



Student and Family Reopening Guide

2020-2021

**Partnering with Families to
Build a Courageous Culture of
Learning in the Midst of Challenge**

Our plan is based on information that has been provided by
State & County Public Health officials as of July 17, 2020.

*This guide is based on the most current COVID-19 guidelines and is subject to change
if county or state guidance changes based on conditions related to COVID-19.

Dear Happy Valley Students and Families,

The Happy Valley Staff would like to express a heartfelt welcome to the students attending Happy Valley Schools this Fall. Though we have endured challenges across our nation over these past months, we are excited to announce that we will be reopening our schools on August 12, 2020. Our staff has worked together to design a reopening plan that will allow us to open our schools safely and serve our students and families with care. Our students have been dearly missed and we are working together to prepare for a grand reopening of our schools.

Happy Valley Union School District Reopening Goals:

1. **Provide a safe, healthy, happy learning experience for all students**
2. **Keep Happy Valley families and our school community well-informed**

This guide was created after careful consideration of guidance from county and state officials, parent input, and hours of teacher, staff, and administrative team planning. Our goal is to communicate our plan as clearly as possible in order to prepare students and families for the changes that will occur as we reopen our schools. We are offering options for face-to-face learning or independent personalized learning at home. As you make a decision about the type of schooling that will best suit your child's needs, it is important that you understand the requirements for each type of learning. Our students are life-long learners in all circumstances.

Our teachers and staff are planning for a successful school year and we are all eager to see our students. We are committed to working together to provide common practices from TK-8th grades, whenever possible. We are dedicated to our students, families, and our vision and district-wide goals to ensure student success.

At Happy Valley Schools, we are committed to success for every child every day. We will continue to focus on increased learning opportunities for our students. Our goals focus on high quality literacy instruction across all content areas, social and emotional learning and growth, and providing a safe and welcoming school environment for our students and families.

Families should contact school personnel if you have questions that aren't found in this ***Student and Family Reopening Guide***. You may contact us by calling the school or district office or using Remind to reach your child's teacher or past teacher. You may also use the whole-district Remind app to ask clarifying questions. We will try to answer your questions within 48 hours.

Happy Valley District Office (530)357-2134
Happy Valley Primary School (530)357-2131 * Happy Valley Elementary School (530)357-2111

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GUIDING PRINCIPLES

In the Happy Valley Union Elementary School District, our highest priority is the health and safety of our students and staff. Following that, it is our goal to provide high-quality instruction with the highest degree of face-to-face interaction possible while adhering to state and local public health directives. This guide will serve as a supplement to the student handbook for the 2020/21 school year and supersedes any conflicting information in the handbook.

- **Safety:** The safety of our students, staff, and community will guide our work. Students will return to school campuses as we develop safe environments, strategies, and protocols that build safety of students, staff, and community members.
- **Science:** Information on the spread of the Coronavirus and the number of cases in our area has been steady but increasing. We will look to the most up-to-date information on the spread and cases from our health care officials for guidance as we offer our plans in the coming months. The below phases will be principally directed by our local health officials for the safety of all.
- **Student Learning:** The two guiding principles above, Safety and Science, will set the conditions for student learning. We will need to continue to critically think, be adaptive, and be persistent so that we continue to address the needs of our students within multiple settings.
- **Quality Instruction:** Whether distance learning or in person, quality instruction continues to be the cornerstone to the success of educational programs. Since coursework delivered through these modalities must continue to be available (on-campus and distance learning) they should meet the same standards regardless. We will adopt continuous improvement practices and use evidence to guide decision making while aiming to enhance the quality of student learning opportunities. The use of data to inform improvement of instructional and school practices will guide us by working together to leverage our collective positive effect through advocacy, and share best practices and resources. To maximize impact, the Happy School Union School District will establish an infrastructure designed to promote ongoing collaboration and sharing of best practices among teachers.
- **Commitment to Equity:** All students must have opportunities to achieve academic success that are accessible, personalized, culturally relevant, and responsive. Schools have a responsibility to be responsive to student essentials and meet the continued needs of ALL students, including students from low-income backgrounds, students with disabilities, students experiencing homelessness, foster youth, English Learners, and students from diverse cultures.
- **Social Emotional Supports:** All staff will focus on supporting a positive climate and culture that practices caring principles. Teachers will strive to foster a sense of belonging in their classrooms. Classrooms will utilize Social Emotional tools and curriculum. Counselors and other adult support staff will be available to students and staff who need additional support. Counselors may meet with individuals or small groups virtually or in person as needed.

