



# ALUM ROCK ELEMENTARY UNION SCHOOL DISTRICT RE-OPENING HANDBOOK

*Leading and Learning into the Future*

# Guiding Principles

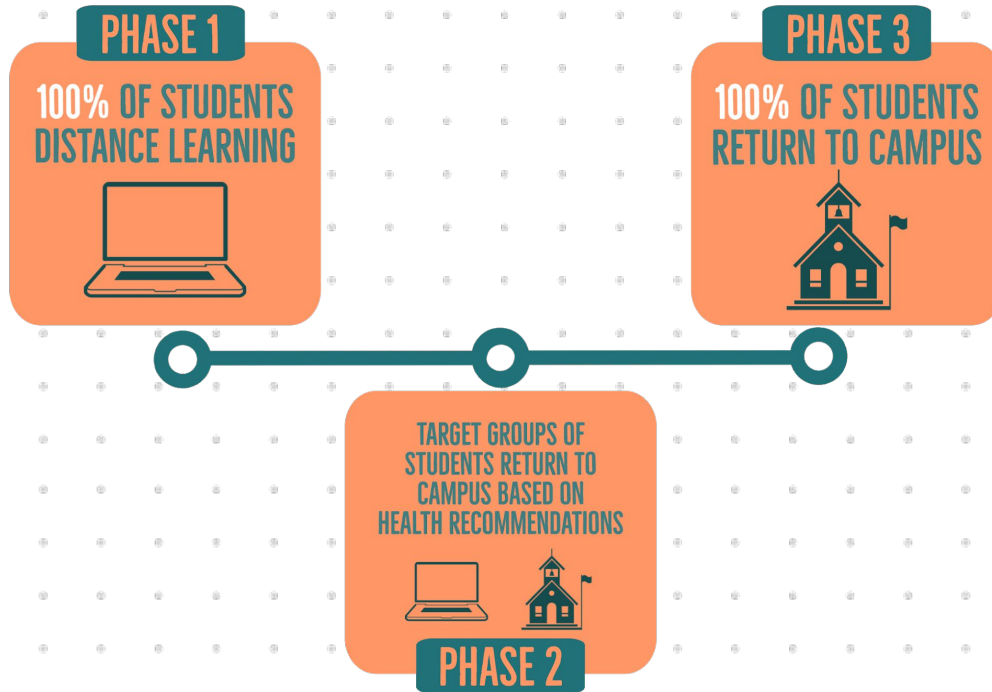
- Ensuring the safety of our students and staff
- Maintaining high quality teaching and learning
- Being responsive to the needs of our Alum Rock Community
- Supporting staff in being proficient in Distance Learning to ensure student success
- Providing necessary interventions to address learning loss
- Supporting students' Social and Emotional needs

# Phases of Re-Opening

- Overview Visual
- Phase I -Distance Learning
- Phase 2 - Targeted In-PERson Reopening
- Phase 3 -Full Campus Opening
- Parent Choice -continue distance learning through June 2021



# ALUM ROCK REOPENING MODEL 2020



2A - Care Pods

2B - In-Person Targeted Instruction

**Parent Choice**  
Continue 100% distance learning  
for families requesting

# Phase 1

## Distance Learning

- 100% distance learning for all
- Campuses are closed for face to face instruction
- School Site offices open for information, distribution and registration
- Site leaders on-sites
- Social Distancing procedures in place per Health Department



# Phase 2

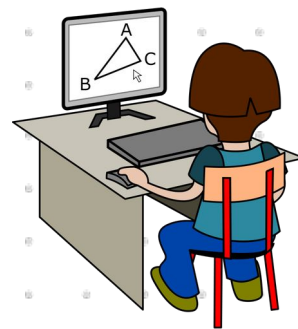
## Targeted Campus Reopening

School campuses open for targeted populations

2A - Carepods

2B - In-Person Targeted Instruction

- 2A - Carepods
  - Small cohorts of students on campus in carepods to have access to internet, support and guidance
- **2B - Instruction in Hybrid**
  - All students continue distance learning (Instructional minutes for distance learning continue per SB 98 )
  - In-Person Targeted Instruction in afternoon 4 days a week
  - In-Person targeted instruction opt-in, prioritizing students who are:
    - Homeless, Foster youth, Students with disabilities in SDC, Disengaged students, English Learners
- Social distancing protocols in place
- PPE required for students and staff
- Classroom sanitation procedures in effect
- Set arrival protocols set



# PARENT CHOICE

## Complete School Year 100% distance learning

- Families offered choice to keep children in Distance Learning throughout the remainder of the 2020-2021 school year.
- School day per original schedule
- Combination of synchronous instruction and asynchronous instruction.



# Phase 3

## 100% students return to campus

- All campuses open - full day or cohorts dependent on state guidelines
- Full instructional day
- Classroom sanitation procedures in effect
- Field Trips and extra curricular activities allowed following state and local health guidelines
- PPE required for students and staff
- No volunteers or visitors on campus
- Social distancing protocols in place





# Stakeholder Input

- Overview
- Focus Groups /Town Hall
- Committee . Task Force
- Surveys
- Key Actions
- Site Informational Meetings

# Overview of Planning Process and Stakeholder Input

Stage 1: A stakeholder group consisting of teachers, administrators, and parents came together to develop potential return to school scenarios for elementary and middle schools in accordance with local and state recommendations.

Stage 2: Return to school scenarios were handed off to a logistics team to review/revise based on the latest Santa Clara County recommendations, and CDC guidelines.

Stage 3: Adhering to the most recent health and safety guidelines, a plan emerged that would include 90% distance learning and 10% in person instruction for select student populations such as special education students and new TK and kindergartners.

Stage 4: Following approval of the plan, we pivoted to a 100% distance learning plan for all students, based on the most current health and safety recommendations.

Stage 5: Continued revisions and considerations based on state guidance

# Key Actions 2020-2021

Timeline	Orders/Actions
Summer CA tiered system launched with restrictions and guidelines for reopening	July-August 2020 Agreement of MOU for Distance Learning
November 16-Santa Clara County jumps two tiers from orange to purple  November 20-increase in cases and hospitalizations  November 21-Overnight curfew goes into effect	October-December 2020 <ul style="list-style-type: none"> <li>Care Pods</li> <li>In the sites: ELPAC preparation</li> <li>Town Hall</li> </ul> COVID spike
January 2021-Alum Rock Case Rate Purple Tier-Ineligible to reopen	COVID spike
March 1, 2021-Governor & Legislature reach agreement and determine CA schools safe for reopening -Research from Dept of Health	Concerted efforts to reopen sites as per SB86 (March 3, 2021-Alum Rock Case Rate Red Tier-Safe to Open)

# Stakeholder Input

**Focus Groups:** The Superintendent met with Focus Groups that were comprised of district staff and parents during the summer of 2020. During these meetings the Superintendent was given feedback and input from stakeholders on the district's reopening plan.

