

Chowchilla Elementary School District School Reopening Guidance



COMMITTED **2** EXCELLENCE

2020-21

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PHASED SCHOOL REOPENING

Welcoming students back with safety in mind.

Updated 2/22/2021

STAGE 1	DISTANCE LEARNING This is our current stage where students are engaging in distance learning through set Schedules and daily interactions with teachers and classmates.	START DATE 8/18/20
STAGE 2	SMALL GROUP COHORTS Distance learning continues for most students; however, some Special Education and at-risk student populations will be asked to return to school for required services, assessments, and instruction. Details will be communicated to these families.	IN PROGRESS 9/21/20
STAGE 3	ABAB HYBRID LEARNING MODEL- START DATES TK-K, 3, 5 (3/08/21) & 1, 2, 4, 6 (3/15/21) Combines in-person check in and at-home learning. For grades TK-6, students would be in an “A” or “B” group and attend school 2 days each week. For example, Group A would attend on Monday and Wednesday and Group B would attend on Tuesday and Thursday. Friday would be an at-home day, students would be required to participate in a daily live check in and engage in independent or project-based work and at times, live instruction. (CLOSED) For grades 7-8, students would be in an “A” and “B” group and attend school days each week. For example, Group A would attend on Monday and Wednesday and Group B would attend on Tuesday and Thursday. Friday would be an at-home day, students would be required to participate in a daily live check in and engage in independent or project-based work and at times, live instruction.	
STAGE 4	TRADITIONAL SCHEDULE WITH RESTRICTIONS Five days a week on-campus instruction with daily sanitizing, social distancing as feasible and limits on large gatherings, extracurricular activities, and athletics.	
STAGE 5	TRADITIONAL SCHEDULE WITH NO RESTRICTIONS Five days a week on-campus instruction with assemblies, extracurricular activities, and Athletics. Daily health self-screening may still be required.	

In each stage, we will continue to operate the Chowchilla Virtual Academy (CVA) for our exclusive online learners.



Committed **2** Excellence

Superintendent's Message:

Chowchilla Elementary School District prides itself on its "Commitment 2 Excellence," a culture we have developed through focusing on the health, academics and safety of our students.

We recognize the academic, physical and social emotional needs of our students are best served through stability, consistency and familiarity. CESD has therefore developed this Reopening Guide to welcome our students back with their safety in mind.

Through a concerted effort between CESD, state, staff from the Madera County Superintendent of Schools and local public health officials, we have developed a phased approach built from the State's guidelines for resuming in-person instruction.

The safety procedures within this guidebook are aimed to mitigate, not eliminate risk. No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but implementation of several coordinated interventions can greatly reduce that risk. Through teamwork with our families, staff and students, we hope to reopen our schools and stay open by adhering to the procedures set out in this guidebook.

While we hope that these health and safety measures provide some peace of mind, we must remain flexible and adaptable to the potential starts and stops associated with reopening schools. We will also continue to offer a Virtual Learning option throughout our phased reopening of the 2020-2021 school year because we believe parents deserve choices in their child's education.

I would personally like to thank all of our families and each of our staff members for working diligently to ride the waves of uncertainty since the pandemic began. Your steadfast commitment to our students has demonstrated true collaboration, kindness and adaptability; characteristics we hope to instill in our students.

Sincerely,

A handwritten signature in blue ink that reads "DR. Charles Martin". The signature is written in a cursive, flowing style.

Dr. Charles Martin
Chowchilla Elementary Superintendent

General Measures

Per State guidelines, the Chowchilla Elementary School District will continue to review guidance, consult, communicate and collaborate with the following agencies regarding current disease levels, testing capabilities, and control measures locally to ensure we are providing the healthiest learning environment for students and staff.

- Madera County Department of Public Health
- Madera County Superintendent of Schools
- California Department of Public Health
- California Department of Education
- Surrounding Districts

In accordance with state guidelines, CESD has contingency plans in place for the possibility of closure of classes, groups, or entire facilities when persons associated with the facility or in the community test positive for COVID-19.

Furthermore, Chowchilla Elementary will continue to review and update health plans for high-risk individuals to ensure proper support and accommodations are provided.

Chowchilla Elementary has reviewed both CDPH and Cal/OSHA requirements and has an effective plan to protect employees.

Promoting Healthy Hygiene Practices Hand Washing

Hand Washing

Chowchilla Elementary School District is committed to teaching, reinforcing, and developing regular hand washing routines throughout campuses. Education will include best practices on avoiding contact with one's eyes, nose, and mouth, as well as washing or sanitizing hands before and after eating, using the restroom, being outside, and coughing or sneezing. Time will be set aside for teachers to develop a regular schedule for routine hand hygiene.



Hand Sanitizer

Additional hand sanitizing stations are available in all classrooms and additional supplies are available for school sites. Hand sanitizer will be alcohol-based.

Physical Distancing

Each school campus has put measures in place to increase physical distancing in hallways, classrooms, walkways, bathrooms, and other areas of the campus. Students will be encouraged to not congregate together especially in high traffic areas.

Work Areas

Staff and students will avoid sharing phones, work supplies, and office equipment when feasible; never share Personal Protective Equipment (PPE). Take time to clean work area(s) as needed during the day.

Personal Protective Equipment (PPE) and Supplies

Face Coverings

Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission. **While in a hybrid setting, students at all grade levels will be required to wear a mask. A face shield with a drape is an acceptable alternative.**

Age	Face Covering Requirement
Under 2 years old	No
TK-6 th grade	Yes
Middle School	Yes

If a student or staff member does not have a face covering, one will be provided to them.

In order to comply with this guidance, schools must exclude 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. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.

Staff

All staff must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.

Hygiene & Safety Supplies

Chowchilla Elementary School District aims to ensure adequate supplies are available to support healthy hygiene behaviors. School sites will have the following available:

- Soap
- Tissues
- No-touch trash cans
- Face coverings
- Face shields (staff)
- Hand sanitizer
- Medical grade cleaning supplies
- Plexiglass dividers in front offices and for Special Education assessments

Cleaning, Disinfecting, and Ventilation

Chowchilla Elementary School District will be using cleaning products approved for use against COVID-19 by the Environmental Protection Agency (EPA).

- Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list “N” and follow product instructions
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer’s directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable
- Custodial staff who are responsible for cleaning and disinfecting school sites will be equipped with proper protective equipment including gloves, eye protection, respiratory protection and other appropriate protective equipment

Chowchilla Elementary School District has plans in place to maximize custodial staff and are implementing daily schedules for practicable cleaning and disinfecting at school sites and on buses.

- Restrooms will be disinfected regularly
- All classrooms have wall mounted hand sanitizer dispensers installed
- Elementary classrooms will have students wash their hands using the classroom sink. Classroom drinking fountains will not be accessible (water bottles can be filled)
- Clean and disinfect frequently-touched surfaces within schools daily, and throughout the day as practicable, by trained custodial staff as practicable
- Elementary playground equipment (balls, ropes, etc.) will be assigned to each class and used by that class only in a designated area. Equipment will be sanitized daily
- Sharing of objects and equipment, such as toys, games and art supplies will be limited to the extent practicable. Items will be cleaned and disinfected between uses as practicable

- Cleaning and disinfecting guidelines will be established to ensure safe and correct application of disinfectant and to keep products away from children's reach (stored in a space with restricted access)
- Shared computers and other equipment should be regularly wiped down throughout the school day as feasible
- Cleaning and sanitization supplies will be made available in the event a teacher desires to perform additional classroom cleaning/sanitization

Frequently Touched Surfaces

High-touch areas such as door handles, light switches, sink handles, bathroom surfaces, tables, and desks will be cleaned daily, or more frequently as needed.

Ventilation

Chowchilla Elementary School District replaced all HVAC system filters on a quarterly basis. Fresh air into classrooms, shared spaces, and offices as required by the building code. All classrooms will be equipped with a portable air purification system that is equipped with both an ultraviolet light and HEPA filter.

Distancing Measures

Outside the Classroom

Additional information will come from the individual schools.

Chowchilla Elementary School District has reviewed and is implementing District-wide measures minimizing contact between students, staff, and families in the following areas where practicable:

- Entry and exit schedules for each school have been established
- Transportation seating considerations
- Reconfigured recess schedules and reducing sharing of equipment
- Reconfigured breakfast and lunch schedules where food is provided "to-go" style and outdoor spaces are maximized
- Minimizing the mixing of classes and congregate movement through hallways and common areas during passing periods
- Minimizing large gatherings on campus, i.e., elimination of in-person assemblies and school-wide events
- Campus access will be limited to staff, students, and parents/guardians on official business ONLY.

Inside the Classroom

Educate students on developmentally appropriate physical distancing procedures.

Additionally, we are committed to the following:

- Maximizing fresh airflow
- Maximizing space between seating and desks to achieve social distancing as practicable
- Minimize the mixing of classes as much as practicable, and limit small group interactions
- Minimize the sharing of materials and equipment as practicable. Each student will have their own tools as practicable. If materials and equipment must be shared, best efforts will be made to clean and disinfect between uses, and students will be continually practicing good hygiene habits such as hand washing and/or hand sanitizing

Staff and Family Education

Chowchilla Elementary School District is committed to train staff and provide educational materials, protocols, and resource list for families in the following safety actions:

- Sanitation practices
- Safe practices for the use of Personal Protective Equipment (PPE)
- Physical distancing guidelines
- Proper usage and care of face coverings
- Screening practices
- COVID-19 specific symptom identification
- Dedicated COVID-19 resource webpage
- Support navigating remote learning for families
- Mental health services and supports
- Information regarding COVID-19 leaves for staff (contact Human Resources)

Health and Wellness Checks

Daily Wellness Checks

Families and staff will be required to do a daily screening for symptoms of COVID-19 using screening protocols listed on the following pages before arriving at school or the bus stop. This includes the taking of temperatures.

Stay Home When Sick

Staff and students should stay home when sick, not feeling well, or have come in close contact (CDC defines close contact as anyone who has been within 6-feet of an infected individual for at least 15-minutes, 2-days before illness onset) tested positive for COVID-19. Individuals who have a temperature of 100.4 and above must stay home. Those students with higher than normal temperatures are also encouraged to stay home.

COVID-19 Symptoms Include

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:

- Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Fever or chills
- Diarrhea
- Nausea or vomiting
- Fatigue
- Muscle or body pain
- Headache
- Congestion or runny nose
- Sore throat

This list does not include all possible symptoms. Health officials will continue to update this list as we learn more about COVID-19.

Visitor Policy

Campus access will be limited to staff, students, and parents/guardians on official business ONLY.

Visitors will be permitted on campus by appointment only, and will be required to wear a face covering. Visitors will also need to complete the screening process. **Visitors must avoid campus if they exhibit any COVID-19 symptoms.**

Student Daily COVID-19 Self/Guardian Checklist

Students should not be physically present on any Chowchilla Elementary School District campus or facility if any of the following symptoms are present. Additionally, students should not be physically present if they have been exposed to anyone with a confirmed positive COVID-19 test within the past 10 days.

COVID-19 Symptoms Include:

Low-risk: General Symptoms

Fever (100.4 degrees or higher) or chills
 Congestion/runny nose
 Nausea/vomiting/diarrhea
 Sore throat
 Headache
 Fatigue/muscle or body aches

High-Risk: Red Flag Symptoms

*Cough
 *Difficulty breathing
 *Loss of taste/smell

(1) Low Risk Symptom:	The student should stay home, or be sent home if at school. They may return to school 24 hours after symptom resolution (without the aid of medication).
(2) or more Low Risk Symptoms OR (1) High Risk Symptom:	The student should stay home, or be sent home if at school. They should be evaluated by a health care provider <u>if the symptoms cannot be explained with pre-existing conditions.</u>

This list does not include all possible symptoms. Health officials will continue to update this list as we learn more about COVID-19.

Employee Daily COVID-19 Self-Checklist

Staff should not be physically present on any Chowchilla Elementary School District campus or facility if they have any of the following symptoms. Additionally, staff should not be physically present if they have been exposed to anyone with a confirmed positive COVID-19 test within the past 10 days. Staff should contact Human Resources to report any possible exposure incidents and to obtain guidance.

