

Arcohe Union School District

School Reopening Protocols



2020-2021

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Health Protocols for School Office, Staff, and Students

The Arcohe School District has prioritized the health, safety, and physical and emotional wellness of our students, families, and staff long before COVID-19. We now face a new challenge in maintaining this priority as we look towards reopening our schools. Our driving question is this: How can we best reopen our schools while simultaneously preserving the health, safety, and physical and emotional wellness of our students, families, and staff? Of equal importance, equitable and inclusive access to education must be considered for all children as students return to school. This information is intended to provide guidance in the areas in which COVID-19 may intersect with Health Office responsibilities as well as health protocols for staff and students.

The protocols listed below are the procedures we need to put in place to stay safe and remain open. If you disagree or refuse to follow the items listed in this document, your child will be given the alternate to access curriculum through the online instruction offered by the school.

Please note, as conditions change or new situations arise, these protocols may be adapted. We will keep stakeholders informed of changes, as appropriate. Stay safe and be well!

Troy Miller
Superintendent/Principal
Arcohe School

Prior to Entering Campus

Students

Parents are expected to take their child's temperature each morning prior to coming to school. Children with a fever of 100.1 or higher should not come to school. Parents are also expected to screen their child for respiratory symptoms prior to coming to school each day. Respiratory symptoms include cough, shortness of breath, rapid or difficulty breathing.

All students will have their temperature taken prior to coming onto campus by school personnel. If a student exhibits a temperature of 100.1 or higher and/or is exhibiting signs/symptoms of COVID-19, the staff will:

- Ensure the student is wearing a mask
- Immediately notify the health office

Staff

Staff are expected to have their temperature taken daily and to stay at home if they have a fever of 100.1 or higher. Staff should not come to work if they are feeling ill.

Each day, all staff will submit to a temperature check given in the main office by the health aide as staff attendance is taken and mail is retrieved from the staff mailboxes.

Anyone who has been exposed to someone with COVID-19 will self-quarantine for 14 days after the last exposure, per CDC guidelines. (See below) The following document is provided for further guidance: Interim Guidance for Child Care Programs and K-12 Schools

Daily Screening of Students by Teachers

Teachers will conduct daily screenings of students, to occur at onset of class time. These screenings should happen outside the classroom to prevent an infected student entering the classroom.

Teachers screening will include:

- Observe the student for cough, flushed cheeks, rapid or difficulty breathing.
- Ask "How do you feel today?"
- Upon direction from the health office, send the student to the office for further evaluation.

Protocol for Visitors

The Arcohe School District will limit visitors to people who are essential to the education or health of a student or staff member. With this in mind, there will be some visitors who will be on our school campuses.

- Visitors to school will adhere to the established protocols prior to entering campus.
- Visitors will be limited to individuals that are essential to district activities.
- Visitors will be screened using a symptom checker form and have their temperature taken.
- Visitors must attest to being symptom-free for the past 10 days and having not been recently exposed to anyone known to have COVID-19.
- Visitors who pass the screening will wear a visible marker to be provided by the district (i.e., paper wristband or visitor badge sticker) indicating proof of screening.
- Visitors who do not pass the screening will not be allowed on campus.
- Visitors must adhere to all staff health procedures, including frequent hand washing between classes, students, or activities, when visitors are working with children or supplies.

During The School Day

Students or staff who are symptomatic should not come to school. If they begin exhibiting symptoms after arriving at school, separate the individual from others as much as possible and make arrangements for the individual to go home as soon as possible.

Students Exhibiting Symptoms

- **Up-to-date Emergency cards are mandatory**, with a listing of additional adults to call if the parent is not available to pick up.
- Emergency cards are available on Arcohe website or in the main office so that up-to-date contact information is available at all times.
- A staff member will be assigned to contact parents who do not turn in the Emergency card in a timely manner. This staff member will assist parents in filling out the emergency card if necessary.
- A student with COVID-19 like symptoms will wait in an isolation room until parent can pick-up student (See below).
- Students will wear masks as per the current CDPH guidelines.