**Town Hall meetings** were held on  
July 7th, 2020- Community Town Hall Meeting  
July 15th, 2020- Employee Town Hall Meeting  
The purpose of the Town Hall Meetings were to create a platform where stakeholders could engage in learning new information about Covid 19 in schools and ask questions about the district's reopening plan.

## **School Site Informational Meetings**

Principals held site information meetings during at the end of August and beginning of September 2020 to let school community members know about the distance learning plan and site-specific distance learning details.

## **Committees**

Distance Learning Plan Committee- March  
Principal Action Collaboration Team- July  
Reopening Committee- October-April

# Stakeholder Input

## Surveys

Surveys were sent out to families in Alum Rock at the end of May/Beginning of June 2020 and in November 2020. The purpose of the first survey was to collect information on the needs of Alum Rock families during distance learning and to learn the preferences for instructional options. The purpose of the second survey was to understand how parents feel about sending students back to school in person and determining staff readiness/needs upon face-to-face return.

Certificated staff were sent a survey March 5th to determine their willingness or interest in returning to in-person instruction.

A third survey was sent out March 12th to parents asking their commitment to stay distance learning or send children to in-person instruction.

## Task Force

The reopening task force creating informational documents, handbook to message and explain procedures.

# Instruction

- Phase 1 Distance Learning
- Phase 2 In-Person Targeted Instruction
- Phase 3 Full Campus Open

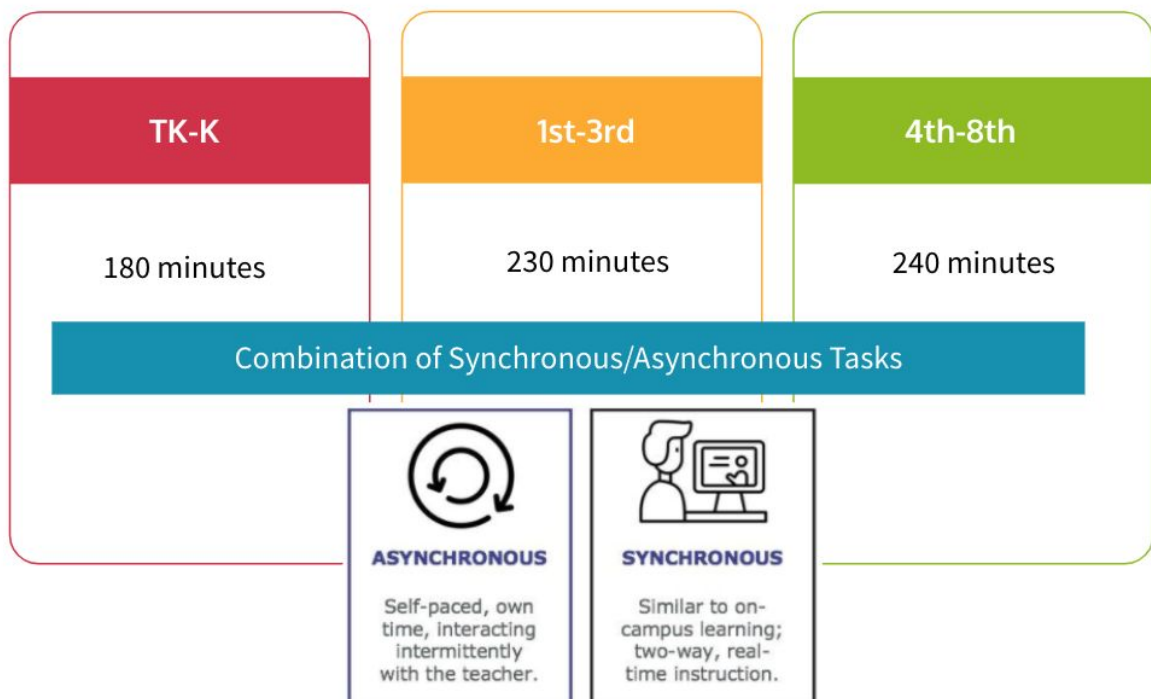
# Instruction Phase 1

## 100% Distance Learning

### Key features of Distance Learning in 2020-2021:

- Use of Zoom, Seesaw, and Google Classroom as our main Instructional delivery methods
- Instructional minutes can include both **synchronous** and **asynchronous** learning.
- Morning Meeting for all to support students Social Emotional Learning
- CCSS adopted core curriculum
- Additional student paced technology platforms to support learning
- Combination of large group and small group instruction
- ELD for all English Language Learners.
- Assessments to monitor learning loss and progress

### Instructional Minutes Expectations



# Technology



# Instruction Phase 2

## In-Person Targeted Instruction

Phases

STAKEHOLDERS

Instruction

CNS

Engagement

Safety

SEL

Technology

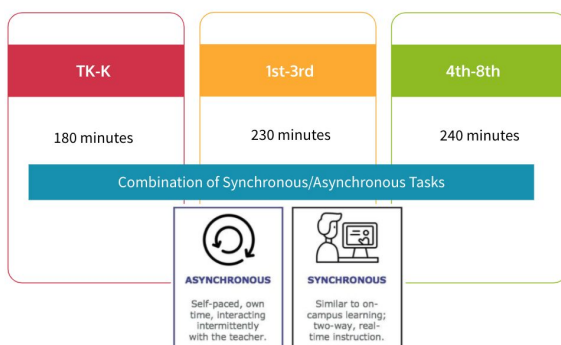
### Distance Learning

- Use of Zoom, Seesaw, and Google Classroom as our main Instructional delivery methods
- Instructional minutes can include both **synchronous** and **asynchronous** learning.
- Morning Meeting for all to support students Social Emotional Learning
- CCSS adopted core curriculum
- Additional student paced technology platforms to support learning
- Combination of large group and small group instruction
- ELD for all English Language Learners.
- Assessments to monitor learning loss and progress
- Continue modified bell schedule

### In Person Targeted Instruction AFTERNOON

- In-person direct instruction with a certificated teacher
- CCSS adopted core curriculum
- SEL
- Assessments to monitor learning loss and progress
- Cohorts of 10 -12 students per distancing requirements
- 24 days a week
- Afternoon schedule -  
In-person - times vary depending on individual school
- 1 day continues to be asynchronous for all students
- Speech, APE and OT services
- Assessments for Special Education services