The Four Phases of School Reopening

Determination of which Phase the entire school is in will be made by consulting with the Shasta County Department of Health, based on our principles above, and local conditions. Schools are likely to move between phases for the coming school year. Please read the descriptions of the different phases below.

HVUSD Student and Family Reopening Guide	Phase 4 Least Restrictive All restrictions have been lifted	Phase 3 Social Distancing Practices In Person Face-to-Face Instruction Independent Study	Phase 2 Distance Learning As Directed by Shasta County Health or State Mandate	Phase 1 Stay Home Order Distance Learning
Instruction and Learning	Full return to school with a typical school schedule and no restrictions related to COVID-19 or slowing the spread of the coronavirus.	Return to school for all students with social distancing measures throughout the school. Independent Learning option for those who enroll by August 3 or as space allows. K-5—regular schedule. 6th-8th grade—block schedule.	Distance learning for most students on campus. Students with special needs may meet on campus. Teachers report to campus and provide instruction from classroom. Students will participate in school daily. Students may meet in person with teacher, by appointment only.	Distance learning. Students have no face to face contact with school staff. Students will be in virtual sessions daily
Health and Wellness Screening	Typical guidance regarding ill or injured students and staff with no specific measures related to COVID-19 or slowing the spread of the coronavirus.	Enhanced health screenings and wellness checks to be performed by parents and school staff before school and during the school day. Health and wellness is monitored carefully. All students, staff, & visitors will have a temperature check before entering campus.	Most students will not be present on campus. Safety protocols will continue to be enforced. Any staff exhibiting coronavirus symptoms should self-isolate and remain off campus until tested or 14 day isolation concludes. All students, staff, & visitors will have a temperature check before entering campus.	Same as Phase 2
Safe School Environment	Typical cleaning and sanitizing procedures with no restrictions related to COVID-19 or slowing the spread of the coronavirus.	Enhanced sanitization protocols will be in place. Adjusted schedule for safe movement that allows safe contact. <u>Face coverings required and provided for all staff and 3rd-8th grade students.</u> TK-2nd grade students will be encouraged to wear provided PPE. Students arrive no earlier than 30 minutes before school starts.	Sites will be cleaned and sanitized thoroughly when necessary and practicable.	Same as Phase 2
Food Services	Full return to school with a typical breakfast, brunch, and lunch service and no restrictions related to COVID-19 or slowing the spread of the coronavirus.	Breakfast and lunch will be provided while observing social distancing protocols.	Breakfasts and lunch will be provided to students as a grab and go similarly to the process utilized during school closure last year.	Same as Phase 2
Transportation	Full return of home to school and special event transportation with no restrictions related to COVID-19 or slowing the spread of the coronavirus.	Home to school transportation will be provided as per the typical schedule with masks required for all students & staff. Student temperatures will be taken for all riders. Routes and times will be adjusted to meet student needs.	No home to school transportation will be provided.	Same as Phase 2

There are 4 different phases of school operation for 2020/21 that could be applied (please see chart on the previous page). Regardless of the phase, teachers will be responsible for assessing not only academic needs but also determining any social-emotional support needed. Grade level essential learning standards will be taught while addressing the needs of the whole child, including social-emotional skills, collaboration with peers, anti-bullying, and health and safety. Teachers will continue to attend staff meetings and collaboration and will be on campus during regular school hours in all phases unless a stay-at-home order is in place.

Phase 4: School returns to 'normal' with all students in-person every day with no restrictions. This is not likely to happen until there is a Coronavirus vaccine or viable treatment.

Phase 3: All students in-person every day with safety protocols and restrictions in place.
2020-2021 School Year: Students will begin the 2020/21 school year in Phase 3 with in-person instruction every day. We will maximize space and minimize contact between students to the greatest degree possible. TK-5th grade students will remain in the same cohort (group) with the same teacher for the day to the greatest degree possible. 6th-8th grade students will remain in the same cohort (group) and be on a block schedule to minimize teacher contacts to no more than four per day. Students will be taught how to access online platforms, such as Google Classroom and Google Meet, so that they are familiar with those tools in the event of a return to distance learning. Medically fragile students will have an option for at-home learning if requested. Parents who do not wish to have their child(ren) return to face-to-face instruction will have the opportunity to enroll their child(ren) in our long-term independent study program (Individualized Personal Learning) providing there is space available. Once the school year begins, changes will be considered at Trimester end dates (see the school calendar). Requests will need to be made 15 days prior to the end of the Trimester. We may also talk with families during the year when a change in a program choice makes sense based on student performance.