COVID-19 Symptoms Include:

Low-risk: General Symptoms

Fever (100.4 degrees or higher) or chills
 Congestion/runny nose
 Nausea/vomiting/diarrhea
 Sore throat
 Headache
 Fatigue/muscle or body aches

High-Risk: Red Flag Symptoms

*Cough
 *Difficulty breathing
 *Loss of taste/smell

**This list does not include all possible symptoms.

Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure

Low Risk: General Symptoms



Fever
(100.4°F or greater)



Sore throat



Congestion/runny nose



Headache



Nausea/vomiting
/diarrhea



Fatigue/muscle
or body aches



Cough



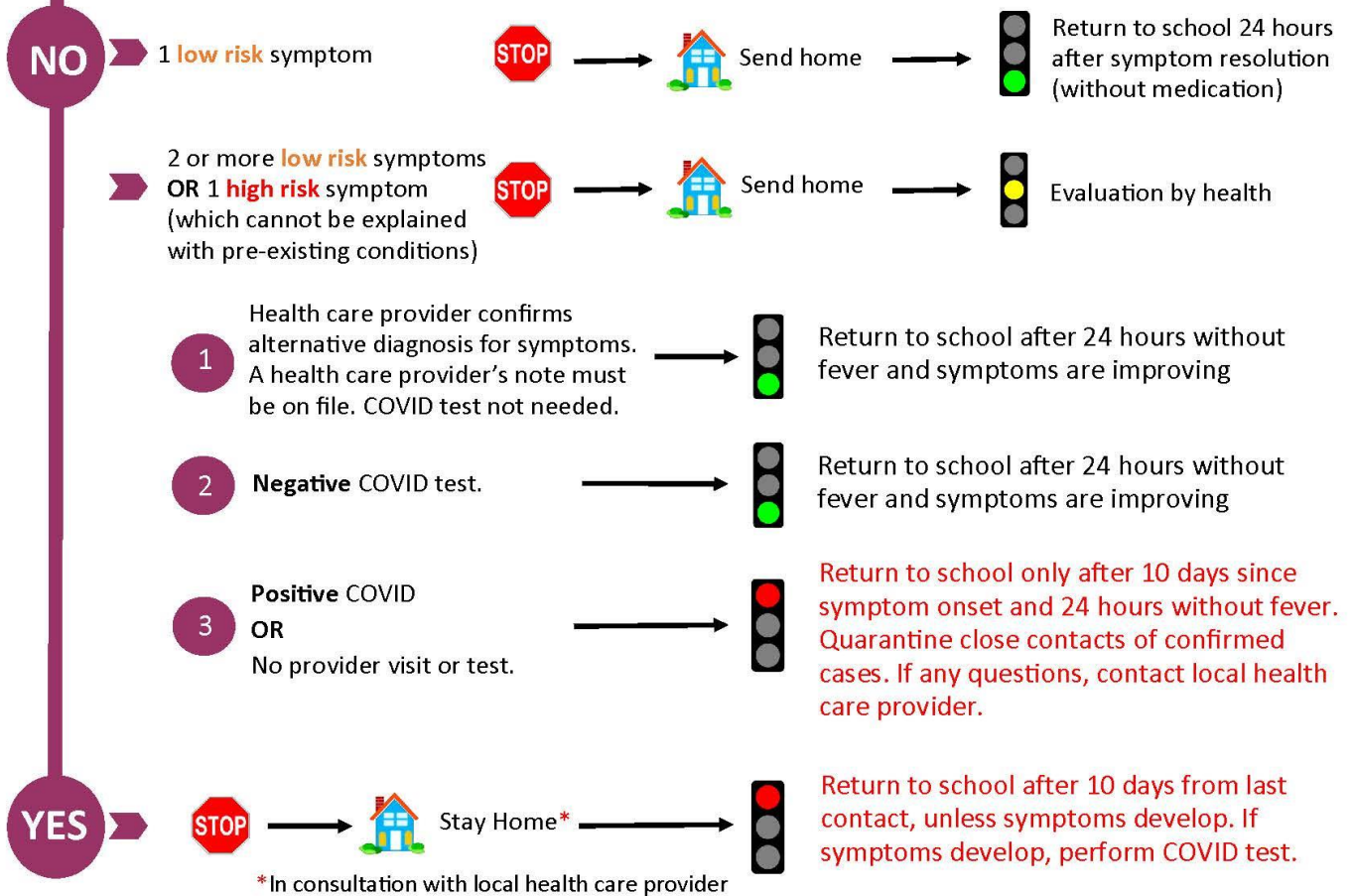
Difficulty breathing



Loss of taste/smell

Exposure to COVID-19 positive person?

Close contact: less than 6 feet, 15 minutes or longer



This care pathway was designed to assist school personnel and is not intended to replace the clinician's judgment or establish a protocol for all patients with a particular condition. Diagnosis and treatment should be under close supervision of a qualified health care provider. Guidance might change. 2.22.2021

Attestation

By arriving at work/any Chowchilla Elementary School District campus or facility, staff members affirm they have not had, or been exposed to anyone with, any of the symptoms listed above in the past 10 days. Furthermore, staff agrees to wear a face covering. If exposed, staff will get clearance from the district or their direct supervisor prior to resuming their work assignment.

Students or staff* who present with symptoms while at school:

- Students will go to a designated isolation room until they can be picked up by a parent or guardian
- Staff members must leave CESD campuses or facilities and inform their supervisor prior to leaving
- Per State guidelines, Districts should recommend the individual experiencing symptoms take a COVID 19 test. Staff members will be directed to the Madera County School Testing Site. Students can contact their physician or access the free OptumServe testing site at <https://lhi.care/covidtesting>
- Negative SARS-CoV-2 PCR test. If a student or staff member tests negative, they may return to school after 24 hours fever-free without fever-reducing medication, and symptoms have improved.
- Health care provider confirms alternative diagnosis (It isn't COVID) for symptoms. A health care provider's note must be on file. ARS-CoV-2 PCR test not needed. If a student or staff member no longer has symptoms, they may return to school after 24 hours without fever-free without fever-reducing medication.

