



## **Student and Family Reopening Guide**

**A Plan for Reopening Our Schools on August 12, 2020**

**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.

**Version 1: July 31, 2020**

The most current guidance can be found at:  
<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

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.

**Please, join us for for a Facebook Live Event on August 6, 2020 from 5:30-6:30**  
**The link to this event will be on our website and social media. Our**  
**Superintendent, Helen Herd, and Principal, Shelly Craig, will be answering**  
**questions regarding the upcoming school year.**

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

# The Four Phases of School Reopening

Happy Valley Schools and Happy Valley Independent Personalized Learning Program will open in Phase 3 on August 12, 202


| HVUSD Student and Family Reopening Guide | Phase 4<br>Least Restrictive   | Phase 3<br>In-Person Instruction<br>Social Distancing Practices  | Phase 2<br>Distance Learning  | Phase 1<br>Stay Home Order  |
|--|--|--|---|---|
| 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.  | Distance learning with no students 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 will have no face-to-face contact with school staff. Students will be in virtual classroom 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.  | Students will not be present on campus. Any staff exhibiting coronavirus symptoms should self-isolate and remain off campus until tested or 14 day isolation concludes.   | 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 & cleaning protocols. Adjusted schedule for safe movement that allows safe contact. <u>Face coverings required and provided for all staff and students.</u> Students arrive no earlier than 30 minutes before school starts. | Sites will be cleaned and sanitized daily as 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 served observing social distancing protocols.  | Breakfast and lunch will be provided for students as a grab-and-go...similar to the process utilized during our 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 restrictions. All students and staff will be required to wear face coverings   | No home to school transportation will be provided.  | Same as Phase 2   |

## Enrollment Options

| 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.

To enroll in the HVIPL Program, follow the steps described below:




**Happy Valley Independent Personalized Learning Enrollment Process**

Go to [www.hvUSD.net](http://www.hvUSD.net) to locate enrollment forms

- Use the drop down menu and click Independent Personalized Learning.
- Follow the instructions to enroll.

## Enrollment for New Students

New students should complete enrollment forms and contact the school office for further support. Call the district office for Interdistrict Transcript requests.



**ENROLL NOW!**

Click Here To Enroll for the 2020-2021 School Year!

The following enrollment packet is for New Student Enrollment and Independent Personalized Learning Enrollment and may be emailed to [enrollment@hvUSD.net](mailto:enrollment@hvUSD.net), mailed to the school site, or physically turned in at the offices. To guarantee your spot, please complete by August 3rd, 2020.

**New Student Enrollment for Face to Face Learning**

Locate new student enrollment forms at [www.hvUSD.net](http://www.hvUSD.net).

- Scroll down to **Headlines and Features**
- Click to access downloadable enrollment forms.

**You may submit enrollment forms in one of the following ways:**

1. Print and return to school or district office
2. Download and email to [enrollment@hvUSD.net](mailto:enrollment@hvUSD.net)
3. Print, take a picture and email to [enrollment@hvUSD.net](mailto:enrollment@hvUSD.net)

### **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.***

### **Arrival at School**

#### **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           | TBD           | Arrive no earlier than TBD   |
| Community Day School | TBD           | TBD                          |

\*Bus schedules will be posted as soon as possible.

### **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 their temperature taken
- 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 students, staff, and all visitors/volunteers as they arrive at school. Student temperature checks will occur at two locations at each school site. Students will simply pass by a machine that reads the temperature and discretely 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 children 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 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

### **Use of Personal Protective Equipment (Masks)**

State & County Public Health guidelines will be followed in the Happy Valley Union 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
- 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 nightly