Phase 2: Teacher-Led Full Distance Learning

- At risk and special needs students will meet for face-to-face instruction on campus daily.
- All staff are on campus daily during regular work hours

In Phase 1 and 2, the district's primary digital platforms are Google Classroom and Google Meet for remote instruction. As a result of what we have learned from distance learning in the spring, we have adopted more rigorous expectations going forward that include daily live interaction with a teacher and peers, grade level content, and taking attendance. Distance learning is defined as instruction in which the student and teacher are in different locations but students are under the supervision of the teacher. The district will provide pupils access to connectivity and devices when needed in order for them to be able to participate.

Distance learning will include the following:

- Content that is aligned to grade level essential standards and district adopted curriculum.
- Daily live interaction between teacher and peers for purposes of instruction, progress monitoring, and maintaining school connectedness (may include in-person appointments).
- Establishing a consistent school schedule by grade level or content area.
- Instruction will include both synchronous (live video conferencing via Google Meet that takes place at a scheduled time) and asynchronous (recorded lessons or online resources provided by the teacher that students can access at their own pace/time) and formats.
 - **TK-5 Synchronous:**
 - Class meeting of at least 15 minutes each day (i.e., SEL activities, math warm-up).
 - Weekly-A minimum of 4, 45-minutes live sessions in ELA and 4, 45-minutes live sessions in math will be provided (30 minutes for TK/K).
 - Students will also attend an additional small reading (or math) group with teacher or paraprofessional 4 days a week for at least 20 minutes.
 - Some in-person instruction will be offered via weekly/biweekly appointments with students individually or in small groups that allow for 6' of social distancing.
 - New content will be presented a minimum of three times a week
 - **TK-5 Asynchronous:**
 - All teachers will have a Google classroom accessible by the district.
 - For 2nd-5th grade and special needs students, i-Ready lessons should not exceed 45 minutes per week for math and 45 minutes for reading.
 - Additional lessons in science and social studies may include a combination of recorded lessons and posted assignments/resources.
 - These assignments will fulfill the balance of minimum instructional minutes after synchronous instruction.
 - **Mondays** will be designated for teacher prep, family communication, and small group virtual support appointments utilizing teachers, specialists and paraprofessionals and may include some in-person appointments (over a 90-minute time period). Students will complete a weekly survey as well.
 - **6-8 Synchronous:**
 - **DAILY CLASS MEETING:** Advisory or homeroom classes (includes PE, elective, and specialist teachers) will conduct a class meeting via Google Meet of at least 15 minutes each day which may include SEL or a daily warm-up activity; attendance will be taken. Students will be responsible to email/contact their advisory teacher and complete warm-up activity if they are unable to join the live meeting. Attendance will be taken during advisory.
 - **LIVE INSTRUCTION:** will be held in core academic classes according to the regular bell schedule (at least 75% of the minutes of a typical

on campus class period). Students/Families must notify their teacher if they are unable to join virtually on a particular day and complete a designated activity assigned by the teacher. PE and elective teachers will provide extra support to students in academic content during their class periods (i.e, a live study hall - one day for math and one day for ELA).

- New content will be presented a minimum of 3 times a week.

Mondays will be designated for teacher prep, family communication, and small group virtual support appointments utilizing teachers, specialists and paraprofessionals and may include some in-person appointments. Students will complete a weekly survey as well.

Fridays will follow the regular class schedule to provide additional academic support time with core content teachers. PE and elective teachers will hold classes in their subject area on this day and review weekly activities.

- **6-8 Asynchronous:**

- All teachers will have a Google classroom accessible by the district.
 - A combination of recorded lessons, posted assignments, and online resources will provide the balance of minimum 240 instructional minutes after synchronous instruction as needed.
 - PE and elective teachers will post weekly activities.
- Teachers will communicate with and give regular feedback to students/families through Google Classroom, Meet, Aeries, email, phone, etc.
 - Designated ELD instruction will be conducted in-person and/or virtually for a minimum of 20 minutes, 4 times a week, by the teacher, specialist, or paraprofessional.
 - Teachers will oversee reading intervention and English Learner Development small group instruction. The priority for aide time will be to support 1st and 2nd grade reading groups.
 - Special education students will receive a combination of in-person and remote learning.
 - Attendance will be completed for each student in Aeries based on completion of participation questions in Google Classroom. Students will be marked absent for any days they did not participate. This shall be updated at least once a week.
 - Teachers will use Aeries and/or Google Classroom to track completion of assignments.
 - Teachers will be on campus during typical school hours. School age children of staff members may accompany them in their classroom if other childcare is not available and staff are still able to perform their assigned duties.
 - Teachers shall follow re-engagement procedures for students who are absent from distance learning for 3 days (or 60%) in a school week.
 - If unable to reach a student/family after multiple attempts in a variety of methods (phone, email, etc.), teachers should submit the appropriate Google Form to their administrator. Administrators and/or counselors will pursue contact with family which may involve a home visit.