### Instructional Minutes Expectations



### TK-Kindergarten

A.M.  
Distance Learning ALL

LUNCH

P.M.  
In-Person Instruction

### Grade 1-8

A.M.  
Distance Learning ALL

LUNCH

P.M.  
Distance Learning

In-Person Instruction  
4 days a week -



# Instruction Phase 2

## In-Person Targeted Instruction

Phases

STAKEHOLDERS

Instruction

CNS

Engagement

Safety Protocols

SEL

Technology

### Protocols for In-Person Instruction

- Health screener must be filled out daily on parent square
- Designated drop off and pick up areas **by parent**
- Staggered arrival times
- Staff will welcome students at the time of their scheduled drop-off as they will know which students have completed health assessment and which have not.
- In-person classes will have 8-12 students depending on size of classroom



Hand sanitizers stations throughout the school and handwashing supplies in every classroom.



Social distancing will be monitored and reinforced in hallways, classrooms and playground.



Health and symptom screening will take place upon entering campus each afternoon



All staff and students will be required to wear a mask while on campus - in classrooms, office, playground and hallways



Classrooms, bathrooms, playground and office spaces will be sanitized between groups and at the end of each day .



Building and classroom ventilation in place.  
Air purifiers in each room



Desk barriers in classrooms.  
Health and safety signage  
Personal Protective Equipment

# Instruction

## Phase 3 Full Campus Opening

- In person instruction for for all
- Morning Meeting for all to support students Social Emotional Learning
- CCSS core curriculum
- Instructional minutes per state requirements
- M/T/W/F Regular Day / TH Shortened Day
- Additional student paced technology platforms to support learning
- Extended Day Programs resume in full
- Speech, APE and OT services
- ELD for all English Language Learners.

### Instructional Minutes

IN PERSON INSTRUCTION

TK - K

200 Instructional Minutes

1-3

305 Instructional Minutes (M/T/W/F)

230 Instructional Minutes (TH)

4-5

325 Instructional Minutes (M/T/W/F)

250 Instructional Minutes (TH)

6-8

325 Instructional Minutes (M/T/W/F)

250 Instructional Minutes (TH)

Phases

STAKEHOLDERS

Instruction

CNS

Engagement

Safety Protocols

SEL

Technology

# Instruction for those Continuing Distance Learning through June 2021

Phases

STAKEHOLDERS

Instruction

CNS

Engagement

Safety  
Protocols

SEL

Technology

## Key features

- Continue online learning-
- Use of Zoom, Seesaw, and Google Classroom as our main Instructional delivery methods
- Instructional minutes can include both **synchronous** and **asynchronous** learning.
- Morning Meeting for all to support students Social Emotional Learning
- CCSS adopted core curriculum
- Additional student paced technology platforms to support learning

## Instructional Minutes

IN PERSON INSTRUCTION

TK - K

200 Instructional Minutes

1-3

305 Instructional Minutes (M/T/W/F)

230 Instructional Minutes (TH)

4-5

325 Instructional Minutes (M/T/W/F)

250 Instructional Minutes (TH)

6-8

325 Instructional Minutes (M/T/W/F)

250 Instructional Minutes (TH)

# Physical Education and General Music Instruction

- All 4th and 5th grade students receive general music and Physical Education classes. These classes are mandatory and graded.
- All students in grades 6-8 attend Physical Education classes as one of their class periods. These classes are also mandatory and graded.
  - **Phase 1 & 2**
    - Classes are 100% online for all students
    - Students present on school sites may step outside their designated classroom with socially distant adult supervision to participate
    - Some in-person instruction
  - **Phase 3**
    - Classes will be held in-person with safety precautions taken

## After School Sports

Participation and the re-introduction of after school sports aligned with guidance from the State.

As conditions change more information will follow.

# Band and Choir



## Phase 1 & 2

- Classes are 100% online for all students
- Students present on school sites may step outside their designated classroom with socially distant adult supervision to participate

## Phase 3

- Classes will return in-person
  - Classes may have an alternative curriculum to eliminate particle transmission via singing and playing wind instruments
  - All necessary safety precautions will be adhered to
- 

# Jazz Band and Mariachi

These after-school programs will continue virtually throughout all phases this school year.



# Child Nutrition Services

# Child Nutrition Services

**Child Nutrition Services is committed to serving our students and ensuring no child goes hungry.**

As of September 1st, all students and children 18 and younger are eligible to receive a FREE breakfast and lunch for every day of the week and supper for Monday-Friday.

ARUSD has established various meal distribution methods for student access throughout the re-opening phases.

Our meal distribution methods accommodate and adhere to all public health safety protocols and food regulations.

Our menus provide safe, healthy, and nutritious meals while meeting all USDA federal guidelines.

We will continue to provide the best customer service, support and enhance the experience for our students and community.



# Safety Comes First!

## ARUSD Staff Safety Procedures-

Personal protective equipment has been provided to all staff to ensure everyone's safety when at work.

Face coverings (mask/shields) are worn upon entering the building and at all times throughout the day except while eating and drinking.

Washing hands or proper use of hand sanitizer occurs when changing gloves, before and after breaks, and as needed.

Gloves are used throughout the day and are changed between tasks when soiled or torn.

Plastic disposable aprons are worn over a clean apron and discarded when soiled, torn, and as needed.

Work stations have been marked and designed to adhere to all distance regulations.

