



Johnstonville Elementary School District
Reopening Plan
August 2020



Johnstonville Elementary School is committed to providing quality learning experiences for all students during the Covid-19 pandemic and the potential closure of our school to students. This Continuity of Learning Plan is designed to support the school community to ensure continuing learning experiences either through a blended instructional model or the home-based learning model with students staying at home. We acknowledge there is no replacement for face-to-face teaching. However, we believe that learning can still occur in a distance learning format. Knowing some families do not have computers and/or online access, we are taking steps to help close both the technological and academic gaps.

DRAFT

Adopted by the Governing Board of
Johnstonville Elementary School District
Adopted:

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Introduction

Reopening school during the current Covid-19 pandemic is critical to reopening our community and returning to a sense of normalcy. This is not an obligation our district takes lightly. We recognize that face-to-face teaching is the very best instructional method to support student learning. Our first commitment is to the students and families we serve. However, that commitment also means our priority must be keeping them safe. This plan aims to define clear guidance for the reopening of our school that aligns with the mandates, regulations, and guidelines developed by both local and state entities, health professionals, and our staff and community feedback surveys

The areas outlined in this plan represent major considerations our district is addressing to reopen our school safely and to sustain our reopening.

The following principles guided our planning:

- Ensuring the health, safety, and well-being of all students and staff
- Providing high quality instruction anchored in standards-aligned materials as the core of achieving academic success
- Remaining flexible in order to balance educational needs with public health and safety concerns
- Allocating both human and capital resource allocations to help meet the academic, social, emotional, and physical needs of our students and employees, as well as our school community.
- Providing clear communication to students, families, and staff through a variety of ways.

We have been receiving additional information, regulations, and guidelines almost on a daily basis. As such, we must recognize that this reopening plan is fluid and will change as necessary based on guidance from state and local entities, public health officials, and considerations to our families and our staff. Nobody at Johnstonville School wants to have a Covid-19 case at our school, but it could happen and we will be ready to react appropriately if it happens.

We strongly believe the actions brought forth in this plan are in the best interests of our students, families, staff and community. We appreciate your valuable feedback through the variety of surveys that came out over the summer.

Thank you,



Scott Smith
Superintendent/Principal

Health and Hygiene Protocols

One of the most effective methods to prevent the transmission of Covid-19 has been through the establishment of thorough health and hygiene protocols.

Johnstonville School staff members will immediately begin teaching and reinforcing:

- Washing hands frequently with soap and water for at least twenty seconds each time
- Covering their coughs by coughing into their arm—not hands
- Wearing a face covering while on campus for all 3rd-8th grade students and all adults. Exceptions may apply. Transitional Kindergarten through 2nd grade are strongly encouraged to wear a face coverings while on campus.
- Staying home when sick
- Avoiding touching their face with unwashed hands
- Discouraging hand-shakes and touching of each other
- Limiting the number of visitors and volunteers on campus

Johnstonville School has installed hand sanitation stations inside each classroom and provided additional sanitizer stations in high-frequency areas throughout campus. These stations are in addition to the liquid soap and sinks in each classroom.

The Lassen County Department of Public Health has determined the local epidemiology data does not indicate a concern for increased transmission and, as such, is not requiring school staff to be tested at this time. However, Johnstonville School staff are encouraged to participate in regular Covid-19 testing. The school recognizes that testing does establish a level of safety to our students, parents, and each other.

Facility Cleaning and Sanitation

Johnstonville School maintenance and custodial staff have worked diligently over the summer to prepare the campus for the return of our students. In addition, they have participated in training regarding the specific cleaning and sanitation supplies and techniques used to neutralize the Covid-19 virus.

Johnstonville School has established a separate room that will be utilized in the event that a student displays Covid-19-like symptoms while waiting for parental/guardian pickup. This room has been designed to maintain extended physical distancing

In summary, Johnsonville has:

- Established and prepared an alternative room for students who have Covid-19 symptoms
- Converted classroom tables to desks to facilitate physical distancing
- Installed additional soap and hand sanitizer dispensers throughout the school
- Installed clear barriers for the front office, alternative room, and kitchen
- Established a disinfecting procedure outlining disinfecting to be completed daily on high volume touch points throughout the campus. These include, but are not limited to:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Tables/Student Desks/Chairs
- Established a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Ensured safe and correct application of disinfectant while keeping products away from students.
- Ensured proper ventilation during cleaning and disinfecting.
- Introduced fresh outdoor air as much as possible, for example, by opening windows where practicable.
- Installed HEPA/MERV13 hospital grade air filters to ensure optimal air quality.
- Temporarily suspended the use of drinking fountains and instead encourage the use of reusable water bottles. Students are encouraged to bring their own reusable water bottles.