Students or staff* who have had close contact with a confirmed COVID-19 case:

- Students and Staff* should not come to campus if they knowingly had close contact. Centers for Disease Control defines close contact as anyone who has been within 6 feet of an infected individual for at least 15 minutes, 2 days before illness onset with a confirmed COVID-19 case. If they come to campus, staff will be asked to go home and students will be kept in isolation, in a designated isolation room until they can be picked up by a parent or guardian.
- Per State guidelines, Districts should recommend the individual experiencing symptoms take a COVID-19 test. Staff will be directed to the Madera County Testing Site. Students can contact their physician or access the free OptumServe testing site at <https://lhi.care/covidtesting>.
- Quarantine for 10 days from last exposure. School work will be provided to students to complete during this time.
- School/classroom may remain open in consultation with public health officials.

**Staff should contact their supervisor immediately.*

Plan for Someone with a Confirmed COVID-19 case:

Students or staff* who have a confirmed COVID-19 case:

- Individuals cannot come onto campus for 10 days from symptom onset or test date, are at least 24 hours with no fever without fever-reducing medication, and symptoms have improved.
- If an individual test positive, but has had no symptoms, they may return to campus after 10 days of the test
- Site administrators will identify school site contacts, quarantine and exclude exposed contacts (likely the entire cohort) for 10 days after the last date the case was present at school while infectious. School work will be provided to students during this time
- State guidelines recommend testing of contacts, especially those who are asymptomatic. However, testing will not shorten the 10-day quarantine
- Disinfection and deep cleaning of classroom and primary spaces where the case spent significant time will be conducted
- School may remain open in consultation with public health officials
- Families and staff will receive notification if there is a known positive case that occurs at their school site

*Staff should contact their supervisor immediately

Source: Schools Reopening Recommendation Guidelines www.cdph.ca.gov

Maintaining Healthy Operations

Chowchilla Elementary School District is committed to maintaining healthy operations with an added emphasis on:

- Monitoring student absenteeism and the types of illnesses and symptoms experienced
- Monitoring staff absenteeism and have a roster of trained back-up staff
- Maintain communication systems that allow staff and families to self-report symptoms while maintaining confidentiality, as required by the Family Educational Rights and Privacy Act (FERPA) and state law related to the privacy of educational records
- Support students and families with a higher risk for severe illnesses by providing a distance learning option (Chowchilla Virtual Academy)
- Communicate and consult with the Madera County Health Department to stay current with COVID-19 activity and guidance
- Identify a staff liaison(s) at each site to be responsible for responding to COVID-19 concerns

Partial or Total School Closure

State and local health orders will be monitored to see if operational adjustments are needed.

Chowchilla Elementary School District will seek guidance from local Public Health Officials if the need for partial or total closure of a classroom(s) or school(s) is necessary due to positive COVID-19 case(s) of staff, student(s), or visitor(s)/volunteer(s). The State and Public Health Officials may also order the partial or full closure of a school/ district due to the level of community spread.

Chowchilla Elementary School District has contingency plans in place for the following instances if needed:

- Closing of a classroom
- Reducing the number of students on campus
- Closing of a specific school/site
- Transitioning to Distance Learning
- Communication plan for staff and community

State Guidelines for schools, state district or individual school closure is recommended based on the number of cases, the percentage of teachers/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closures 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 students & staff are infected or potentially infected in a 14-day time period. This may also depend 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 investigations or other local epidemiological data.

Frequently Asked Questions

What are the State's criteria for closing a school?

Individual school closures 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 students & staff are infected or potentially infected in a 10-day time period. This may also depend on the size and physical layout of the school.

What are the State's criteria for closing a school district?

A school district should close if 25% or more of schools in a district have closed due to COVID-19 within 10 days, and in consultation with the local public health department.

If a school district/individual school is closed, when will it reopen?

Districts will typically reopen after 10 days, in consultation with the local public health department.

If public health officials order total closure of schools, Chowchilla Elementary School District students will default to full distance learning with virtual instruction by their teacher. This model is 100% online and home-based.

Access to Technology

Elementary Grades TK-8

Because of the large numbers of Chromebooks checked out to families, students may have limited access to shared devices while at school and will be assigned one device for the entire day when feasible. Students who have checked out a device for distance learning will be required to bring that device to school with them each day. During distance learning, devices will continue to be available for check-out if students do not have access to one at home. Please ensure devices are fully charged and ready for use. Shared devices will be cleaned frequently.



Internet Accessibility

All efforts will be made to ensure students have access to the Internet. Families that do not have access should contact their student's principal to ensure availability of a district mobile hotspot. The district will make every effort to ensure connectivity to all households, but supply is limited and may be reserved for those students who have no access. Other accessibility requests will be provided based on need with principal's input and guidance.

Transportation During Phased School Reopening – Stage 2 and Stage 3



Loading and unloading of buses

- Load students onto the bus from “rear to front” and unload students from the bus “front to rear” to avoid students walking past each other
- Encourage students to maintain physical distancing while loading and unloading at school sites
- Encourage students to practice social distancing while waiting at bus stops
- Buses and touchable surfaces will be sanitized after AM and PM routes

Seating and physical distancing

- Students will be physically distanced as feasible
- Students must wear a face covering, unless exempt
- A protocol will be developed for students who may have issues with wearing a mask while on the bus such as Special Education students due to sensory issues
- All bus drivers must wear a face covering
- A supply of masks for each bus will be made available in the case a student does not have one
- Develop procedures for drivers to follow if the driver believes they are showing COVID-19 symptoms
- Notify families/students of the District’s transportation process, including adjustments due to COVID-19

Transportation During Stage 4

Loading and unloading of buses

- Load students onto the bus from “rear to front” and unload students from the bus “front to rear” to avoid students walking past each other
- Encourage students to maintain physical distancing while loading and unloading at school sites
- Encourage students to practice social distancing while waiting at bus stops

Seating and physical distancing

- Students will be physically distanced as feasible
- A protocol will be developed for students who may have issues with wearing a mask while on the bus such as Special Education students due to sensory issues
- All bus drivers must wear a face covering
- A supply of masks for each bus will be made available in the case a student does not have one
- Develop procedures for drivers to follow if the driver believes they are showing COVID-19 symptoms
- Notify families/students of the District’s transportation process, including adjustments due to COVID-19

Student Supports

We believe it is in the best interest of students to provide as much normalcy as possible when school re-opens. To help address learning gaps, social-emotional health needs, emotional trauma, and the potential for needing to relearn basic socialization skills, we are prepared to meet students where they are academically, socially, and emotionally and offer additional support. These supports will be available in all learning models and they may be modified in their delivery and format. Examples of supports available are listed below.