Phase 1: Teacher-Led Full Distance Learning - Stay-at-Home Mandate

- Same as Phase 2 except
 - Staff works remotely, may work from school site
 - All students access school utilizing Distance Learning Protocols
 - Extra support will be provided to at-risk and special needs students

The district is committed to removing barriers to student engagement and progress, including access to connectivity and devices, so that students can fully participate in distance learning, if needed.

The district has developed best practices for safety and health based on public health's most recent guidance. High standards for cleaning are included for your review. ***The best ways to protect oneself from infection include frequent handwashing, social distancing, and wearing face coverings.*** As a result, these will be practiced on campus for as long as recommended. In order to minimize the potential risk of spread, we will not hold assemblies and field trips. Visitors and/or volunteers will be limited on campus for the time being. Extra curricular activities are on hold until further notice.

You can help prepare your children by teaching them about face coverings and proper hand washing. The district promotes the use of soap and water and the use of unscented hand sanitizer with at least 60% alcohol when soap and water are not possible. ***Parents are asked to take the temperature of their children before coming to school.*** Children must stay home if they have a temperature of 100.4 or higher. To help protect everyone, families should be familiar with the symptoms of COVID-19 (included at the end of this document), and any students or staff members should stay home if they are feeling ill or experiencing symptoms.

Enrollment Options in Phase 3

School/Program	Description	Location	Grade Levels
Primary School	Face-to-Face	16300 Cloverdale Rd.	TK-3rd Grade
Elementary School	Face-to-Face	17480 Palm Ave.	4-8th Grade
Happy Valley Community Day School	Face-to-Face	16300 Cloverdale Rd.	K-8 Only students who attended last year may attend
Happy Valley Independent Personalized Learning (HVIPL)	Learning at home with weekly or bi-weekly meetings with teacher	16300 Cloverdale Rd.	K-8th Grade Enrollment Deadline is Aug. 3

The Happy Valley Independent Learning Program (HVILP) is an independent study program where a certificated teacher provides curriculum to the student who completes their school work at home under the guidance of their parents and turns it in during their weekly or bi-weekly meetings with the teacher.

Arrival and Departure and School Hours

In order to reduce high traffic areas and provide time for wellness checks the **earliest drop off in the morning will be one half hour before school starts.**

Primary School Arrival By Cohort

Grade Level Cohorts	Arrival Location after Drop Off	Time of Arrival for Parent Drop Off and Busses	School Starts
TK-1, SDC	Middle Hallway	7:30-7:50	8:00
2-3rd Grades	West Hallway	7:30-7:50	8:00
CDS	Classroom Door	7:15-7:30	7:30

Elementary School Arrival

Arrival Groups	Arrival Location after Drop Off	Time of Arrival	School Starts
Parent Drop Off	Front of Gymnasium	7:25-7:45	7:55
Bus Arrival	Back Gymnasium Door	7:25-7:45	7:55

In order to provide safe distance and convenient drive-through, parents who are picking up children after school should arrive after busses depart. *There may be a line, our staff will do our best to make sure the drive-through line moves quickly.

Afternoon Departure

School	Bus Departure	Drive Through Parent Pick Up
Primary	1:50	Arrive no earlier than 1:55
Elementary	2:10	Arrive no earlier than 2:15
Community Day School	1:50	Arrive no earlier than 1:55

Buses

- Buses will run regular routes
- All students and adults must wear masks. Students without masks, will be given a mask to wear prior to entering the bus
- Student temperatures will be taken while students are loading the bus.
 - Students with a fever will be issued a N95 mask and isolated until reaching school. The bus driver will notify the office who will contact the parent. Students will be taken to the office where they will be isolated while waiting for parent/guardian pick up.

- Fill up the back of the bus first as students enter; unload in reverse order.
- No more than 2 students to a seat
- Windows should be kept open as much as possible.
- Buses will be cleaned after use.

Visitors/Volunteers on Campus

All visitors/Volunteers to campus will be required to:

- Sign in at the front office
- Wear face coverings at all times
- Have temperature taken. Any person with a fever will be asked to leave.
- Fill out a wellness survey
- Be approved by site administration before entering the site and/or classrooms.

Wellness Checks

In order to prevent potential exposure to COVID-19, we will take the temperatures of all students, staff, and visitors/volunteers as they arrive at school. Student temperature checks will occur at two locations at each school site. Students will pass by a machine that reads the temperature and shows the temperature to a staff member.