Face Coverings

The wearing of a face covering is now **mandated** by the state of California at Johnstonville School. All staff, third through eighth grade students, and visitors will be required to wear a face covering at all times while on campus. Transitional Kindergarten through second grade students are strongly encouraged, but not required, to utilize a face covering.

There are a few exceptions to this mandate: 1) if it is inappropriate for the developmental level of the individual and noted in their IEP, 2) during physical education and outdoor physical activities, and 3) and a documented medical exemption. If a student wants a medical exemption to the wearing of a face covering, the parent must bring a signed medical doctor's note to that effect and participate in a 504 meeting to establish the on-campus face covering exemption.

Students and staff may bring their own face coverings from home or a face mask will be provided for them. Face coverings include an assortment of items, including: masks, face shields, and gaiters. The face covering must cover both the mouth and nose simultaneously and must be school appropriate.

Staff are understanding of students' needs, and at the staff's discretion, may provide students intermittent outdoor face covering breaks throughout the day. Face coverings are not required during outdoor activities while social distancing.

According to the California Department of Public Health, in order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under California Department of Public Health Guidelines and refuse to wear one. Johnstonville School will offer distance learning for students who are excluded from campus.

Wellness Check

Students and staff will have a wellness check upon entry.

- Students:
 - A visual wellness check for COVID-19 symptoms will be conducted.
 - Any student that displays Covid-19 symptoms will be relocated to an alternative room and have their temperature checked via a touchless thermometer after a brief rest period.
 - Students who demonstrate Covid-19 symptoms, or develop Covid-19 symptoms during the day, will be sent to an alternative room until they can be picked up by their parent/guardian.
 - We appreciate a quick response to pick up the student; most employers will accommodate a request for this purpose.
- Staff:
 - A visual wellness check for COVID-19 symptoms and temperature check with a touchless thermometer will be conducted.
 - Any staff member that displays Covid-19 symptoms will be relocated to an alternative room and have their temperature rechecked via a touchless thermometer after a brief rest period.
 - Staff members who demonstrate Covid-19 symptoms, or develop Covid-19 symptoms during the day, will be sent home.

Each student and staff member will be required to wash their hands for at least 20 second or use hand sanitizer upon their entry into any school buildings.

Currently identified COVID-19 symptoms include:

- Fever (100.4 degrees Fahrenheit or higher)
- Cough-Shortness of breath or difficulty breathing
- Chills-Repeated shaking with chills
- Fatigue
- Muscle pain-Headache
- Sore throat, congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

Johnstonville School advises sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and additionally, have had at least 10 days pass since symptoms first appeared.

During the school day, staff will report students displaying Covid-19 symptoms to the front office. Students will report to the alternative room if showing signs of illness and be sent home.

In compliance with the California Department of Public Health regulations, Johnstonville School will document/track incidents of possible exposure and notify local health officials, staff and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

Parents/Guardians are asked to conduct a wellness check before leaving for school and look for any of the Covid-19 symptoms listed above. Please keep your student home if they have a

temperature of 100.4 degrees or higher, or any of the other listed Covid-19 symptoms. This will help prevent parents/guardians from having to return to school to pick their student up.

Student Cohorts

To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable. Each teacher's class will be a cohort unto themselves.

