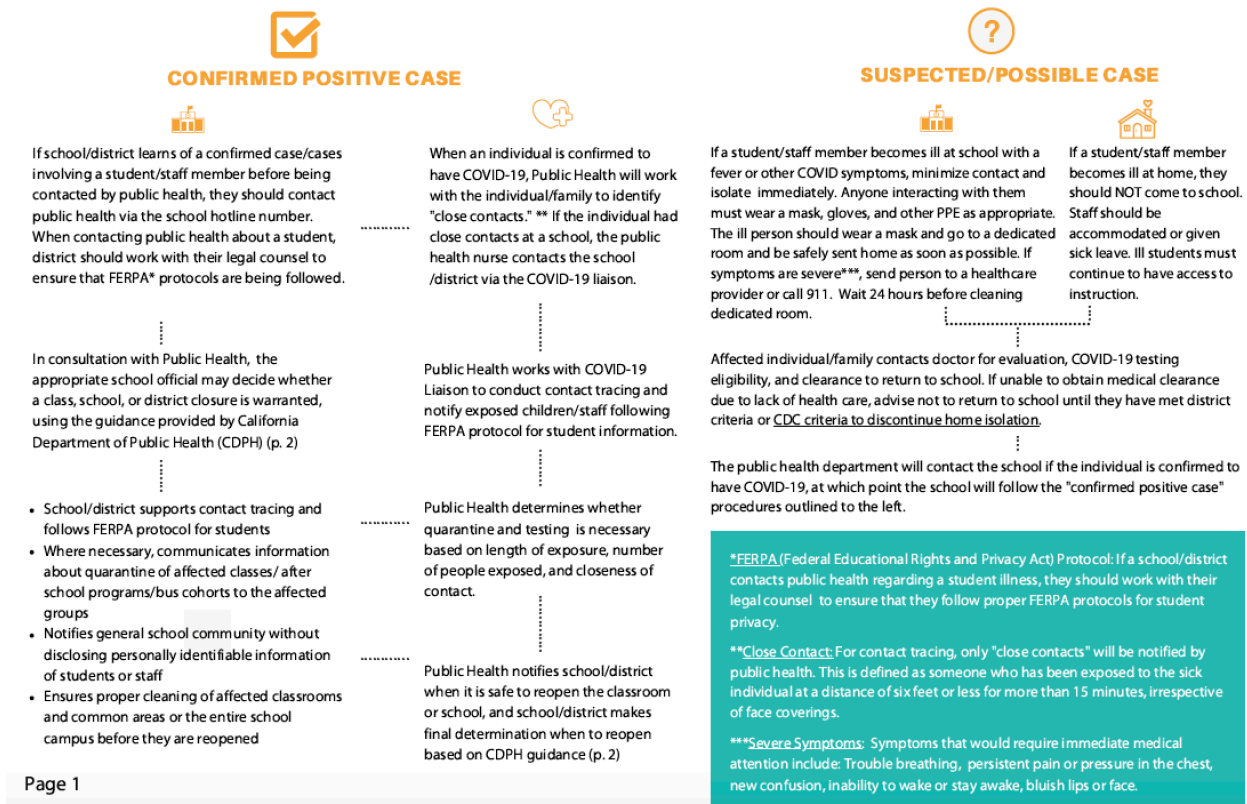
**Protocols may be subject to change if additional guidance and directives are provided to school districts from the State and/or local department of public health.*

COVID-19 Notification Process

**The following information is subject to change per CDPH and/or local department of public health guidelines*

- **Testing and Reporting**
 - **In the event of a case at school:**

COVID-19 Notification Process



When to Close a Class/School/District

Guidance from California Department of Public Health



See the full guidelines at cdph.ca.gov

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If a student/staff member has symptoms, they should be sent home with a recommendation to be tested. The school/classroom remains open until a case is confirmed positive. If the test returns positive, refer to the flowchart on p. 1 for next steps. If the student/staff member is tested and the results are negative, the student/staff member can return to work 3 days after symptoms resolve.