- **Please, check student temperature at home** when possible and keep children home if the temperature is 100.4 or higher
- When a child shows symptoms of illness at school, normal school illness procedures will include additional social distancing measures
- If a child shows symptoms of COVID-19 or runs a temperature of 100.4 or higher, families will be called to pick up child immediately
- School personnel will follow guidelines for addressing potential COVID-19 symptoms while protecting privacy rights of all school community members
- If a student or staff member tests positive for COVID-19, we will follow county health department guidelines to ensure safety and wellness for all.
- Community Day School and Happy Valley Independent Personalized Learning students will have temperature checked in classrooms

Healthy Habits and Care of Learning Environment

Our staff will be trained to follow the same health and wellness practices for all students unless otherwise directed by county or state guidance as they relate to specific grade levels or other criteria.

- Teachers and staff will teach healthy habits, cleanliness, and care of the learning environment.
- Hand sanitizer will be available to students, staff, and visitors.
- Students will be given a microfiber cloth to clean their own personal items
- Classroom and other areas populated by students will be cleaned and sanitized regularly
- Students will be assigned Chromebooks for individual use throughout the day
- Items that were previously shared in the classroom will be provided to students for individual use. Students will avoid sharing of materials when possible and clean daily any equipment that is shared.
- Teachers' desks must be 6' away from student desks.

- Doors and windows should be kept open as much as possible unless weather or student health conditions prohibit it.
- Students must wear face coverings on the bus, during arrival/dismissal, when walking through campus (i.e., bathroom, health office), and any time they are not physically distanced. They do not need to wear them while eating/drinking, engaging in physical activity (i.e., recess, PE).
- Teachers will provide instruction on proper handwashing/hygiene and ways to prevent the spread of germs: cover a cough/sneeze with a tissue or elbow, avoid touching face, avoid close, prolonged contact with others outside of your home. A 20-second song or poem may be used to assist students with proper hand washing.
- Use of soap and water is preferred. If hand sanitizer is used, it must be unscented and at least 60% alcohol.
- Plan time and procedures for regular hand washing (sanitizer if applicable):
 - Upon arrival
 - Before/after recess or PE
 - Before/after lunch
 - After using the bathroom
 - After coughing/sneezing
 - Before boarding the bus
- 6th-8th grade
 - Students will remain in the same cohort during the school day to the greatest extent possible.
 - Utilize block schedules to minimize transitions during the day
 - Students *may* help with wiping desks (non-toxic cleaner) if transitioning to another room.
 - Electives will be held in the same class cohorts and may be push-in.
 - Electives will be used to provide additional academic support time to help mitigate learning loss, for at least the first six weeks. Some electives may not be possible at this time.

Use of Personal Protective Equipment (Masks)

State & County Public Health guidelines will be followed in the Happy Valley Union Elementary School District. This will allow us to open our schools safely and keep them open to our students. These guidelines include use of personal protective equipment. We will be providing a variety of personal protective equipment to our TK-8 grade students which may include face masks, shields, gaiters, etc.

- Students will be provided a face covering
- Students may wear masks brought from home provided they meet CHD requirements, and are not distracting to the learning environment
- Use of protective gear varies based on grade level, phase, and special circumstances (please see chart on page 13)
- Parents of students who have special circumstances or health concerns regarding wearing protective equipment should contact the school office
- All students and staff must wear masks on the bus
- Masks must be worn as students, staff, and other adults enter school grounds
- Cloth masks provided by the school will be laundered on a regular basis

- In order to comply with this guidance, schools must exclude 3rd -8th grade students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.
- Staff must wear face coverings (cloth mask or shield w/ drape). All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.

Face Covering Requirements

Location	Grades TK-2	Grades 3-8
Bus	Must be worn	Must be worn
Entering School	Strongly encouraged	Must be worn
Hallways	Strongly encouraged	Must be worn
Classrooms	Strongly encouraged, bucket hats will be provided for close proximity. Plexiglass dividers will be available	Must be worn, shields will be provided in lieu of plexiglass dividers
Playground	Strongly encouraged, bucket hats will be provided	We will follow Shasta County Health Guidelines
Restrooms	Strongly encouraged	Must be worn
Cafeteria	Social distancing and a schedule will allow fewer students in room at one time	Social distancing and a schedule will allow fewer students in room at one time

Meals and Cafeteria

- Schedules will be adjusted to allow smaller groups of students to eat while others will be at recess.
- Students will eat with their cohort.
- Meals will be available for Happy Valley Independent Personalized Learning programs students who place an order ahead of time (see your personalized learning teacher to place the orders)
- Second Chance Breakfast will be provided at the elementary school

Library

- Classroom cohorts may visit the library to check out books only.
- Counters, door knobs or any other touchpoints should be cleaned in between classes.
- Staff must wear face coverings/shields.