### **Face Covering Requirements**

| <b>Location</b>        | <b>Grades TK-2</b>   | <b>Grades 3-8</b>  |
|------------------------|--|--|
| <b>Bus</b>             | Must be worn   | Must be worn   |
| <b>Entering School</b> | Strongly encouraged  | Must be worn   |
| <b>Hallways</b>        | Strongly encouraged  | Must be worn   |
| <b>Classrooms</b>      | Strongly encouraged, bucket hats will be provided for close proximity          | Must be worn, shields will be provided in lieu of plexiglass dividers          |
| <b>Playground</b>      | Strongly encouraged, bucket hats will be provided                              | We will follow Shasta County Health Guidelines                                 |
| <b>Restrooms</b>       | Strongly encouraged  | Must be worn   |
| <b>Cafeteria</b>       | 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.
- 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

### **Playground Procedures**

- Playground equipment will be sanitized regularly
- Movement around school grounds will be adjusted to reduce high traffic in confined areas
- Students should wear protective face coverings while on the playground unless social distancing allows for removal. Happy Valley Schools will follow the Shasta County Health Guidelines in regards to face coverings during physical activity.
- Students will use playground in cohorts or smaller groups of students

## **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.

|                                      |  |
|--------------------------------------|--|
| <b>Google Meet</b>                   | <ul style="list-style-type: none"><li>• Used to communicate with students for instruction and learning</li><li>• Live communication with students and families,</li><li>• Opportunities for training and professional learning for teachers and parents</li><li>• Virtual meetings</li></ul>   |
| <a href="#"><u>HVUSD Website</u></a> | <ul style="list-style-type: none"><li>• Provides important information about our district and the variety of options for student learning</li><li>• Allows access to the Clever portal and all apps that are used for instruction and learning</li><li>• Access enrollment for our three schools, our independent personalized learning program, and Project SHARE</li><li>• Most current learning resources for students and families</li></ul> |
| <a href="#"><u>Clever</u></a>        | <ul style="list-style-type: none"><li>• Used as a central hub for all HVUSD learning apps for students.</li><li>• Allows students to have a single sign-on to access apps, teacher pages, and the Google Suite</li><li>• Students use this portal to access a variety of learning tools</li></ul>  |
| <b>Remind</b>                        | <ul style="list-style-type: none"><li>• Teachers will use Remind to send announcements to families</li><li>• Teachers can send individual or small group messages to families or students</li><li>• District administrators will use Remind to send announcements to families for emergencies and general information</li><li>• Families should make sure that the correct contact information is provided to the school of attendance</li></ul> |
| <b>Google Classroom</b>              | <ul style="list-style-type: none"><li>• This online learning platform will be taught and used by all students TK-8 grade</li><li>• Teachers at each grade level will use this technology in a way that supports students at their skill and grade level</li><li>• Students can access and submit assignments online</li><li>• A variety of learning tools can be accessed using Google Classroom</li></ul>                                       |



### **Additional Student and Family Support**

| <b>Equipment</b>                     | <b>Explanation</b>  |
|--------------------------------------|---|
| <b>Chromebook</b>                    | <ul style="list-style-type: none"><li>• Students will be held accountable for responsible use of the Chromebook</li><li>• Students will be trained in Digital Citizenship and be held to high standards when using technology and online access</li><li>• Students and families will sign a Chromebook Responsible Use Agreement and be held financially responsible for any damage to the device</li></ul>   |
| <b>Mobile Hotspots</b>               | <ul style="list-style-type: none"><li>• In case of distance learning, we will be exploring the possibility of mobile hotspots to provide better accessibility to all in our community</li><li>• Students and families will be able to access District Wi-Fi in our parking lots</li></ul>   |
| <b>Family Learning Opportunities</b> | <ul style="list-style-type: none"><li>• 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</li><li>• Facebook Live</li><li>• Online and in person training</li></ul>  |
| <b>Family Engagement</b>             | <ul style="list-style-type: none"><li>• 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</li><li>• Open meetings will be held before school begins to visit about our plans for reopening school</li><li>• 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</li><li>• 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</li></ul> |

### **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
- SHARE staff will have open communication with school site personnel