Social-Emotional Supports

- School-based counseling
- Suicide prevention training for all certificated staff
- Mental health therapies
- Mindfulness and Restorative practices
- Social-emotional learning /curriculum

Academic Supports

- Identification and prioritization of essential learning standards
- Formative assessments for learning gaps
- Tiered Levels of Support in small groups
- Tutoring and supplemental support curricula for identified students

English Learners

Designated English Language Development will be delivered during uninterrupted blocked times each day of the week. Integrated English Language Development will continue to be delivered in all content areas to ensure access to rigorous curriculum and success in standards of a story in both hybrid and distance learning models. English language support staff will also be available throughout the day to assist students and families in content area curriculum and digital platforms.

Special Education

Instruction and services will be provided and incorporated within the same schedule and guidelines as general education. During Distance Learning, Individual Distance Learning Plans will be developed and shared with parents to document all supports and services, daily or weekly schedules, resources, platforms, and log-in information. Students will participate in daily live (synchronous) and asynchronous learning activities within the general education classroom and for specialized academic instruction and related services. The District will design small group cohorts in support of meeting student's academic and social needs. Depending on class sizes and/or scheduling and the ability to ensure social distancing guidelines, when schools transition to the Hybrid model, students within Special Day Class (SDC) programs will attend daily as opposed to the alternating A/B schedule.

Distance Learning

Distance Learning is the default for school closures due to COVID-19. In this model, students would remain home and participate in live (synchronous) and self-guided (asynchronous) learning throughout the regular instructional day with their teacher and classmates. For 2020-21, Chowchilla Elementary has reimagined and strengthened its Distance Learning program so as to provide more structure and continuity in learning for all students. The following standards have been established for Distance Learning per Senate Bill 98:

- **Daily Interaction Required.** Students will receive daily live interaction from their instructors.
- **Instruction Aligned with Grade Level Standards.** Students will proceed with instruction in current grade level standards, content, and objectives.
- **Regular Feedback, Assessment, and Grading.** Teachers will provide regular feedback on student work and be assessing and grading student performance.
- **Taking Student Attendance.** Teachers will be taking daily student attendance.
- **Minimum Instructional Requirements.** Students will receive a minimum amount of daily instruction which may be met by a combination of teacher instruction and independent work assigned.
 - 180 minutes per day for Transitional Kindergarten and Kindergarten
 - 230 minutes per day for grades 1-3
 - 240 minutes per day for grades 4-12
- **Preventing Disengagement.** Schools have plans to re-engage students who are absent from distance learning for more than three school days a week.

- **Checking Connectivity.** Students who do not have a device at home to participate in distance learning will be able to check-out a Chromebook from the District. Distribution information will be communicated directly from your school site. Chromebook check-out agreements, as well as a list of low-cost internet options may be found on the CESD website, or by contacting the CESD Educational Services Division.
- **Weekly Engagement Records.** Schools will keep weekly engagement records noting how much synchronous (live) or asynchronous (independent) instruction a student has received.

Hybrid Learning

For grades TK-6, students would be in an “A” or “B” group and attend school 2 days each week. For example, Group A would attend on Monday and Wednesday and Group B would attend on Tuesday and Thursday. Friday would be an at-home day, students would be required to participate in a daily live check in and engage in independent or project-based work and at times, live instruction.

For grades 7-8, students would be in an “A” and “B” group and attend school days each week. For example, Group A would attend on Monday and Wednesday and Group B would attend on Tuesday and Thursday. Friday would be an at-home day, students would be required to participate in a daily live check in and engage in independent or project-based work and at times, live instruction.

Siblings will be grouped in the same “A” or “B” block to the greatest extent possible. Information pertaining to your student(s) and school’s specific schedule will come directly from your school site.

Traditional Learning

The traditional learning model is what we’ve always done in Chowchilla Elementary, providing high, quality educational excellence in-person, five days weekly, for TK-8 students. Chowchilla Elementary is committed to returning to traditional learning as soon as it is safe for students and employees and allowable by local and state public health departments. We hope to be there with our students in the near future!

Chowchilla Virtual Academy (CVA)

The CESD Virtual Learning Program is a 100% distance learning program option provided to students who are medically fragile or would be put at risk by in-person instruction.

Virtual learning takes place in the student's home and places the responsibility for learning on the family. Students in elementary school will remain with their current teacher. This will allow for continuity of instruction as students potentially transition from virtual to in-person learning or in-person learning to virtual learning. The students assigned teacher will provide virtual learning to students on a daily basis to meet the required instructional minutes set by the California Department of Education. Teachers will provide recorded video lessons in all core subjects including English Language Arts, Mathematics and English Learner Supports. In addition, teachers will provide additional lessons in History, Science, Arts and Physical Education. Teachers will also provide one hour of synchronous instruction to all virtual learning students on a daily basis.

The Virtual learning program for the middle school looks slightly different. Students will be placed with a designated virtual instructor which means they could have anywhere from 1-4 teachers that are different from their current schedule. Each period students will have a specialized single subject teacher that will teach a combination of synchronous and asynchronous instruction to students. On Fridays, students will have synchronous instruction from their first period teachers followed by asynchronous instruction for their other classes to fulfill their daily instructional minutes. The asynchronous instruction on Fridays will consist of recorded lessons, content and standards aligned, that students will watch then complete the corresponding assignment.