Project SHARE

- Will close at 5:30 daily
- Will practice social distancing and safety protocols
- Spaces will be limited, enroll on our website or in person on the first day of school
- Project SHARE personnel will work closely with school personnel to use the same safety and wellness practices which occur during the school day
- SHARE staff will have open communication with school site personnel

Playground Procedures/Recess

- Playground equipment will be sanitized regularly
- Movement around school grounds will be adjusted to reduce high traffic in confined areas
- Students must remain in their cohort; masks not required during physical activity.
- No personal equipment may be shared.
- Classroom equipment (i.e., playground balls) may be used only by the same cohort.
- Classes will follow a rotating schedule to use playground equipment.
- Staff must wear face coverings/shields.
- Students should wash/sanitize hands before/after.
- Stagger times to prevent intermingling of groups.
- Establish entry and exit routes to avoid intermingling.
- Use water bottles or water bottle filling stations instead of drinking fountains.
- Plan for and practice transitions with students to and from the recess area.

Physical Education

- Students will attend PE in their cohort; masks not required during physical activity.
- Hold activities outdoors as much as possible or in a large, well-ventilated area.
- Clean equipment in between use.
- Stagger transitions to avoid mixing of participants in junior high.
- Plan activities that minimize contact and maximize spacing as much as possible.
- No personal items/equipment may be share

Sports & Extra-Curricular Activities

- Postponed until further notice

Front Office and Staff Rooms

- Plexiglass barriers will be in place whenever practical.
- Staff must wear face coverings/shields.
- Masks should be worn by anyone entering the office.
- Maintain physical distancing of 3' between office staff as much as possible.

- Office staff must wear masks when interacting with others or when unable to maintain distancing.
- May need to keep the door locked to limit the number of people who can enter at one time.
- Make appointments with parents/guardians for paperwork, etc.
- Service providers still check in.
- Provide physical distancing markers outside of the office and signage on the outside door..
- Staff rooms...Social distancing of 6' is expected.

■ *Health Office Protocol*

- Plexiglass barrier or other barrier, if practical.
- Isolation area & N95 mask for students with symptoms until picked up.
- Fever above 100.4 is a criterion for sending a student home.
- Staff must use face coverings/shields.
- Maintain physical distancing as much as possible.
- Students visiting the office should wear masks.
- Parents must pick sick students up promptly (15-25 min.).

Technology

It is important for students and families to learn and understand the use of these five types of technology that will support student learning this year. We want our students and families to be very familiar with how to use each of these learning and communication tools. This will be especially important if we are required to return to Distance Learning.

Google Meet	<ul style="list-style-type: none"> • Used to communicate with students for instruction and learning • Live communication with students and families, • Opportunities for training and professional learning for teachers and parents • Virtual meetings
HVUSD Website	<ul style="list-style-type: none"> • Provides important information about our district and the variety of options for student learning • Allows access to the Clever portal and all apps that are used for instruction and learning • Access enrollment for our three schools, our independent personalized learning program, and Project SHARE • Most current learning resources for students and families
Clever	<ul style="list-style-type: none"> • Used as a central hub for all HVUSD learning apps for students. • Allows students to have a single sign-on to access apps, teacher pages, and the Google Suite • Students use this portal to access a variety of learning tools
Remind	<ul style="list-style-type: none"> • Teachers will use Remind to send announcements to families • Teachers can send individual or small group messages to families or students • District administrators will use Remind to send announcements to families for emergencies and general information

	<ul style="list-style-type: none"> Families should make sure that the correct contact information is provided to the school of attendance
Google Classroom	<ul style="list-style-type: none"> This online learning platform will be taught and used by all students TK-8 grade Teachers at each grade level will use this technology in a way that supports students at their skill and grade level Students can access and submit assignments online A variety of learning tools can be accessed using Google Classroom