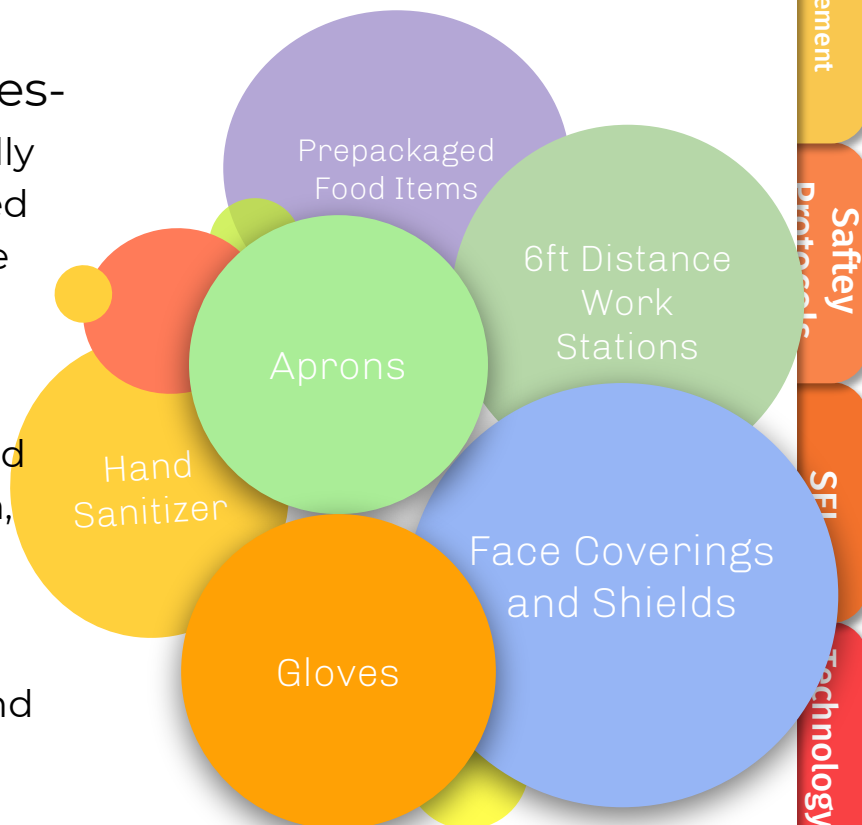
Work stations and equipment are washed, rinsed, and sanitized before and after use.

## Meal Safety Procedures-

All food items are individually wrapped, cupped, or bagged to ensure minimal exposure to potential contaminants.

Each student will receive a complete meal prepackaged in a bag for breakfast, lunch, and supper.

Alum Rock adheres to all Public Health Food Code and Environmental Health regulations.



# Phase 1- Curb-Side Grab and Go Meal Distribution

To support the nutritional needs of our students during distance learning, we expanded our meal distribution sites and partnered with our transportation department to deliver meals to our high need student population.

We offer FREE breakfast, lunch, and supper Monday - Friday to all children 18 and younger for everyday of the week.

Our meal distribution is designed to ensure proper food safety temperatures are controlled and all public health safety precautions are met.

To support our families and community the following safety precautions are in place to ensure everyone's safety during meal distribution hours:

- All families are asked to wear a mask when picking up or receiving meals.
- 6 ft distance pick up locations have been designated for walking families to ensure a minimum of 6 ft distance.
- Vehicle curbside meal pick-up requires meals to be placed in an empty seat or the trunk.
- Parents, guardians, or students can pick up meals for children.
- Meals can only be picked up from one meal distribution location each day.

**Must Wear Masks**

**Maintain Social Distance**

**Contactless Delivery**

# Phase 1- Curb-Side Grab and Go Meal Distribution Locations

**Monday - Friday  
11:00 am - 1:00 pm**

**Adelante Dual Language Academy II - 1970 Cinderella Lane**

**Cassell Elementary - 1300 Tallahassee Drive**

**Fischer Middle School/Ren. at Fischer- 1720 Hopkins Drive**

**George Middle School- 277 Mahoney Drive**

**Hubbard Media Arts Academy - 1680 Foley Avenue**

**Linda Vista Elementary - 100 Kirk Avenue**

**Mathson Inst. of Tech./Ren. at Mathson- 2050 Kammerer Ave**

**Ocala STEAM Academy - 2800 Ocala Avenue**

**Painter/Sheppard Middle School - 480 Rough & Ready Road**

**Ryan STEAM Academy- 1241 McGinness Drive**

**Monday - Friday  
11:00 am - 12:00 pm**

**San Antonio/LUCHA - 1721 E. San Antonio Street**

# Phase 2 - Grab and Go Meal Distribution on Campus

As we transition to phase 2, ARUSD will continue to support our distance learning students and community participants gain access to meals via our 11 curb-side grab and go meal distribution locations. As identified students return to in person instruction we have contactless and seamless meal distribution protocols to give students access to breakfast, lunch, and supper meals.

The following meal distribution protocols support students' safety while participating in our feeding programs on site.

1. Grab and Go Meals,
2. Meals in the Classroom, or
3. Meals sent home for the following day

Meals will be prepackaged in a single-use bag for easy and contactless distribution.

- Pre-packaged meal kits will be distributed at each school's designated meal distribution area to minimize any social interaction with others.
- Meals will be held and transported in an insulated rolling bag that will retain the proper temperature of the meal.
- Meals may be distributed in the classroom, cafeteria, quad area, or other designated areas.
- Meals in the classroom will contain safe and approved individually packaged hand wipes, paper towels, and a garbage bag to maintain a clean classroom.
- Meal schedules are staggered to discourage social interaction with multiple groups of students.

## Phase 2 Meal Distribution

### Distance Learning

Curbside Grab and Go Meal Pick Up

### In-Person Instruction

- Grab and Go
- Meals in the Classroom
- Meals to take home

# Phase 3 - Cafeteria Grab and Go Meal Distribution

As we transition to phase 3, ARUSD will adhere to all updated Public Health and CDC requirements to provide safe eating and serving spaces for both staff and students.

We will continue to adhere to phase 2 procedures and expand our services in phase 3 by transitioning Child Nutrition Service staff to each elementary and middle school sites. Each school site will provide breakfast, lunch and supper meals.

- On site meal service- CNS staff will prepare meals on site and distribute to students via grab and go or meals in the classroom.
- Distant Learners and Community Meal Distribution- Will be supported from current meal distribution locations, service date and times will be provided closer to phase 3 reopening.

## Safety and Sanitation Protocols:

- Every classroom will be equipped with a handwashing station or hand sanitizer dispenser.
- Every cafeteria will have a hand sanitizer dispenser to be used by students before entering meal service area.

# Engagement

- Setting your child up for success
- Grading
- Attendance
- Communicating with your child teachers or school
- Parent Learning

# Attendance Plan

In Phase 1 and 2 students should be attending class online daily.

SB 98 states that each LEA should document for daily participation for each pupil on each school day, in whole or in part, for which distance learning is provided.

A pupil who does not participate daily in either in person instruction or distant learning shall be deemed absent, and when a student is absent for more than three school days or 60% of the instructional days in a school week. Student will then be referred to Student Services for chronic absenteeism support.

Attendance interventions: ARUSD will implement tiered levels of support for pupil engagement.

Support staff will create pathways to communicate via phone, text, emails, Parent Square and District Website. We will outreach to parents to determine needs including, technology support, health, mental health and communicate with parents regarding academic progress.

# Attendance

While it is important for students to attend school, it is imperative that students are screened at home first to avoid exposing students and staff at the school site to COVID-19.