When to Close a Class



With public health, consider closing if one or more students or staff members is confirmed to have COVID-19

When to Close a School



With public health, consider closing if multiple "cohorts" or classes have confirmed cases OR 5% of all students/staff have confirmed cases

When to Close the District



25% or more of schools in a district have closed due to COVID-19.



When to Reopen

Schools may typically reopen after 14 days and the following have occurred:

- ☐ Cleaning and disinfection
- ☐ Public health investigation
- ☐ Consultation with the local public health department

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• Response to Suspected or Confirmed Cases and Close Contacts

- Suspected COVID-19 Case(s):
 - Work with site administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms
 - Any staff or student exhibiting symptoms should immediately be required to wear a face covering and wait in the isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay
 - All school health offices will have a 'well' room for students needing assistance that are not exhibiting sick symptoms. This room will be

separated from the 'sick' room where students will be picked up if they are not feeling well

- Follow testing and reporting process in section above
- School administrator should notify the Los Angeles County Department of Public Health immediately of any positive COVID-19 case by calling 888-397-3993 or 213-240-7821 or email at ACDC-Education@ph.lacounty.gov

**Protocols may be subject to change if additional guidance and directives are provided to school districts from the State and/or local department of public health.*

• Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts

Scenario	Immediate Actions	Communication
Scenario 1: A student or staff member either exhibits COVID-19 symptoms, answers 'yes' to a health screening question, or has a temperature of 100.4 or above	<ul style="list-style-type: none"> • Student/staff sent home • Student/staff instructed to get tested • Student/staff may return to school/work if they present documentation of a negative COVID-19 test and are fever free for 24 hours without medication • If student/staff do not provide the Principal documentation of a negative test result, they must isolate at home for 10 days from onset of symptoms, and fever free for 24 hours with no medication, and symptoms have improved (e.g. cough, shortness of breath) 	No action is needed by administrator unless a positive COVID-19 test is reported
Scenario 2: Someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19. Close contact is defined as being within 6 feet for more than 15 minutes with or without a mask.	<ul style="list-style-type: none"> • Student/staff sent home • Student/staff instructed to get tested • Student/staff instructed to quarantine, even if they test negative, for a full 14 days after date of last exposure to COVID-19 positive non-household or household contact • If student/staff tests positive, see Scenario 3 below • School Administration notified 	<p><i>For the Involved Student Family or Staff Member:</i></p> <p>Administrator sends Template letter: -household member or close contact with COVID-19 case</p>



Scenario 3: A student or staff member tests positive for COVID-19	<ul style="list-style-type: none"> • Student/staff sent home if not already quarantined 	<i>For Positive Case Student Family/Staff:</i> Administrator issues template letter
	<ul style="list-style-type: none"> • Student/staff instructed to isolate for 10 days after symptoms onset and fever free 24 hours without medication and symptoms have improved 	<i>For Student Families and Staff Members Identified as Close Contacts:</i> Administrator issues template letter
	<ul style="list-style-type: none"> • School-based close contacts identified and instructed to test and quarantine for 14 days • School administrator notified • Public Health Depart. notified 	<i>For all Other Student Families and Staff Members:</i> Administrator issues template letter

**Protocols may be subject to change if additional guidance and directives are provided to school districts from the State and/or local department of public health.*

- **Steps to Take in Response to Negative Test Result**

Scenario	Immediate Actions	Communication
A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	<ul style="list-style-type: none"> • Student/staff may return to school 24 hours after resolution of fever and improvement in other symptoms 	Student, family and/or staff brings evidence to the site administrator or direct supervisor of negative COVID-19 test or medical note if testing was not performed. If no documentation is provided, student/staff isolates for 10 days
A student or staff member tests negative after Scenario 2 (close contact)	<ul style="list-style-type: none"> • Student/staff must remain in quarantine for a full 14 days after date of last exposure to COVID-19 positive non-household/household contact 	No action is needed
A student or staff member tests negative after routine surveillance testing (no	<ul style="list-style-type: none"> • Can return to school/work immediately 	No action is needed

symptoms and no close contact
to a confirmed COVID-19 case)