Additional Student and Family Support

Equipment	Explanation
Chromebook	<ul style="list-style-type: none"> Students will be held accountable for responsible use of the Chromebook Students will be trained in Digital Citizenship and be held to high standards when using technology and online access Students and families will sign a Chromebook Responsible Use Agreement and be held financially responsible for any damage to the device
Mobile Hotspots	<ul style="list-style-type: none"> In case of distance learning, we will be exploring the possibility of mobile hotspots to provide better accessibility to all in our community Students and families will be able to access District Wi-Fi in our parking lots
Family Learning Opportunities	<ul style="list-style-type: none"> Families are encouraged to participate in live training opportunities and virtual support meetings to learn how to use programs and better support their child's education Facebook Live Online and in person training
Family Engagement	<ul style="list-style-type: none"> Coffee with the Principal will be held weekly at each site to offer families an opportunity to visit about what's happening at HV Schools Open meetings will be held before school begins to visit about our plans for reopening school Parent Cafes will be held at each site to offer parents opportunities to build protective capacity and focus on supporting their child on their unique learning journey Drive Through Ice Cream Social will take place on August 10, at the Primary School from 5:00-6:00 and at the Elementary School from 6:00-7:00

CLEANING

Cleaning Procedures for Classrooms, Buses, and Cafeteria Eating Areas

School will follow the Centers for Disease Control and Prevention cleaning and disinfecting guidelines.

The guidelines include requirements for cleaning:

- High touch points such as door handles, light switches, bathroom surfaces, etc. at the school should be cleaned throughout the school day.

STEP 1 - CLEAN DAILY

- Wipe down all Surfaces with Cleaning Solution with a clean microfiber cloth. Shake gallon jug of concentrate before diluting. Dilute per instructions.
- Use 'Spray and Wipe' protocols.
- If items are left on the student desk, place them on the floor before cleaning the desk top. Leave the item(s) on the floor.

STEP 2 - DISINFECT Once all the Surfaces have been wiped down, apply an appropriate Disinfectant:

- Ensure all required/recommended Personal Protection Equipment (PPE) is used.
- UV Light for 15 minutes or Disinfecting fogging machine
- If utilizing a liquid disinfectant:
 - Apply Disinfectant to all Surfaces within in the classroom in full accordance with manufacturer's instructions, paying particular attention to:
 - Mandated surface dwell time; (ranging between 5 and 10 minutes).
 - Maintaining the product in a wet state for the entire duration of the mandated surface dwell time

Continual Cleaning Procedure for Rest Rooms

STEP 1 - CLEAN EVERY DAY

- Thorough cleaning and disinfection of all restrooms daily
- Multiple times during the day, wipe down multi-use surfaces with a cleaning solution.
- Utilize UV lights and/or fogger machines for disinfection and/or sanitizing.

HEALTH PROTOCOLS

When classrooms, schools and districts should close

For schools that will open the year with in-person instruction, or for those that will eventually migrate to the setting once local conditions allow, the guidance from CA Public Health and the Governor's office details when classrooms should be sent home and when schools and districts should close their doors:

- A classroom cohort should stop in-person instruction if there is a confirmed case within the cohort
- Schools should close when there are “multiple cases in multiple cohorts” or when the school has experienced a 5-percent positive testing rate of students and staff in a 14-day period, depending on a facility's size and layout. The local health officer may also determine a school closure is warranted for reasons such as results from a public health investigation or local epidemiological data.
- Schools may reopen after 14 days and following cleaning and disinfection, a public health investigation and consultation with the local public health department.
- A superintendent should close an entire district if 25% of schools in the district have closed due to COVID-19 within 14 days, and in consultation with the local public health department; they may typically reopen after 14 days.

The state notes that it is “committed to supporting local health departments with resources and other technical assistance regarding school case, contact and outbreak investigations.”

Staff testing protocols and recommended frequency

The guidance also outlines the need for “periodic” testing of all staff members who may contact students or other staff when schools are open for any level of in-person instruction — including an increased level of testing in areas with rising community transmission, as lab testing capacity allows.

Listed examples of recommended frequency include testing all staff over two months, during which 25 percent of staff are tested every two weeks, or 50 percent every month to rotate testing of all staff over time.

California & Shasta County Public Health What happens if?

The superintendent, in consultation with Public Health, will determine if a partial or full school or district closure is needed based on guidance and recommendations from CDPH.

Student or Staff with:

Action

- | | |
|---|---|
| 1. Symptoms (e.g., fever, cough) | <input type="checkbox"/> Send home
<input type="checkbox"/> Recommend testing (if positive, see #3, if negative, see #4)
<input type="checkbox"/> School/classroom remain open |
| 2. Close contact with a confirmed COVID-19 case (t) | <input type="checkbox"/> Stay home
<input type="checkbox"/> Quarantine for 14 days from last exposure
<input type="checkbox"/> Recommend testing (but will not shorten 14-day quarantine)
<input type="checkbox"/> Quarantined student is put on Independent Study
<input type="checkbox"/> School/classroom remain open
**Possible school/community notification of known case |
| 3. Confirmed COVID-19 case infection