Johnstonville will:

- Keep the same students and teacher or staff with each group, to the greatest extent practicable.
- Prioritize the use and maximization of outdoor space for activities where practicable.
- Minimize movement of students and teachers or staff as much as practicable.
- Redesign activities for smaller groups and rearrange furniture and play spaces to maintain separation.
- Staff will develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- Implement procedures for turning in assignments to minimize contact.
- Limit nonessential visitors, volunteers, and activities involving other groups.
- Limit communal activities where practicable.
- Keep students together in their cohort groups, utilize staggered eating times, and consider assigned seating while eating in the cafeteria.
- Hold recess activities in separated areas and, at staggered times, designated by student cohorts.
- Establish more ways to enter and exit a campus
 - Transitional Kindergarten and Kindergarten students will be dropped off/picked up by their classroom
 - 1st-5th grade students will be dropped off/picked up by the main school building (100 Building)
 - 6th-8th grade students will be dropped off/picked up by the gymnasium
 - All students will enter and exit through their exterior doors

Johnstonville School will offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as "at-risk" by the parents or guardian, are students whose circumstances merit offering distance learning. In addition, Johnstonville will be offering distance learning to parents who elect not to participate in on-campus, in-person instruction, whatever their reason. If parents choose to participate in the distance learning exclusively, a learning contract will be available for them to complete and return to the main office

Alternative Instructional Platforms and Collaboration Tools

Johnstonville School prefers to return to normal operations in the tradition sense, much like the school's operations prior to Covid-19. However, Johnstonville School may be required to reduce the number of students on campus or close the school to students and implement a full distance learning program during the school year.

If Johnstonville School is required to reduce the number of students on campus, we will start a blended instructional plan. This plan designates that approximately half of our student population will need to remain home, while the other half will be on campus during the school day. Each family, and their students, will be assigned a group designation. This group designation will determine when the student is to be on campus and when they are to remain home. The students in Group A will physically attend school Tuesday and Wednesday (8:30-1:30). On Monday, Thursday, and Friday, Group A students will receive their education through distance learning. Students in Group B will physically attend school Thursday and Friday (8:30-1:30). On Monday, Tuesday, and Wednesday, Group B students will receive their education through distance learning. Mondays will be utilized to help students who are academically struggling and are in need of small group instruction. These students will be identified and teachers will communicate with the parents regarding their student(s) inclusion in the on-campus Monday interventions. On Tuesday through Friday from 1:40-2:40, teachers will utilize Zoom conferences to communicate with the group of students who are distance learning on that particular day. This will help maintain staff and student relationships, answer any questions students may have, and to check in on their well-being.

In addition, there is a possibility that Johnstonville School may be required to implement a home-based learning program, where the school campus is closed to students. If this is necessary, teachers will deliver instruction through both synchronous (live online lessons) and asynchronous learning models (students working at their own pace and schedule). In addition, teachers will maintain office hours to help facilitate the education of their students and help answer any questions they may have.

Distance learning will look fundamentally different than previous versions. New mandates require a much more robust and involved process for engaging in distance learning; it will not resemble the distance learning that took place last spring during the emergency closure.

- Family must have Internet at home in order to participate.
- Daily "live interaction" is required- teachers will have to connect with students each school day through online instruction and/or phone calls.
- Student attendance is required- attendance and participation will be required daily.
- Students must receive a minimum amount of daily instruction that can be met through a combination of teacher instruction and "time value" of work assigned (180 minutes per day for Kindergarten, 230 minutes per day for grades 1-3, and 240 minutes per day for grades 4-12).

The following resources will support our blended and home-based learning models to help facilitate staff/student/family collaboration to ensure a quality learning experience when planning and delivering instruction remotely:

- ClassDojo is the most common communication tool used to contact and communicate with families.
- Johnstonville Elementary School District staff emails are also available to help facilitate communication with staff if the family does not have access to a mobile phone.
- Google Classroom is the primary distance learning platform for Johnstonville Elementary School District. Teachers may use other digital tools in lesson implementation with students and families.
- Zoom is a tele-conferencing tool that will allow staff to communicate with other staff and students in a face-to-face format.

Roles and Responsibilities

The success of our distance learning plans rely on a partnership with our families in support of the continuity of learning for students. This plan is dependent on careful planning, appropriate student motivation and engagement, and strong parent and guardian support for this alternative mode of instruction.