## **Check students daily at home, by asking the following questions.**

1. Within the last 10 days have you been diagnosed with having COVID-19 or had a test confirming you have the virus?
2. Within the past 14 days, have you had close contact with someone who has been in isolation for COVID-19 or had a test confirming they had the virus?
3. Have you had one or more symptoms of COVID-19 today or within the past three days?

## **Come to school if:**

You are feeling well, have no signs & symptoms of COVID-19 & have not been a close contact of someone recently diagnosed with COVID-19.

## **Stay at home if :**

You have any of the following signs or symptoms of COVID-19:

- Fever or Chills (100.0°F or Higher)
- Shortness of Breath
- Cough
- Difficulty Breathing
- Loss of Taste or Smell

You have had a test confirming or been diagnosed with COVID-19 or were exposed to someone confirmed with having COVID-19.



# Communicating with your child's teachers and school

- Notify your child's school immediately if you, your child, or anyone in your household has tested positive for COVID19.

- Close contact means you were within six feet of someone that was currently infected with COVID19 for more than 15 fifteen minutes.

- Visit your child's school website for up to date contact information.

Use the Parent Square App:

Receive school-wide alerts via the application, text and email.

- Parents can receive communication in their preferred language with our Neural Machine Translation tool

- Digitally sign permission slips & other forms

- RSVP & receive reminders for upcoming school events

- App available for iOS and Android phones

# Parent Learning

help their child be engaged, etc. .

Provided by

- Alum Rock Counseling Center
- Uplift APS
- City of San Jose Crime Prevention
- Edificando Vidas
- ECOPP
- YMCA Project Cornerstone

# Health and Safety Protocols

- Disinfections of Schools
- PPE
- Guidelines/ Procedures for visiting campus
- What families can expect when school opens
- Bus Safety
- Protecting Employees

# Disinfection of Schools

When staff or students are using campus areas, daily cleaning and sanitizing protocols will be followed with an emphasis on high-traffic areas. Areas to be cleaned and disinfected include:

- I. Restrooms (Every two hours)
  - A. Sink/Faucet Fixtures
  - B. Light Switches
  - C. Door Handles
  - D. Stall Doors
  - E. Flush Valves
- II. Classrooms
  - A. Faucet Fixtures
  - B. Light Switches
  - C. Door Handles
  - D. Desk/Table Tops
- III. Offices
  - A. Desk/Counter Tops
  - B. Door Handles
- IV. Air Quality Control
  - A. Merv 13 Filters in HVAC Units
  - B. Air Purifiers in All Classrooms
- V. Added Safety Measures
  - A. Hand Santizer Stations
  - B. Sneeze Guards on Student Desks
  - C. Decommission Drinking Fountain
  - D. Observe Six Foot Spacing Between Student Desks
  - E. Purchase of Electrostatic Disinfecting Machines for Custodial Staff

# Personal Protective Equipment

All people over the age of two must wear a face covering during the following:

1. While arriving and departing from the school campus, including drop-off/pick-up times.
2. In any area outside the classroom (except while eating, drinking, engaging in Physical Activity or otherwise medically unable to)
3. Staff are required to wear a face covering at all times (with the exceptions above)
4. Students in Tk-8th grade must wear a face covering at **all times**.
5. All students must wear a face covering going to and from school and while riding the school bus.

**Social distancing is an important safety & health protocol.**

1. Maintain a distance from others of at least 6 feet as much as possible.
2. Avoid physical contact (i.e. handshakes).
3. Practice hand hygiene often. Wash hands or use hand sanitizer regularly throughout the day.

# HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

[who.int/epi-win](https://who.int/epi-win)

## Do's →



Adjust the mask to your face without leaving gaps on the sides



Cover your mouth, nose, and chin



Avoid touching the mask



Clean your hands before touching the mask



Inspect the mask for damage or if dirty



Clean your hands before removing the mask



Remove the mask by the straps behind the ears or head



Pull the mask away from your face



Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it



Remove the mask by the straps when taking it out of the bag



Wash the mask in soap or detergent, preferably with hot water, at least once a day



Clean your hands after removing the mask

## Don'ts →



Do not wear the mask under the nose



Do not remove the mask where there are people within 1 metre



Do not use a mask that is difficult to breathe through



Do not use a mask that looks damaged



Do not wear a loose mask



Do not wear a dirty or wet mask



Do not share your mask with others

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.



World Health Organization



# Personal Protective Equipment

## Face coverings should:

1. Fit snugly but comfortable against the side of the face. Be secured with ties or ear loops, if provided.
2. Include multiple layers, or equivalent, of fabric. Allow for breathing without restriction.
3. Be removed from behind head or ears to minimize hand contact with face.
4. Face coverings can be disposable masks or reusable masks. Reusable masks should be washed & machine dried daily.
5. A face covering will cover nose and mouth completely when worn throughout the day.
6. A face shield can be worn in addition to a face covering, but not worn in replacement of a face covering.
7. Students & staff will have to option to wear a face covering from home or have one provided by ARUSD.



# What Families can Expect when Schools Open

## Arriving at school:

- Students, families & staff will wear face coverings when arriving on campus.
- Limited number of students on busses
- Limited access on campus for visitors
- Perimeter controls (fences/gates) to limit unannounced visitors
- Social distancing 6 ft apart marked by signs at the entrance in campus

## Safety Precautions:

- Disinfection guidelines for classrooms and shared spaces
- Students/staff are to wash hands/sanitize frequently
- Sanitizing stations placed at the entrance of the campus and common areas
- Limiting sharing school supplies between students & disinfection of shared school supplies between students



# What Families can Expect when Schools Open (continued)

## Personal Protection:

- Face coverings for staff/students worn on campus
- Schools to exclude the students that refuse face covering and are not exempted as per CDC guidelines
- Gloves are not recommended except when cleaning/handling food/first aid

## Screenings:

- Parents/guardians are required to conduct health screenings on their child prior coming to school every day (please refer to screening questionnaire on next page)
- Notify your child's school immediately if you, your child, or anyone in your household has tested positive for COVID19.
- Notify your child's school immediately if you, your child, or anyone in your household have come in close contact with someone that tested positive with COVID19.
- Close contact means you were within six feet of someone that was currently infected with COVID19 for more than 15 fifteen minutes.

## Limited Activities

There will be no off-site field trips & limited extracurricular activities.

# Daily Questionnaire

## COVID-19 DAILY QUESTIONNAIRE FOR PARENTS/STUDENTS BEFORE ATTENDING SCHOOL

1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?