#contact is a person who was less exposed than 6 ft. from the case the greater than 15 minutes | <input type="checkbox"/> Notify the local public health department
<input type="checkbox"/> Isolate case and exclude from school for 10 days from symptom onset or test date.
<input type="checkbox"/> #Identify contacts (t) , quarantine & exclude contacts (likely entire cohort (tt)) for 14 days for after last date the case was present at school while Infectious
<input type="checkbox"/> Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten the 14-day quarantine)
<input type="checkbox"/> Disinfection and cleaning of classroom and primary spaces where case spent significant time
<input type="checkbox"/> School remains open
**School/community notification of a known case |
| 4. Tests negative after symptoms | <input type="checkbox"/> May return to school 3 days after symptoms Resolve
<input type="checkbox"/> School/classroom remain open
**Possible school/community notification if prior awareness of testing |

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors. (††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

CORONAVIRUS INFORMATION

COVID-19

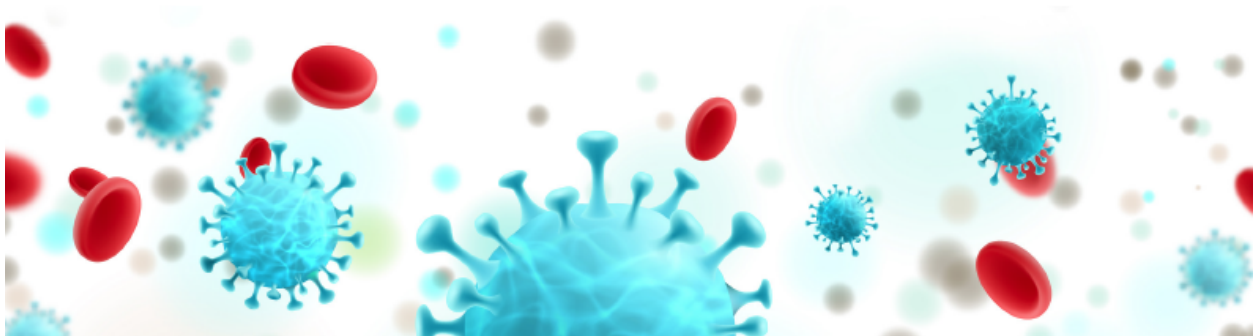
HOW IS COVID-19 SPREAD?

COVID-19 is spread mainly from person-to-person, via air droplets that contain the virus. For example; when a person sneezes, coughs, or talks, the virus is exhaled by the infected person and then inhaled by a nearby person. Some people do not show any signs or symptoms of being ill but can still spread the virus. The virus can also spread when a person touches objects and surfaces that have the virus on it and then touches their eyes, nose, or mouth.

HOW CAN WE PREVENT TRANSMISSION?

This virus can spread easily from person-to-person so taking necessary precautions is an important way to keep you, your family, friends, and community safe. The best way to prevent illness is to avoid being exposed to this virus. Key prevention practices also include:

- Physical distancing to the maximum extent possible.
- Washing hands with soap and water, frequently, for at least 20 seconds. If soap and water are not available then use hand sanitizer (at least 60% alcohol).
- Using a cloth face cover for your nose and mouth, unless under the age of 2 or anyone who has trouble breathing.
- Covering your coughs and sneezes. If you use a tissue, throw it away immediately and wash your hands.
- Cleaning and disinfecting frequently touched surfaces.
- Monitoring you and your family's health by taking temperatures and watching for signs and symptoms of COVID-19.



COVID-19

Stop the Spread of Germs

Help prevent the spread of respiratory viruses like COVID-19 and flu.

What are the symptoms?



Fever



Cough



Shortness of Breath

How is it prevented?



Wash hands often



Avoid touching eyes, nose, or mouth with unwashed hands



Avoid contact with sick people



Stay home while you are sick; avoid others



Cover mouth/nose with a tissue or sleeve when coughing or sneezing



Clean and disinfect frequently touched objects and surfaces



Visit scdhec.gov/COVID19 for more information.

CR-012563 2/20

CORONAVIRUS

SYMPTOMS

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.



SYMPTOMS MAY APPEAR 2-14 DAYS AFTER EXPOSURE TO THE VIRUS.
PEOPLE WITH THESE SYMPTOMS MAY HAVE COVID-19:



FEVER



COUGH



SHORTNESS OF
BREATH



FATIGUE



MUSCLE OR
BODY ACHES



HEADACHE



NEW LOSS OF
TASTE OR SMELL



SORE THROAT



CONGESTION OR
RUNNY NOSE



NAUSEA OR
VOMITING



DIARRHEA