Distance Learning Responsibilities

STUDENT RESPONSIBILITIES

- Dedicate time to learning
- Check daily for information on assignments
- Engage in all learning posted with academic honesty
- Submit all assignments as directed by the teacher(s)
- Attend to self-care by engaging in physical activity, conversation, appropriate routines, sleep, and play

PARENT/GUARDIAN RESPONSIBILITIES

- Provide an environment conducive to learning
- Engage in conversations on posted materials and assignments
- Support emotional balance by providing ample time for physical activity, conversation, appropriate routines, sleep and play

TEACHER RESPONSIBILITIES

- Respond to student and family communication
- Plan and deliver instruction using designated platforms and communication tools
- Utilize Google Classroom and other methods to plan and implement instruction/differentiation for students
- Maintain a Student Engagement Log to track student contact
- Contact school administrator with any student concerns

SPECIAL EDUCATION TEACHER RESPONSIBILITIES

- Collaborate with general education teacher to develop appropriate adaptations and modifications to the grade level curriculum and provide learning supports
- Utilize Google Classroom and other methods to plan and implement instruction and differentiation for students

- Collaborate with parents/guardians and related service providers to develop an Individualized Distance Learning Plan for each student
- Communicate regularly with caseload students and parents/guardians to assess progress
- Maintain a Student Engagement Log to track student contact
- Contact school administrator with any student concerns

SCHOOL COUNSELOR RESPONSIBILITIES

- Provide TeleSupport (small group/individual counseling)
- Contact families of students on high-risk caseload
- Contact families or agencies in response to notifications from teachers who express concerns
- Provide resources to families through email/phone calls/website

SPECIFIC RESPONSIBILITIES OF STUDENTS AND PARENTS RELATED TO OFFICE HOURS/ZOOM CONFERENCES

- Teachers/Providers may not conduct a virtual conference session involving only a single student unless:
 - A parent/guardian is in the student's residence and is aware of the virtual conference session; or
 - A Johnstonville Elementary School District staff person, in addition to the teacher/provider, listens to and/or views (as applicable) the virtual conference session
- Parents/Guardians and students must not record, duplicate, or share/post any portion of the virtual conference session
- Parents/Guardians and students must not share passwords or provide access to virtual conference session to anyone.
- Prior to engaging in a virtual conference session, students must be in a location where the background is appropriate i.e. a location that is quiet. Students should mute their microphone as necessary to avoid disturbing the virtual conference session
- Parents/Guardians should immediately report to the principal any concern they may have regarding something that occurred during the virtual conference session.

SPECIFIC RESPONSIBILITIES OF JOHNSTONVILLE SCHOOL TEACHERS RELATED TO OFFICE HOURS/ZOOM CONFERENCES

- Teachers/Providers may not conduct a virtual conference session involving only a single student unless:
 - A parent/guardian is in the student's residence and is aware of the virtual conference session; or
 - A Johnstonville Elementary School District staff person, in addition to the teacher/provider, listens to and/or views (as applicable) the virtual conference session
- Teachers must not record, duplicate, or share/post any portion of the virtual conference session
- Teachers shall make available to the Superintendent/Principal, Parents/Guardians, and Students the schedule and purpose of virtual conference session.

- Teachers dress/apparel for virtual conference sessions shall be consistent with that which they would wear if in the physical classroom.
- Teachers, when delivering virtual conference sessions, shall utilize a background that is conducive to learning.
- Teachers are reminded that mandatory reporting of child abuse or neglect applies to virtual conference sessions. Other concerns that teachers/providers may have regarding virtual conference session should be directed to the Superintendent/Principal as soon as possible.

Attendance

It is the expectation that students are engaged in learning every day and student attendance will be recorded. If Johnstonville School is required to transition into a blended learning or distance learning program, teachers will utilize daily office hours to help maintain staff and student relationships, to answer any questions students may have, and to check in on their well-being. Teachers will maintain a Student Engagement Log to monitor student engagement, attendance, and participation.

Accountability/Grades

Grading will continue as normal in the event that Johnstonville School is required to institute a blended learning program. If Johnstonville School is required to be closed to the public and transition into a home-based instructional model, alternative grading may be instituted if necessary.

Teachers will monitor student engagement and participation within the blended or distance learning programs on a daily basis. Teachers will notify the Superintendent/Principal if a student's engagement falls below 60%, as measured either by grades or participation in the zoom conferences. Administration or other personnel will reach out to the student's family and develop potential solutions to any barriers that may be in place that hampers asynchronous learning.

