

# COVID-19 PANDEMIC PLAN HANDBOOK ADDENDUM

During this time of school closures, maintaining the link between school and home is crucial to ensure that students are continuing to learn and thrive. We miss our students very much and we look forward to continue to communicate with them through daily interactive instruction. We recognize that online safety is of huge importance and we hope that this document helps to protect both school staff and students, while online.

The development of our distance learning plan comes through collaboration with you, our families. We appreciate that you respond to our phone calls and surveys so that we can gain as much information as possible to make the best decisions for our school community.

We also recognize that online collaboration is essential for distance learning and that families are in favor of increased opportunities to maintain the connection between school and home. In addition to our daily live teaching, Hope Elementary School strives to provide access to a variety of online tools, which will assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and students.

Your support is needed to help us have a great start to the school year even though it is being done virtually. Please remind students of the following:



**Guidelines for good online communication at Hope School:**

1. **Under no circumstances can pictures or recordings be taken of video calls.**
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
4. Staff members can communicate with pupils and their families through an established app (eg. Seesaw, Class Dojo, ClassTag).
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Zoom, Classdojo, Google Classroom)
7. Parental permission will be acquired before setting up a profile for a student on a communication forum.
8. For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address as well as the student's email. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
9. For security reasons, passwords will be provided to families, where applicable.
10. Hope Elementary School cannot accept responsibility for the security of online platforms, in the event that they are hacked.
11. At times, a mobile phone may be needed to send pictures of student work to the teacher. In that case, the teacher has established a google phone number for the work to be sent via text.

**Guidelines for STAFF members using online communication methods:**

1. Under no circumstances can pictures or recordings be taken of video calls unless approved by the Superintendent.
2. Staff members will communicate with students and families during the hours of 8 am - 3:15pm, where possible. If a later time is needed, that can be at the discretion of the teacher.
3. Staff members will have high expectations regarding student behavior, with any communication which takes place online.
4. Staff members will seek to become familiar with apps before using them with students.
5. Staff will check that consent has been given, before setting up a student profile for an online app utilized for distance learning.
6. Staff members will report any concerns regarding online behavior or interactions to the Superintendent.
7. Staff are encouraged to generate a new meeting ID and password for each Zoom meeting being held.

8. Staff members will notify parents/guardians of the date, time and password for a video call via email.
9. Staff members will only admit participants to video conferences, if they recognize the email address/username as being connected to a student.

### **Rules for STUDENTS using online communication methods:**

For submitting learning:

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

For video calls/Zoom/Google Meet:

1. Pictures or recordings of the video call are not allowed.
2. Remember our school rules - they are still in place, even online.
3. Set up your device in a quiet space, with no distractions in the background.
4. Join the video with your microphone muted.
5. Raise your hand before speaking, just like you would do in class.
6. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
7. Show respect by listening to others while they are speaking.
8. Ensure that you are dressed appropriately for the video call.
9. Be on time - set a reminder if it helps.
10. Enjoy! Don't forget to wave hello to everyone when you join!

### **Guidelines for PARENTS and GUARDIANS:**

For learning

1. It is the responsibility of parents and guardians to ensure that students are supervised while they work online.
2. Check over the work which students send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with students.

For video calls/Zoom/Google Meet:

1. **Under no circumstances can pictures or recordings be taken of video calls.**
2. Ensure that the school has the correct email address for inviting you to join apps and meetings.
3. The main purpose of a video call is to maintain a social connection between the school staff and pupils at this difficult time. Encourage students to listen, engage and enjoy the experience.
4. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.

5. You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account.
6. Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
7. Make sure to familiarize your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off. Instructions will be given to you when you go to your one on one meeting with the teacher during the first week of school.
8. Participants in the call should be dressed appropriately.
9. An appropriate background/room should be chosen for the video call.
10. For detailed information on Zoom, please visit <https://zoom.us/privacy>

**\*\*It is important to note that any breach of the above guidelines will result in a discontinuation of this method of teaching and communication. A breach may also result in a person being immediately removed from a meeting or in a meeting being immediately terminated. In this case, the child's parent will receive a report on the incident.**

**\*\*If a student is not following the rules or uses the school devices inappropriately, the parent will be called and the student will be given a warning. If the student continues the misuse or is not following the distance learning rules, the parent will be asked to return the computer for a week and the student will be given a paper packet for the week. If there is a third violation, the parents will be asked to return the computer for the rest of the semester and the student will be given a paper packet or be asked to use a personal device to connect to the lessons.**



## SCHEDULES

Your child will be expected to follow the schedule the teacher provides you during your personal conference. It will look very similar to the regular school day. It is very important that your child sticks to the schedule. Here is a **sample** schedule:

- 8:15** Student logs in to Zoom or Google Meets. Check in with your teacher. Teacher will take attendance and start the morning lesson. During this time, the teacher may be working with the whole class or a group of students. The classroom aide will help monitor and may also meet with a group of students.
- 9:30-9:45** Break
- 9:45** Student logs back in for the next lesson. Whole class and small group instruction.
- 11:45-12:30** Lunch Break
- 12:30-2:00** Student logs back in for the next lesson. Whole class and small group instruction
- 2:00** Most students may log out for the day. At this time, teachers will work with individual or small groups of students such as but not limited to: students on IEP's or English Language Learners. This is also the time for teachers and aides to reach out to parents that need support and also to plan and prepare instruction for the following day.

## ATTENDANCE

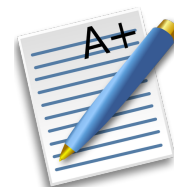
**ATTENDANCE IS MANDATORY AND WILL BE TAKEN EVERY DAY.** If a child is sick or cannot attend to the lessons, parents must call the office to report the absence as they normally would if the child was in school. If they have a doctor appointment or something else comes up and they are unable to attend the lessons, the parent will need to report that to the office.

If a child's attendance becomes sporadic or if they stop attending the lessons, the teacher and the office will contact the parent. If there are extenuating circumstances on why the student is unable to join the lessons for the day, please notify the office so we can work out a plan with you. If we have exhausted all means of promoting student attendance, the SARB process will be initiated. Further consequences can include the student's revocation of the interdistrict transfer. See the Parent/Student Handbook for information on SARB.



## GRADING

Assignments given to students **WILL** be graded. If your child is missing work, your child's teacher will notify you. It is important that all work be completed and turned in by the due date. Your child's teacher will notify you of their grading policy.



## TOOLS FOR LEARNING



Students will be issued everything they will need to learn at home. This includes but is not limited to: chromebook, hotspot, textbooks, pencils, paper, crayons, math manipulatives, science materials, etc. There is a chromebook for every student. If you need one for your child, please call the office and we will get one ready for you to pick up. All items are school property and should be treated with care.

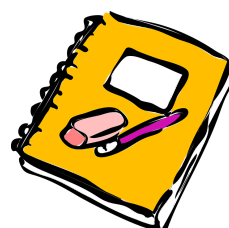
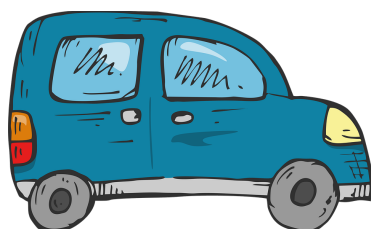
## FOOD SERVICE

Meal service will be offered on **Monday's from 7-8:30 am**. Parents will be given 5 days of breakfast and 5 days of lunch for each child enrolled at Hope.



## WORK PICK UP AND DROP OFF

If your child needs to turn in work and pick up new work during the school closure, this can be done on **Friday's from 7:30-4:00**.



## **REOPENING THE SCHOOL BUILDINGS**

Tulare County was placed on the Governor’s monitoring list as of July 13, 2020. Because of this, a school must conduct distance learning only, until our county has been off the monitoring list for at least 14 days. Once we have been taken off the monitoring list, we will be able to open for “in-person” instruction.

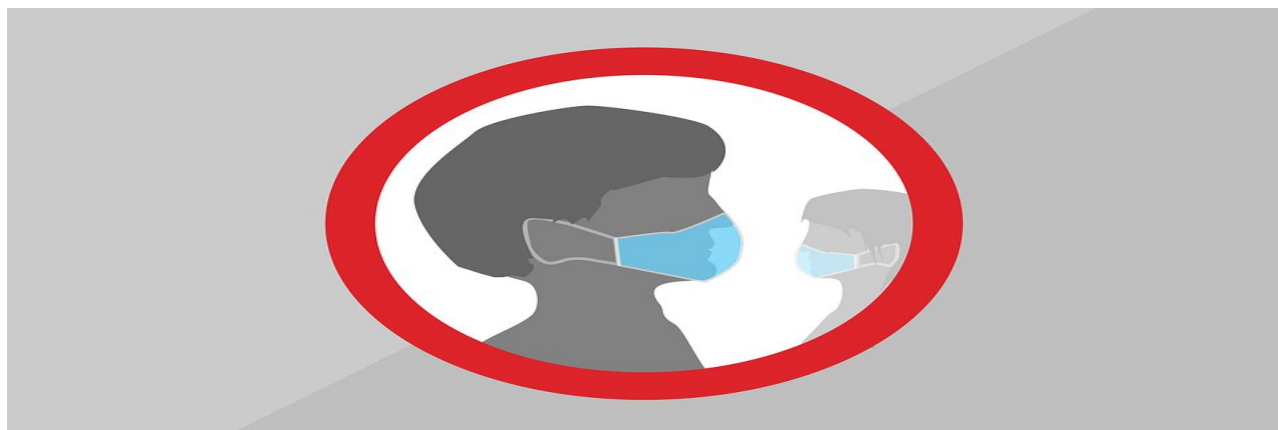
Once Hope School reopens, specific measures will be taken to ensure student and staff safety. Below is the current guidance from the California Department of Public Health on face coverings.