Yes-STAY HOME and seek medical care.

1. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.

Yes-STAY HOME and seek medical care and testing.

1. Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?

- |   |                              |
|---|------------------------------|
| • Fever                                 | • Muscle/body aches          |
| • Cough                                 | • New loss of taste or smell |
| • Shortness of Breath/Trouble breathing | • Headache                   |
| • Chills                                | • Confusion                  |
| • Night sweats                          | • Nausea/Vomiting            |
| • Sore throat                           | • Diarrhea                   |
| • Fatigue (feeling tired)               | • Congestion or runny nose   |

Yes- STAY HOME and seek medical care and testing.

# What Families can Expect when Schools Open

## Recess:

- Recess will be held outside, if possible.
- Students will be reminded to maintain 6 foot social distance.
- Recess times will be scheduled in a staggered format to avoid crowding in play areas.
- Students will have recess with their classroom cohort group to minimize exposure to other classrooms.
- Bathrooms will be cleaned & sanitized regularly.

## Lunch:

- Lunch will be held either in the classroom or outdoors.
- If lunch is held outdoors, 6 foot distance will be maintained between lunch tables. Students will be assigned to sit at a table with their classroom cohort group to minimize exposure to other classrooms.
- Lunch will no longer have an open salad bar. Instead, individually portioned food will be provided for those receiving a school lunch.

# What to do? Classroom/Office Safety

## Before Someone Gets Sick

Staff & students will be monitored daily for signs & symptoms of COVID-19.

## When Someone Gets Sick

- Any student with signs or symptoms of COVID-19 will be guided to the school's Isolation Room.
- The guardian(s) will be notified to pick up the student from school as soon as possible.
- Handouts will be provided to the parents with guidelines & the next steps to be taken.
- The guardian(s) will be informed of which signs & symptoms the student is exhibiting so that this information can be provided to their medical provider.

## After Someone Gets Sick

If a student or staff member tests positive for COVID-19, ARUSD will work closely with the Santa Clara Department of Public Health to determine who is a close contact of that positive person. Those close contacts will be contacted & advised of next steps to be taken.



# Signage Around Campus



## ARUSD COVID-19 RESPONSE / SCHOOL REQUIREMENTS

### DO NOT ENTER



Do not enter if you have a fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, headache, sore throat, or loss of taste or smell.

### FACE COVERING



Mask • Bandana • Scarf • Neck Gaiter  
When you are in school or public places, wear a face covering over your nose and mouth.

### SOCIAL DISTANCE



Maintain at least six feet of physical distance apart.

### AVOID CONTACT



Avoid physical contact. Do not shake hands or engage in unnecessary contact.

### WASH HANDS



Wash hands often with soap and water for at least 20 seconds, if not possible use an alcohol-based (60%+) hand sanitizer.

### CLEAN SURFACES



Clean high-touch surfaces frequently with disinfectant.

## RESPUESTA ANTE EL COVID-19 / REQUISITOS DE LAS ESCUELAS

### NO ENTRAR A LAS INSTALACIONES



No entre a la escuela cuando usted tenga tos, fiebre, sienta que le falta el aire o si tiene dificultad para respirar, escalofríos, dolor muscular, dolor de cabeza, dolor de garganta, pérdida del sentido del olfato o del gusto.

### USO OBLIGATORIO DE UN CUBREBOCAS



Mascarilla • Paliacate • Bufanda  
Braga de cuello (Bufanda tubular)  
Cuando usted esté en espacios (públicos) de la escuela, tiene que usar un tipo de cubrebocas sobre su nariz y boca.

### MANTENER DISTANCIA FÍSICA



Mantener un mínimo de seis pies de distancia entre usted y las otras personas.

### EVITAR CONTACTO FÍSICO



No saludar de mano ni hacer contacto físico innecesario.

### LAVARSE FRECUENTEMENTE LAS MANOS



Lavarse frecuentemente las manos con agua y jabón por lo menos 20 segundos. Cuando no pueda lavarse las manos, use un desinfectante de manos que contenga un mínimo de 60% de alcohol.

### LIMPIEZA DE SUPERFICIES



Limpiar frecuentemente con desinfectante las superficies de alto contacto físico.

# Bus Safety



1. Bus drivers will remind students to maintain social distance per CDC guidelines, while boarding & exiting the bus. When social distancing is not possible (i.e. helping a student to buckle their seatbelt or to assist a student in a wheelchair, etc.), bus driver will immediately clean hands with an alcohol wipe afterward.
2. Students will not be allowed to move seats or share items on the bus.
3. Students take the rear-most available seat & follow the seating chart. Seating charts will be used to support infection contact tracing.
4. All staff and students will wear a face covering at all times on an ARUSD bus, with the exception of children who have “no facemask” designated on their IEP.
5. All touched surfaces will be cleaned & disinfected at the end of each run or route & at the end of each shift. These surfaces include seats & seat backs, seat belts/buckles, harnesses, vests, windows of seats that students occupied, wheelchair tie downs, ramp, door handles, controller, etc.
6. If bus has a confirmed case of COVID-19, it will be completely cleaned & disinfected.

# Protecting School Employees

## Common Work Spaces

Shared work spaces will be cleaned & disinfected regularly. Social distancing of 6 feet or more will be maintained in all common areas. Face coverings will be worn in shared work spaces.

## Single/Multiple Occupant Offices

Employees who are assigned to a work space (single or shared) should organize themselves to ensure 6 ft. social distance separation & avoid face-to-face desk layouts.

## Break Rooms/Food Preparation Areas

1. The sharing of resources for food preparation or storage is discouraged. Employees shall not be encouraged to use shared refrigerators, coffee machines or products (i.e. stirrers, coffee, tea, sugar, etc.), toasters, toaster ovens etc.
2. Ideally staff members should take meals outside. If eating inside, staff members should maintain a distance of 6-12 feet.

## Restrooms

1. School or facility restroom cleaning will occur regularly.
2. Just as with other school facilities, occupants of restroom must maintain a social distance of 6 feet or more. Maximum capacity is based on the number of toilets and 6 feet distance.
3. Facility will provide enough supplies, such as soap & paper towels, to encourage proper hygiene.

# Social Emotional Learning & Mental Wellness

- SEL Support Overview
  - CASEL Competencies
  - Contacts
- Mental Wellness Overview
  - Crisis Intervention & Support
  - SLS Quadrant Coordinators
    - Quadrant Model
    - Referral Process
  - SLS School Counselor Internship
- School Counselor Contact Information



# SEL & Mental Wellness Support

Our district understands the importance of supporting the mental wellness of students and their families particularly during the global pandemic.