Students with 504 or Individualized Education Plans

If Johnstonville School needs to transition into a blended instructional model or the home-based learning program, students who receive accommodations through a 504 Plan will be supported by their general education teacher(s). Consultation regarding the delivery of accommodations that are needed to support each student's access to instruction will be provided to parents, as needed, by teachers and the school counselor. 504 Plans will be reviewed and updated, as appropriate, when schools resume normal operations.

Students who receive special education and related services will receive services in accordance with an Individualized Education Plan (IEP) developed in collaboration with the parent/guardian of the child. The IEP outlines the agreed upon supports, accommodations, consultation, and services, including related services and therapies, that will be provided to each child to allow for continued access to instruction and instructional materials provided through distance learning. When schools resume normal operations, IEP teams will consider the impact of the school closure on each child.

English Learners (ELs)

English Language Learners (ELs) will continue to receive academic support from their general education teacher(s). This support will be individualized to meet the needs of the student and will focus on providing academic support to students in each content area. Additionally, EL teachers will provide support with the student's English proficiency in the areas of reading, writing, listening, and speaking by providing suggested learning activities for the EL students according to appropriate learning levels.

Supporting Students Experiencing Homelessness

Johnstonville School staff will make extra efforts to ensure food delivery to homeless students and will strive to make contact to ensure these students are receiving instructional materials if necessary.

Students Currently in Foster Care

Johnstonville School staff will make extra efforts to ensure students in foster care receive the instructional materials needed to continue their education. In addition, Johnstonville School will work closely with Lassen Foster Youth Services to coordinate additional resources, if necessary.

Technology

Johnstonville School's blended and home-based learning models rely heavily on technology. Johnstonville School will survey families as to their need for Chromebook(s) and internet access. Chromebook(s) will be checked out to families based on need. The availability of Wi-fi hotspots is extremely limited and will be provided on a strict as-needed basis. Applications will be taken after the initial survey is done to help prioritize the distribution of limited resources.

Communication and Closures

It is the intention of our school to keep families and staff informed. Johnstonville School wishes to keep students on-campus and in-school to the fullest extent possible. Our actions within this document are hoped to minimize closures.

- Provide regular communication with families utilizing our webpage, Facebook, and ClassDojo
- Follow CDHP guidelines to notify staff and families of positive COVID-19 cases.

The following chart was based on CDHP, Cal/OSHA, and local public health regulations and guidelines and provide the measures that will be taken when a student or staff member has symptoms, is a close contact of someone infected or is diagnosed with COVID-19.

Student or Staff with:	Action	Communication
1. COVID-19 Symptoms	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see #3, if negative, see #4) • School/classroom remain open 	<ul style="list-style-type: none"> • No Action needed
2. Close contact (*) with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14-day quarantine) • School/classroom remain open 	<ul style="list-style-type: none"> • No Action needed
3. Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • School campus will be closed to students and staff and students will transition into distance learning instruction for 14 calendar days. • A false positive case may result in a shorter time frame for distance learning • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14- day quarantine) • Disinfection and cleaning of classroom and primary spaces where individual with a confirmed Covid-19 case spent significant time • School dismissal are subject to change based on county and state public health officials recommendations • Student or staff member who tests positive will remain at home until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved, and at least 10 days since symptoms first appeared. 	<ul style="list-style-type: none"> • Notification of school community while maintain privacy
4. Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve • School/classroom remain open 	<ul style="list-style-type: none"> • No Action needed

* Close contact is defined as a person who is less than 6 feet from a person with a confirmed case for more than 15 minutes. An entire cohort, classroom, or other group may need to be considered exposed, particularly if the members have spent time together indoors.

Plan Evaluation

Johnstonville School will perform regular evaluations for compliance with the plan and correct deficiencies identified. All staff and family are invited to provide input as we refine our efforts to keep everyone safe, students learning, and our community intact during this challenging time.

Reference Documents

The following documents provided details in the development of this reopening plan.

Guidance for Face Coverings

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf

COVID-19 Industry Guidance: Schools and School-Based Programs

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

COVID-19 and Reopening In-Person Learning Framework for K-12 School in California, 2020-21 School Year

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

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