### **STUDENTS**

<b>Age</b>	<b>Face Covering Requirement</b>
<b>Under 2 years old</b>	<b>No</b>
<b>2 years old – 2<sup>nd</sup> grade</b>	<b>Strongly encouraged**</b>
<b>3<sup>rd</sup> grade – High School</b>	<b>Yes, unless exempt</b>

Covid-19 Industry Guidance: Schools and School Based Programs - Release date: July 17, 2020

All staff must wear face coverings in accordance with CDPH guidelines. In limited situations where face coverings cannot be used for pedagogical or developmental reasons, a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distancing to the extent practicable.



**WHAT MEASURES SHOULD BE TAKEN WHEN A STUDENT, TEACHER OR STAFF MEMBER HAS SYMPTOMS, IS IN CONTACT WITH SOMEONE INFECTED, OR IS DIAGNOSED WITH COVID-19?**

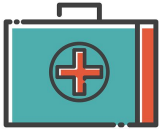
	<b>Student or Staff with:</b>	<b>Action</b>	<b>Communication</b>
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)  Symptom Screening: Per CA <a href="#">School Sector Specific Guidelines</a>	<ul style="list-style-type: none"> <li>• Send home</li> <li>• Recommend testing (If positive, see #3, if negative, see #4)</li> <li>• School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>• No Action needed</li> </ul>
2.	Close contact (+) with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>• Send home</li> <li>• Quarantine for 14 days from last exposure</li> <li>• Recommend testing (but will not shorten 14-day quarantine)</li> <li>• School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>• Consider school community notification of a known contact</li> </ul>
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>• Notify the local public health department</li> <li>• Isolate case and exclude from school for 10 days from symptom onset or test date</li> <li>• Identify contacts (+), quarantine &amp; exclude exposed contacts (likely entire cohort (++) for 14 days after the last date the case was present at school while infectious)</li> <li>• Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)</li> <li>• Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>• School remains open</li> </ul>	<ul style="list-style-type: none"> <li>• School community notification of a known case</li> </ul>
4.	Tests negative after symptoms	<ul style="list-style-type: none"> <li>• May return to school 3 days after symptoms resolve</li> <li>• School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>• Consider school community notification if prior awareness of testing</li> </ul>

When there is a suspected case, the staff or child will be sent to a supervised medical tent located near the office. At that time, parents/guardians will be contacted to pick up the child. The adult staff will be sent home to check with their medical professional and follow up with the Superintendent. If the staff member or student does not take a Covid test, they must monitor symptoms and not return until they are symptom free (without medication) for 24 hours.

If there is a confirmed COVID case, the classroom will be closed for a 14 day period. The entire school will close if at least 5% of the total number of staff and student are tested positive. This will also be for a 14 day period. During those closures, school will continue through distance learning.



# WHAT IS OUR COMMITMENT TO YOU?



## HEALTH & SAFETY

Hope School makes the health and safety of all faculty and staff a top priority and is committed to ensuring a clean and safe environment for all.

## QUALITY INSTRUCTION

Just as we did last school year during the initial closure, Hope School is committed to providing quality, rigorous instruction for every student. We will monitor the growth through formative and summative assessments.



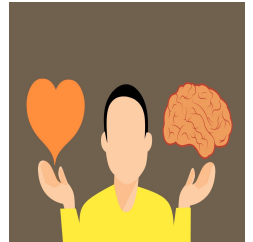
## COUNTY & STATE DIRECTIVES

We are committed to adhering to all directives and guidance given to schools from the public and state health officials and agencies.



## EMOTIONAL WELL BEING

We have a commitment to all students' social and emotional well being. In addition to their teachers checking in with our students mental and emotional health, we have a mental wellness triage counselor on staff once a week as well as a psychologist to serve our students as needs arise.



## DISTRICT SERVICES

Once we are able to reopen, Hope is committed to continuing to provide bus services. Food services will continue regardless of opening or closure. We are working together with CHOICES on providing child care when the school building is able to reopen.



## STAFF SUPPORT

Hope School is committed to supporting and training staff in all ways necessary to support our students.