Students in the Virtual Learning Program option who are receiving supports, either academic, mental health or other, will continue to be provided those supports. In addition, students in special education and related services will be provided with any accommodation's necessary to ensure a student's Individualized Education Program (IEP) can be implemented in a distance learning environment. Any students who are designated as English language learners will be provided with integrated and designated instruction in English language

Lunch and breakfast will continue to be provided for families on the Virtual Learning Program. Food can be picked up in a drive-thru method from any of our CESD school sites.

All students are required to attend school on a daily basis and be engaged in their distance learning. The school district will track and monitor a student's daily engagement through the completion of assignments and contact between the student and the LEA employee. This daily participation will be included in the student's weekly engagement record, which will also document whether a student was engaged in synchronous or asynchronous distance learning for any part of a school day. If a student does not participate in distance learning through the Virtual Learning option they will be deemed absent, and the LEA will document that absence and report it for purposes of chronic absenteeism.

It is understood by parents that students that enroll in the CVA will remain in the program until the end of each grading period. An early return may be approved at which time the school discontinues the hybrid model.

Students may be assigned a different instructor when they enroll in the CVA program.

Sports and Extracurricular Activities

Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this time. Further guidelines will likely be forthcoming from the California Department of Public Health (CDPH), California Department of Education (CDE), and California Interscholastic Federation (CIF). CESD, with guidance from Madera County Public Health, will determine when we can have a return of athletics and Performing Arts.

Nutrition Services During Phased School Reopening – Stage 2 and Stage 3

- Minimize self- service (ie: elimination of salad bars and “food share table”)
- No keypad entry for student code
- Staff, whenever possible, will pre-plate food trays at the serving window
- Staff to place condiments/utensils on the student’s tray
- Continue to use staggered lunches and provide options for students to eat in outdoor/indoor spaces as feasible
- In the case of inclement weather, continue to implement standard processes of students eating in classrooms under noon duty supervision
- Staff to wear masks and/or face shields with a drape
- Use disposable products whenever possible
- Increase cleaning and sanitizing in frequently touched areas

Meal Preparation

- Use pre-packaged meal items whenever practical
- Staff to use disposable prep supplies, ie: aprons, gloves, masks, face shields, etc., whenever possible
- Staff will be trained on current health and safety protocols and employee expectations (ie: handwashing procedures)

Through the end of the year, Chowchilla Elementary Nutrition Services will serve breakfast and lunch at no charge to children 18 years of age and younger, regardless of eligibility. Meals may be picked up by a guardian or student at any of our school sites. The distance learning meal pickup schedule runs from 11:30 am to 1:00 pm at each school site. Site meal schedules will be modified to address a Hybrid schedule.

School Safety Protocols

In-Person Setting Requirements (At school learning)

Cohort Plans

A. Bell Schedules (Staggered Recess and lunch times by grade levels)

Stephens Elementary	7:35 Student Drop Off - 12:10 Dismissal
Fuller Elementary	7:35 Student Drop Off – 12:10 Dismissal
Reagan Elementary	8:00 Student Drop Off – 12:35 Dismissal
Fairmead Elementary	7:50 Student Drop Off – 12:25 Dismissal
Wilson Middle School	TBD

B. Elementary grade levels will not be allowed to intermix

C. Student’s cohorts will be considered their classroom

Face Coverings and Handwashing

A. The site will follow CDPH mask guidance. Masks will be provided to students if needed. Students will be allowed to utilize their own mask as long as they meet guidance standards.

B. Students will be required to wash hands or use hand sanitizer upon entrance and before leaving classroom.

Student Screening Protocols

A. Student Screening: Parent Self Check Procedures

a. You must be able to answer “NO” to **all** of the following questions to safely send your child(ren) to School:

1. Is the student’s temperature more than 100.4 degrees, or 38 Celsius?
2. Has the student been exposed to someone with COVID-19 in the past 10 days?
3. Does the student feel ill?
4. Does the student have any of the following COVID-19 symptoms?
 - **Cough**
 - **Shortness of breath or difficulty breathing**
 - **New loss of taste of smell**
 - Chills

- Fatigue
 - Muscle or body aches
 - Congestion or running nose
 - Headache
 - Nausea
 - Vomiting (unidentified cause, unrelated to anxiety or eating)
 - Diarrhea
- b. Does the student have any of the following Multisystem Inflammatory Syndrome in Children (MIS-C) symptoms?
- Rash
 - Red eyes
 - Cracked/swollen lips
 - Red/swollen tongue
 - Swelling hands/feet
 - Stomach pain
- c. Please contact your school office if your child is staying at home with symptoms.
*(reference page 12 – Decision Tree)

B. Secondary Student Screening Protocol: Gate Screening

1. Students will use visuals to indicate their well-being before entering the campus.
2. If the child indicates they are not feeling well or the staff member identifies a sign of a COVID-19 symptom(s) the staff member will direct the student to the COVID-19 isolation room.

COVID-19 Isolation Room

A. Used for students with symptoms only:

- The isolation room will only be used for COVID-19 related symptoms. Safe distance will be used.
- A nursing/health aide staff member, or designee will support students who may enter this room.
- If a student demonstrates COVID-19 symptoms he/she will not be permitted back into the classroom.
- Parents will be notified and asked to come to the office to pick up their child.
- Once the parent or guardian arrives, school nursing staff, or the office designee will escort the child to their parent/guardian.

Symptomatic Students at School

Per Madera County Department of Public Health, when a student becomes symptomatic at school:

- The student must be picked up from school by an adult that resides in the same household.
- For rapid testing, students will be referred to Camarena Health if the parent does not have a family testing source.
- Students that test positive for COVID-19 must stay home for 10 days.
- Students with COVID-19 symptoms, must stay home for 10 days.
- A student with a negative COVID-19 test and medical clearance may return to school.

Symptomatic Staff at School

- All staff will be required to complete a self-attestation form.
- If a staff member displays symptoms while at school, which cannot be explained with pre-existing conditions, they will be sent home immediately.
- For rapid testing, staff will be referred to Quest Diagnostic if the employee does not have a family testing source.