**Protocols may be subject to change if additional guidance and directives are provided to school districts from the State and/or local department of public health.*



ENGAGEMENT AND ACHIEVEMENT

Access to Technology



Grades TK-1st

- Students will have access to technology at school and at home. Students will not share devices at school. Students in grades TK-1st will be issued an iPad. If a parent needs access to a device for their child during online learning at home, a device will be issued to the student from the school campus, if the parent/guardian agrees to the SSUSD device agreement and expectations. Students are expected to bring their issued device from home to school daily.

Grades 2nd-6th

- Students will have access to technology at school and at home. Students will not share devices at school. Students in grades 2nd-6th will be issued a Chromebook. If a parent needs access to a device for their child during online learning at home, a device will be issued to the student from the school campus, if the parent/guardian agrees to the SSUSD device agreement and expectations. Students are expected to bring their issued device from home to school daily.

Hot Spots:

- Students that are in need of a hot spot to support their online learning at home will be provided one to use.

ENGAGEMENT AND ACHIEVEMENT

Instructional Programs

For the 2020-21 school year, two Instructional Programs are being offered to students:

- AM / PM Instructional Program
- Learning@Home
- Students placed in a self-contained special education class (special day class / SDC) will have a separate schedule

It is important to note that the Sulphur Springs Union School District Schools will start the 2020-21 school year online for all students due to the restrictions that have been placed on Los Angeles County Schools. Once the restrictions are lifted and the District is able to resume in-person instruction, the District will allow students to enter school campuses for those who have selected in the AM / PM Instructional Program and students in SDC.

Students will be phased in when the District is able to physically resume classes on campus. Students in SDC will be first, followed by TK-3rd grade students, and then 4th-6th grade students.



Start of 2020-21 Online Learning for All Students

As Sulphur Springs Union School District campuses are closed for an extended period of time, students will engage in Online Learning. Our approach is to use live teaching and technology to help students maintain connections with each other and their class, and to allow students to engage in authentic learning experiences across all disciplines.

The District's approach to Online Learning begins with the understanding that the learning experiences teachers design for in-person instruction will be modified and replicated through online learning. The end-goal is to create digital and experiential learning in ways that bring curriculum to life, allow our students to continue to progress and thrive in their academic studies, and ensure that all students continue to meet the learning objectives for their grade level in all

disciplines. Learning will remain responsive, adaptive, and relation-based as we continue to encourage our students to reach for their next challenge.

Staying in Communication Throughout Online Learning

Each day, the assigned teacher to your child will provide opportunities to meet to share the daily assignments for the day and week. The site principal will also check-in with families through the Parent Square Communication Platform that will be used as the main form of communication for the school year.

Guidelines to Support Learning Online

The transition to online learning may be challenging (and exciting) for families. The ten guidelines provided are intended to help parents think about what they can do to help their children find success in an online learning environment.

1. Establish routines and expectations

Establish routines and expectations from the first day of Sulphur Springs Union School District's Online Learning Program. We encourage families to set up regular hours for child(ren)'s school work. School will begin at the normal time for your school each day. Keep normal bedtime routines for your child(ren) (young and older). Your child(ren) should move regularly and take periodic breaks as they study. Set these expectations for how your child(ren) will spend their days starting as soon as online learning has started.

2. Define the physical space for your child(ren)'s study

While under normal circumstances, your child(ren) may have a regular space for doing homework, this space may or may not be suitable for an extended period of time, as currently outlined in our Online Learning Program. Establish a space/location where your child(ren) will learn most of the time. This should be a space that is quiet and has a strong internet signal, if possible.

3. Monitor communication from your children's teachers

Teachers will communicate with parents through email, as necessary. The frequency and detail of these communications will be determined by your child(ren)'s ages/grade level, and their degree of independence. When you need to contact your child's teacher, please use Parent Square as the main form of communication.