In order to address the support needs, the district is launching social emotional learning during the 2020-2021 school year by integrating the CASEL competencies in our instructional day focused on Social Emotional Learning competencies:



Students have the opportunity to practice and learn these SEL skills during their teacher-led Morning Meetings. During these meetings students are able to share current ideas, thoughts, feelings, and challenges.

# SEL Links & Resources

Students and parents may find themselves having to deal with and overcome a number of challenges. The ARUSD SEL-Wellness Team developed links which are currently on the ARUSD website to address some of the challenges they may be facing.

Parents/guardians who find that they or their child may be in need of assistance can access support for the following by clicking on the links below:

## ARUSD Wellness & Resource Support Request

- This request form allows parents/guardians to communicate support needs that their student or family as a whole may have. Requests for support may include the following:
  - Student/family therapy, rent/utilities assistance, housing resources, food distribution locations, hygiene or school supply needs

## ARUSD SEL Resource Page

- The SEL Resource Page contains links for students, parents/guardians and educators to access strategies to support students during this time. Resources on the site include access to strategies for grounding and calming, building capacity for coping, building plans to care for not just your student but also yourself, practicing mindfulness, and more.

# Social Emotional Learning and Mental Wellness Support

If a child is in need of counseling support at the **elementary school level**, parents may contact the Site Principal or:

Dr. Annya Artigas  
District Coordinator  
annya.artigas@arUSD.org  
408-928-6967

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If parents need more information regarding social emotional learning (SEL), they may contact the Site Principal, School Counselor (middle schools) or:

Dr. Imee Almazan  
District Coordinator  
imee.almazan@arUSD.org  
408-928-6591

Parents may contact counselors at the appropriate K-8 or middle schools for counseling and SEL support for their child.

School	Counselor	Email	Phone number
Adelante 1	Oscar Lamas	oscar.lamas@arUSD.org	408-928-1900
Aptitud	Oscar Lamas	oscar.lamas@arUSD.org	408-928-7650
Fischer	Melanie Ann Abad	melanieann.abad @arUSD.org	408-928-7266
George	Stacey Williams	stacey.williams@arUSD.org	408-928-7600
George	Hassan Vakili (Academic Counselor)	hassan.vakili@arUSD.org	408-928-7600

School	Counselor	Email	Phone number
Hubbard	Lindsey Diaz	lindsey.diaz@arUSD.org	408-928-7700
Mathson	Julieta Flores	julieta.flores@arUSD.org	408-928-7950
Ocala	Xochilt Garcia	xochilt.garcia@arUSD.org	408-928-8350
Renaissance 1 Renaissance 2	Sarah KretoVics	sarah.kretoVics@arUSD.org	408-928-7475
Sheppard	Maria Castaneda	maria.castaneda@arUSD.org	408-928-8800
Sheppard	Hassan Vakili (Academic Counselor)	hassan.vakili@arUSD.org	408-928-8800

# Crisis Support & Counseling Resources

Phases

STAKEHOLDERS

Instruction

CNS

Engagement

Safety  
Protocols

SEL

Technology

**If you or someone you know is having a life threatening emergency, stop reading and please call 911 immediately.**

*If you or someone you know is in crisis and needs support, please reach out to one of our local mobile crisis agencies who are available 24 hours a day and 7 days a week:*

- Uplift Family Center: **(408) 379-9085**
- Bill Wilson Center: **(408) 278-2585**
- You can also text "**LISTEN**" to **741741**