Close Contact Tracing

If a school or the District Office (DO) of the Chowchilla Elementary School District (CESD) or Madera County Department of Public Health (MCDPH) is notified of a positive COVID-19 case with Chowchilla Elementary School District, or a person within CESD develops COVID-19 symptoms and is awaiting testing results (or refuses to test), the following close contact tracing will be implemented.

A. Step One: Notification of Chowchilla Elementary School District

The school/DO contacts the Credentialed School Nurse, or designee immediately. The school nurse, or designee will contact:

- a. The case/case's parent/guardian for further information.
- b. MCDPH for further instruction and determination of the period of close contact tracing.
- c. District and school officials.

B. Step Two: Close Contact Tracing

The site principal will collaborate with site staff and the school nurse to create a list of:

- a. Locations where the case was present from the time determined by MCDPH to start the tracing through the last time/date the case was present at the school. Including:
 - Classroom(s)
 - Playgrounds
 - Common areas

- Cafeteria
 - Special Services areas/classrooms
 - School Bus
- b. **All close contacts** – as defined as individuals who have been within 6 feet for 15 minutes cumulatively (e.g., three 5-minute interactions would count as close contact) during the infectious period. Close contacts will likely include:
- All siblings, regardless of school
 - All members of class/cohort
 - Teachers
 - Students who ride the same bus
 - Lunch group
 - Students/Coaches/Staff in sports team/extra-curricular activities/after school programs
 - Friends (regardless if they interact at school)
- C. Step Three: Quarantining of students/staff
- a. The school nurse, or designee will contact MCDPH with the close contact tracing lists for the MCDPH to determine which students/staff will need to quarantine.
 - b. The school nurse or designee/MCDPH will provide the DO with the list of persons that will need to quarantine.
 - c. DO personnel will contact staff and the parents/guardians of those that need to quarantine.
 - a. Staff will immediately be sent home, if on CESD grounds at the time of contact by DO personnel.
 - b. Quarantine is for 10 days and those quarantined should be tested for COVID-19 if symptoms develop. Follow the doctor's orders for safe return to school/work.
- D. Step Four: Self-Monitoring
- a. Staff who were quarantined and sent home would continue to work at home, and self-monitor twice a day for symptoms for 10 days.

Office Policies and Procedures

Office Policies and procedures have been modified to ensure the safety of the school staff, students, and our community.

The following procedures will be implemented:

- Office Hours: 7:30 am to 4:00 p.m. (one point of entry)
- To ensure social distancing we ask that no more than one visitor enter the office at any time.

- We ask that visitors come to the office only when business and or concerns cannot be conducted over the phone or by email.
- Masks and hand-sanitizer will be required for all visitors who enter the office. If you do not have a mask, a disposable mask will be provided at the door.
- Offices will have designated areas for visitors. We ask that all visitors remain within the designated areas.
- Public restrooms will not be available for visitors during this time.
- We ask that parents notify the office of dismissal changes by 10:30 a.m. daily
- Deliveries to classrooms will not be permitted during the school day. This includes but is not limited to forgotten books/assignments, birthday treats, lunches, etc.

Visitors on Campus

- Visitors and volunteers will not be allowed on campus until Madera County Public Health permits volunteers and visitors. This includes, but is not limited to, eating lunch with your child, classroom birthdays, awards ceremonies, walking students to their classroom, teacher conferences, etc. If you have questions in regards to visiting campus, please contact the school Principal.

Staff Training & Family Education

- Training and information will be provided to all staff and students on proper use, removal, and washing of cloth face coverings.
- Training of students and staff on hand washing practices will be conducted.
- Staff is trained on COVID-19 protocols, Mandated Reporting, Bloodborne Pathogens, Cleaning Products, proper hygiene practices.
- Family Education
 - Communications regarding the importance of wearing a mask, proper hygiene practices, and social distancing.
 - Flyers and dialers sent home.
 - Posted on the school website.
 - Flyers and posters at school.
 - Teachers will be included in lessons.

Communication Plans

Any updates, changes of schedule, or switching of instructional model will be communicated via:

- Parent Square, Flyers, Dialer calls, and/or emails will be used as the primary communication source.
- CESD Facebook and the school website will be used for social media communication

Communication AFTER a COVID-19 case occurs will be completed using the above sources and include a notice that due to FERPA and HIPAA, specific details about the individual/case will not be shared publicly.

Classroom Protocols

The student's classroom is considered their cohort. It is the intent of the district to keep elementary students in their cohort during their school day as feasible. This will minimize the exposure to other students. In order to follow local and county recommendations, the following steps will be taken in your child's classroom:

- Desks will be placed 30 sq. ft, or 6 feet apart as permitted by Madera County Health Department. A barrier will be used in situations where students are side-by-side.
- Desks will be arranged in a way that minimizes face-to-face contact.
- Students will wash their hands upon entering and leaving the classroom. Hand sanitizer will be available throughout the campus.
- Student device keyboards, screens and mice will be sanitized at the end of each instructional day and between cohorts as needed.
- Tissues are available in each classroom.
- Any student displaying signs of sickness will be immediately referred to the isolation room for assessment.

Entering Campus (Start of Day)

Drop Off Procedures (Arrival)

- To adhere to social distancing precautions, students will not be allowed to be dropped off earlier **(See Page 24, Bell Schedules)**.
- Parents and visitors will not be permitted to walk their student(s) to the classroom.
- There will be a single point of entry.
- Initial screening will take place at the gates by students indicating how they feel by pointing to a picture.
- The teacher will verbally screen students as they enter the classroom.
- One-way directions movements will be established in main hallways on campus.
- Students will be required to report directly to their classrooms.

Bus Riding/Transportation Protocols

- All bus routes are continuously evaluated for maximum efficiency.
- Any child who becomes ill while at school should be picked up and not return home on the bus.
- Only students that have "no other means of transportation" should ride the bus.

- Parents are expected to check their child's temperature prior to sending them to the bus. If a temperature is recorded above 100.4 degrees, the student **must stay home**.
- Prior to getting on the bus, an additional temperature check may be conducted by school personnel.
- Parents of Country route students may be required to stay with their child until their child has been cleared to enter the bus.
- Students will be required to sanitize their hands upon entering the bus.
- Students riding the bus will be required to wear a mask.
- A maximum of 2 students will be seated in each bus seat unless in the same household.
- Chowchilla Elementary transportation requirements and guidelines may be subject to change pending on Madera County health Department guidelines for safety needs.
- Additional screening may take place at the gates and again at classrooms.
- One-way directions/movements will be established in main hallways on campus.
- Students will be required to report directly to their classrooms.