4. Begin and end each day with a check-in with your child(ren)

We encourage you to start and finish each day with a simple check-in. In the morning, ask what is your child learning today? What are their learning targets or goals? How will they spend their time? What resources do they require? What support do they need? This grounding conversation matters. It allows children to process the instructions they've

received from their teachers. It helps them organize themselves and set priorities. Older students may not want these check-ins with parents (completely age-appropriate) but you should have them (even if it's a truncated version) nevertheless. Establish these check-ins as part of the daily routine, and remember that they provide opportunities for our children to share how they're feeling day-to-day.

5. Take an active role in helping your child(ren) process their learning

Students learn best when they have opportunities to process their learning with others. Students will interact with their teachers online via live Zoom or pre-recorded sessions, and older students will have the opportunity to connect in small groups with their teachers to support learning. Beyond the check-ins recommended at the start and end of each day, parents should regularly circle back and engage with their children about what they're learning. However, it's important that your child owns their work; don't complete assignments for them, even when they're struggling.

6. Establish times for quiet and reflection

A huge challenge for families with multiple children will be how to manage all of their children's needs, especially when those children are different ages and have different needs. There may be times when siblings need to work in a different room to avoid distraction.

7. Encourage physical activity and/or exercise

Make sure your child(ren) remember to move and exercise. This is vitally important to their health, wellbeing, and to their learning. Sulphur Springs Union School District's teachers will recommend activities or exercises for your child(ren) to do.

8. Remain mindful of your child(ren)'s stress or worry

These are unprecedented times, and the suspension of regularly defined activities and routines such as going to school, may feel disconcerting for some children. It is imperative that parents help their children manage the worry, anxiety, and range of emotions they may experience. If you see that your child(ren) needs support, please reach out to your child(ren)'s teacher and/or Principal.

9. Monitor how much time your child(ren) are spending online

Sulphur Springs Union School District staff recommends that our students should not be online for extended hours a day. Please monitor their time online and allow for breaks as needed.

10. Keep your children social, but set rules around their social media

The first few days of school being closed may be cause for initial excitement. Help your child(ren) maintain contact with friends and see them virtually and then in person when circumstances permit. Please also monitor your child(ren)'s social media use. Older students rely more on social media to communicate with friends. Sulphur Springs Union

School District asks that parents monitor your children's use of social media. Community norms and expectations around respectful and appropriate communication are still in place during online learning.

Curriculum Support for Online Learning

Each student will have access to interactive learning platforms, District issued curriculum, and supplemental materials and supplies as needed.

Curriculum support includes:

- All District adopted curriculum, workbooks, and supplementary materials will be provided to students
- Weekly schedules will be provided for parents

Curriculum includes:

- All District adopted curriculum- Math Expressions and Benchmark Advanced
- Access to Online Platforms: Edgenuity, Mystery Science (grades TK-5), Mosa Mack Science (grade 6), Social Studies Weekly
- Specialized curriculum and / or materials will be provided for special education classes as needed

AM / PM Instructional Program

Teachers will provide:

- Daily live teaching with all students
- Management of curriculum and learning platforms
- Progress monitoring
- Weekly instructional schedules provided to families
- Assessments and grading
- Attendance taken daily



AM /PM Instructional Program

- 2.5 Hours in class 4 days a week (Monday, Tuesday, Thursday, Friday)
- 1/2 of the class attends school in the AM, other 1/2 attends in the PM
- Wednesday: Students engage in independent work at home. Teacher will have daily live interactions with students.
- Attendance will be taken

Curriculum Taught in School:

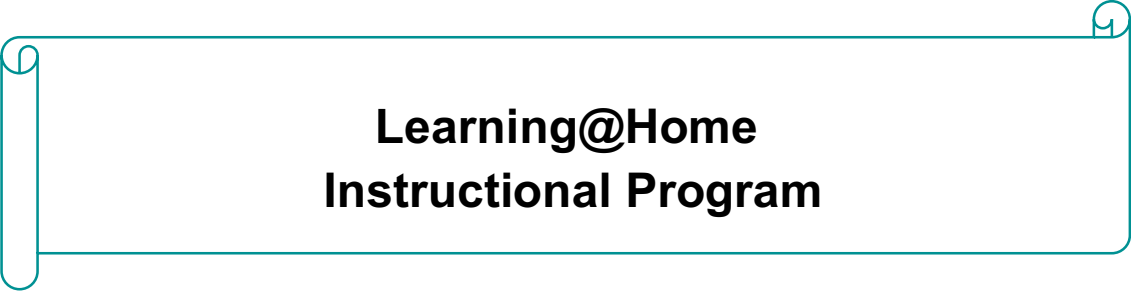
- Reading, Writing
- Mathematics
- Intervention
- Enrichment
- English Language Development
- Specialized Services Provided
- Social/Emotional and Wellness provided as needed

Curriculum Taught in the Home:

- Science, Social Studies, PE, Visual Performing Arts

Special Day Class (SDC) Instructional Program

Depending on the program, students placed in a self-contained special education class (special day class, SDC) will have a separate schedule, and may have specialized curriculum and/or materials. The Special Education Department will contact Parents regarding Instructional Program information for their child.



Learning@Home Instructional Program

A program for families who wish to continue their child's academic learning in the home environment with the ongoing support of a dedicated credentialed teacher. This program is a good fit for any family who chooses to continue their child's instruction at home and can be an active partner with their child's teacher to deliver at home curriculum and support.

Support provided through the following structures:

- Staff Support
- Curriculum Support
- Technology Support
- Additional Parent Learning Coaches Support
- Community Building Support

Curriculum Support

Each student will have access to an interactive learning platform, Edgenuity, District issued curriculum, and Learning@Home teachers will provide support to parent learning coaches in the effective use of this curriculum to address their student's learning needs.

Curriculum support includes:

- All District adopted curriculum, workbooks, and supplementary materials provided to students who attend SSUSD schools
- Pacing guides for parent learning coaches to inform the systematic use of these materials
- Weekly support for parent learning coaches in building and implementing a weekly instructional schedule



Students with Special Needs Specialized Academic Instruction

For students who have special education eligibility, special education services and supports will be provided. Parents will be contacted through the Special Education Department for detailed information to support their child's unique needs.

Students in self-contained special day class (SDC) will transition to at-school instruction when the restrictions are lifted and students are able to return to school campuses.

Students in general education classes receiving IEP services will be given the option of receiving services outside of the AM / PM core instructional time.

Students in the Learning@Home Instructional Program can receive IEP services at school and/or through virtual instruction.

Access and Equity

Students who are learning English will have their needs met across all Instructional Programs. All Programs are designed to include designated and integrated English Language Development instruction.

Students who are foster youth, homeless, and/or socially economically disadvantaged will have their needs met across all Instructional Programs. Teachers and Principals will work with families to provide additional academic as well as social/emotional supports as needed.



Social Emotional Wellness



As we prepare for our schools to open on August 13th, some students may experience some uneasiness, anxiety and/or stress. Our District is committed to supporting social emotional wellness to ensure that students transition back to school smoothly. Some of the supports include: social emotional learning, building relationships, increased access to mental health/wellness services, both in person and virtually. If parents need access to supports for their child, please contact your child's teacher and/or school Principal.



Family Resource Center

Our District is proud to be able to assist families as needed. The District's Family Resource Center is to help remove the barriers that often interfere with many students attending and thriving in school by providing food, clothing, toiletries, and school supplies to our families in need. Additionally, the District Social Worker supports students and families to ensure that they get their social emotional needs met, either in the District or through referrals to outside resources. If a family is in need of any of these items or services, please call 661-252-4322.

Conclusion

It is our hope that the Sulphur Springs Union School District Schools Opening Plan will serve as a resource for families as we continue to work together to educate, support, and nurture our students. We understand that there may be many more questions that families may have, so the District has posted on its website Frequently Asked Questions and Answers under 'What's New' tab, 'Fall Planning.' Please know that at any time, families can email their child's teacher and/or school Principal for additional support as needed.