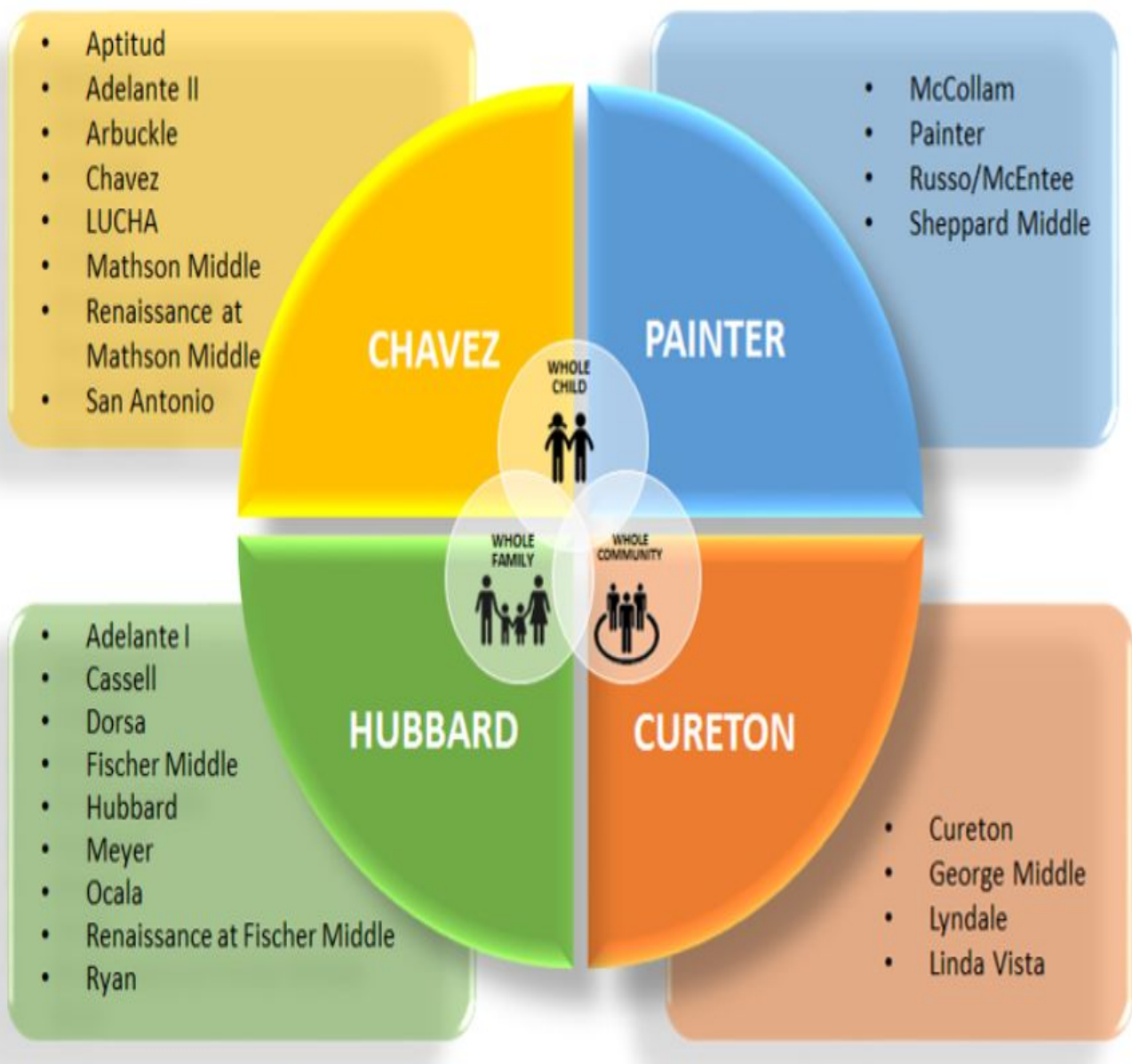
## **Crisis Counseling:**

While collectively navigating this global pandemic, emotions and feelings can become overwhelming resulting in crisis situations for students. Crisis situations may be due to emotional overwhelm and may lead to thoughts of self-harm or suicide as well as feelings of despair or isolation.

Student services staff (SLS Quadrant Coordinators or Coordinator of Mental Wellness Support Services) can provide support during school hours by connecting students and families with partners who provide Mobile Crisis support. Crisis response and assessment will take place for any student who makes reference to self-harm or suicide. The response would involve reaching out to parents to discuss safety concerns, conducting an assessment to determine the level of lethality/severity, and the development of a safety plan or referral to Mobile Crisis for an extended more intensive assessment to be conducted.

# SLS Quadrant Coordinators

SLS Quadrant Coordinators are available to work with parents/guardians by providing linkage to necessary resources and services. ARUSD is currently divided into four quadrants to ensure responsiveness and the streamlining of services. Please see the SLS Quadrant Model below:





# SLS Quadrant Coordinators: Resources & Supports

SLS Quadrant Coordinators have the capacity to provide resources and supports referrals for the following services:

- Therapeutic Services
- Children's Health Insurance
- Social Services Support
- Emergency Housing & Shelter
- Food Distribution & Resources
- Public Health Support
- Support with Intervention & Prevention Services
- Document Assistance
- Legal Aid
- Immigration Services
- Parent Empowerment & Engagement
- Domestic Violence Crisis Support
- Health Child Screening (oral, vision, dental, & other specialist agencies)

# SLS Quadrant Coordinators:

Quadrant	Schools within the Quadrant	SLS Coordinators
Chavez	Aptitud, Adelante II, Arbuckle, Chavez, LUCHA, Mathson, Renaissance@ Mathson and San Antonio	Lorena Torres lorena.torres@arUSD.org 408-928-6945
Cureton	Cureton, George, Linda Vista and Lyndale	Dana Yamaguchi dana.yamaguchi@arUSD.org 408-928-6945
Hubbard	Adelante I, Cassell, Dorsa, Fischer, Hubbard, Meyer Ocala, Ren@Fischer and Ryan	Ana Gonzalez ana.gonzalez@arUSD.org 408-928-6945
Painter	McCollam, Painter, Russo/McEntee and Sheppard	Ana Gonzalez ana.gonzalez@arUSD.org 408-928-6945



# ARUSD SLS:

## School Counselor Internship Program

The ARUSD SLS School Counselor Internship Program provides district schools access to a School Counselor Intern to deliver support around academics, career, or personal needs. School Counselor Interns will work with referred students to assess and determine the appropriate level of need in order to properly refer students to partnering agencies.

Upon conducting the Child & Adolescent Needs & Strengths Assessment, students who are considered Tier 1 or Tier 2 (MTSS) will be provided with support via the School Counselor Intern. Students who present as Tier 3 will be referred to partnering agencies for intensive therapeutic support.

Additionally, School Counselor Interns will be able to provide crisis counseling and assessment with the ability to either draft a safety plan with students and family or request support from partnering agencies to assess students for possible hospitalization.

# Technology & Communication

- Student devices
- Edtech programs
- Wi-fi accessibility
- Technology support
- How-to Videos
- Communication

# Student Devices & Edtech Programs

## Student Device Allocations:

- ipads are provided to students in grades TK & kindergarten
- Chromebooks are provided to students in grades 1-8
- Hotspots are available for students on an as-needed basis

## District supported educational technology programs include:

- [MobyMax](#) for students in grades K-8
- [Seesaw](#) for students in grades TK-8
- [Nearpod](#) for students in grades K-8
- [RAZ+](#) for students in grades TK-5
- [Levered Math](#) for students in grades 3-5
- [Studies Weekly](#) for students in grades K-5
- [BookNook](#) for students in grades K-5
- [STEMScopes](#) for students in grades 6-8
- [BrainPOP EL](#) for EL students in grades TK-8
- [Listenwise](#) for EL students in grades 6-8
- [Imagine Learning!](#) for ELs in grades

# Internet Accessibility

Families in need of internet access can take advantage of wireless connectivity resources available via our [ARUSD Informational Technology webpage](#):

- [Getting Internet Access: Available Plans](#) will provide you with details regarding a variety of affordable internet options

## Hotspot Information

- Hotspots are available for ARUSD families in need.
- Please contact our Informational Technology team at 408-928-6917 for more information.

# Technology Support

The Information Technology (IT) Support Services Department will provide support in the following areas:

- Distribution of devices
- Hotspots
- Returning devices
- Device Care and Usage
- Support with lost / damaged /stolen devices
- Accessing classes online
- Student emails
- Accessing my child's password
- Activating email accounts

In addition, a district helpline has been established at (408) 928-6917. **Support is provided in English, Spanish, and Vietnamese:**

- Weekdays from 4:30pm to 7:00pm
- Weekends from 10:00am to 4:00pm

# Parent Square Communication App

**The Parent Square app allows families to:**

- Receive school-wide alerts via the application, text and email.
- Receive communication in their preferred language with our Neural Machine Translation tool
- Digitally sign permission slips & other forms
- RSVP & receive reminders for upcoming school events
- App available for iOS and Android phones

Here are some helpful support videos:

- [Training Videos](#)

# Home/School Communication Platforms

ARUSD students and families are familiar with some popular home/school communication options.



Students in grades TK-2nd commonly make use of [Seesaw](#) for teacher: student/family communication.



Students in grades 3rd-8th commonly make use of [Google Classroom](#) for teacher: student/family communication

# How-to Videos

[Distance Learning](#)

[ParentSquare for Parents](#)

[Zoom Tutorials](#)

[Imagine Learning](#)

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