Leaving Campus (End of Day)

Dismissal Protocols: At the end of the school day students will be dismissed in cohorts, to ride the bus home or be picked up by a parent/guardian.

General Guidelines:

- Students will be released on a staggered schedule.
- One-way directions/movement will be established in main hallways.
- Parents will not be permitted on campus at dismissal.

Bus Riders:

- Bus riders will be released from the classrooms to the bus area by grade level. Students will stay in their classroom cohort prior to loading onto buses.
- While on the bus, all students will use hand sanitizer and they need to wear a mask.
- Maximum two student per seat.
- Students will be seated in drop off order to decrease possible exposure.

Pick Up Students:

- Students will stay in their classroom cohort until their parent or guardian arrives.
- We ask that all parents/guardians stay in their vehicles and wait for their student(s).
- We ask that parents/guardians who walk to pick up their student(s) adhere to the campuses social distancing guidelines. We ask that you remain in the designated area and follow the dismissal procedures.

Breakfast, Snack and Lunch During the School Day (*If Implemented-Considerations)

- Breakfast: Depending on the grade level students will either pick up their breakfast at the gate or breakfast will be delivered to the classrooms. Students will eat in the classrooms while being supervised by school staff. Students will not be permitted to handle or share food with classmates.
- Snack: Students will only be able to bring their own snack. Snack calendars and shared snacks are not permitted.
- Lunch: Lunch may be delivered to the student's classroom. Students will eat in designated areas.
- Cafeteria Utilization: When the cafeteria is utilized, measures that promote social distancing and same direction seating will be implemented as feasible.
- Students may be able to eat outside in their classroom cohort.
- Food services will wear masks when prepping, serving, cleaning and or/completing office tasks.
- On track students will take their lunch home with them. Bus riders will eat their lunch before riding the bus.
- Monday through Thursday, Wilson School will be the designated site for distributing lunches to those students on Virtual Academy or those off track. On Friday, meal distribution will take place at all sites.

Recess and Physical Education

- Recess time will be staggered by grade levels and separated in areas by cohorts.
- Students will be required to stay 4 to 6 feet apart, as feasible.
- Students will participate in a mid-morning recess. Students will stay in their classroom cohort and will be assigned a recess area. Recess areas will be rotated by cohort. This may consist of the following areas: blacktop, basketball courts, playground equipment, grass areas, soccer fields, etc. After the use of any equipment or playground facilities it will be sanitized prior to the next cohort accessing it.
- When permissible and time allows, students will continue to participate in physical education in their cohort. Equipment will be sanitized prior to the next cohort using it.
- Students will not be allowed to bring to school recess equipment such as basketballs, soccer balls, etc...The classroom will have its own designated equipment.
- Students will be required to wash their hands before and after recess and physical education.

Restroom Protocols

- Each grade level, or classroom wing will be assigned restrooms.
- Only two students per will be allowed to use the restroom at one time. Emergency situations will be considered to ensure there aren't any "accidents".

- Restrooms will be sanitized periodically during the instructional school day.
- Restrooms will be monitored by support staff to ensure only two students are allowed in the restroom at one time.
- Students will be asked to wash their hands prior to and after leaving the restroom.

Cleaning Protocols and Procedures

- In accordance with CDC guidance, avoid sharing of electronic devices, toys, books, and other games or learning aids. The District has purchased enough materials for students to have individual supplies.
- Electronic devices are assigned to individual students.
- All classrooms, offices and other used facilities at the school site will be cleaned and disinfected per CDC guidelines.
- All buses will be cleaned and disinfected daily at the end of the day per CDC guidelines.
- The district has purchased foggers and disinfecting supplies to facilitate the process.

Short Term Closure

- CDPH guidelines state for a confirmed case infection that the school identifies contacts, quarantine and exclude exposed contacts (likely the entire cohort) for 10 days after the last date the case was present at school while infectious.
- **Partial Closure:** Close off areas use by any sick person and do not use them until they have been cleaned. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Two or more classrooms required to be quarantined may constitute the entire school to be quarantined for 14 days.
- Short-term closure will be dependent upon Madera County Department of Public Health guidance.
- Notice to transition to Distance Learning will be issued for any in-person instruction closure whether it is short term or long term.

Long Term Closure

- In the event the Madera County Department of Public Health or the State of California orders schools to shut down or places a stay at home order, a long-term closure will take effect.
- Two or more classrooms required to be quarantined may constitute the entire school to be quarantined for 10 days or more. Chowchilla Elementary School District will work closely with MCDPH to determine long term closure need.

- Entire closure: close entire school campus for a period of 2-5 days to conduct deep cleaning and sanitation of the campus. This would be based on input from Public Health and/or when there is a spread of the virus.
- Notice to transition to Distance Learning will be issued for any in-person instruction closure whether it is short term or long term.

Distance Learning Option

Duration

- Parents may choose to return to an in-person/hybrid model at the end of each quarter.

Attendance

- Students will be required to tune into the classroom lesson and follow the distance learning schedule provided by the teacher.
- Daily attendance and engagement records will be maintained by the teacher.
- Engagement records will document synchronous instruction for each whole or part day of distance learning. Records will verify daily participation and tracking of assignment completion.
- Chronic absenteeism occurs after a student misses 10% or more of the school year for any reason.

Instructional Time

- Students will receive whole group and small group interaction each day with the teacher.

Grade Level Instruction

- Teachers and students must adhere to grade level standards and adopted curriculum that is substantially equivalent to the in-person instruction.

Credentialed Specialist

- Specialists will establish a distance learning schedule for each student/case.

Additional Resources:

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID_-19/Schools%20Reopening%20Recommendations.pdf

FCDPH School Scenario Guidance

<https://www.co.Madera.ca.us/home/showdocument?id=47338>