Staff Exhibiting Symptoms

- Staff members exhibiting COVID-19 like symptoms will contact administration immediately.
- Administration will secure an immediate substitute for staff member, if needed.
- Staff members with COVID-19 like symptoms will immediately leave campus and contact their doctor. Administration will stay in contact with staff member to coordinate further needed action.

Health Office Staff Protocol

- Office or health services staff conducting any assessment on known ill individuals must wear personal protective equipment (PPE).
- Hand hygiene should be done before and after taking off/putting on gloves.
- Gloves will be changed and hand hygiene completed between providing care to different individuals.
- Additional training will be provided for office staff use of Personal Protective Equipment (PPE).

Isolation Room

A health office isolation room will be available.

Ventilation is required in all health office isolation rooms (i.e., windows that open, exhaust fans).

To ensure ventilation, district will:

- Ensure ventilation systems operate properly.
- Ensure health offices are able to increase the circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods.
- Check HVAC systems and ensure filters are routinely changed according to manufacturer standards.
- Consider use of a portable HEPA filtration device.

Windows and doors should remain closed if they pose a safety or health risk to children using the facility, or to protect privacy and confidentiality.

Areas Used by Person with COVID-19 Related Symptoms

- Areas used by any person exhibiting symptoms must be closed off and cannot be reused until the area has been cleaned and disinfected.
- To reduce risk of exposure, wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as practical.
- Ensure a safe and correct application of disinfectants using personal protective equipment (PPE) and ventilation recommended for cleaning.
- Keep disinfectant products away from students.

Health Concerns: Not COVID-19 Related

- Minor first aid situations will be handled in the classroom as much as possible to prevent office congestion, maintain distancing, and avoid cross contamination. More serious first aid/health situations will require a referral to the health office. Nursing staff will provide first aid supplies and training to classroom teachers and specialists to reduce traffic in health office. This training will include how to recognize the signs and symptoms of COVID-19.
- Teachers will assist students to deal with minor concerns in the classroom before determining that a health office visit is necessary.
- Teachers will notify the office by phone prior to sending a student to the office.
- Hall passes will be required for office/health office visits.
- School office staff will contact parents by telephone regarding student illness (no calls from the classroom).
- Yard duty staff will assist students with minor playground accidents to reduce traffic to the health office.
- First aid supplies will be provided to yard duty staff in a “fanny pack” or pocketed apron.

Health Office Referrals

- Health office staff will triage students and treat as their condition indicates.
- Health office staff will follow the Triage Protocol provided by district nurse.
- Health office staff will utilize an checkpoint for COVID-19 symptoms, provided by district nurse, to distinguish COVID-19 symptoms from other symptoms such as asthma and allergies. This will include guidance to determine whether or not a student should be isolated.

Health Office Scheduled Visits

Repeated Health Office visits will need to be scheduled to allow for spacing and privacy. These may include, but are not limited to:

- Specialized procedures
- Diabetes care
- Catheterizations
- Scheduled medications

Quarantine Protocols for Students and Staff

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Who needs to quarantine?

- Anyone who has been in close contact with someone who has COVID-19.
- This includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes over an 24-hour period
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

When Is Quarantine Required for A Student or Staff?

People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**.

- Students or staff who have a household member testing positive for COVID-19 will be ordered to quarantine at home.
 - If a student or staff lives with someone who has COVID-19 (e.g., roommate, partner, family member), and that person has isolated by staying in a separate bedroom and they have had no close contact with the person since they isolated. The last day of quarantine is 14 days from when the person with COVID-19 began home isolation.
 - If the student or staff ended up having close contact with the person who is sick during the original 14-day quarantine, they must restart quarantine from the last day of close contact. Any time a new household member gets sick with COVID-19 and there has been close contact, quarantine must be restarted from the last day of contact.
- If a student or staff member goes home with COVID-19 like symptoms, they should stay at home for 14 days, with the certain exceptions outlined in *When Can A Student Or Staff Return To School After Quarantine*, below.

If a Student or Staff Member Tests Positive for COVID-19

- If a student or teacher tests positive for COVID-19, students in that class will be placed on distance learning. The school nurse and site administration will consult with the California Department of Public Health (CDPH) and will notify parents as to when students may return to school.
- Remember that contact is highly unlikely due to 6-foot spacing and face coverings worn by both students and staff.
- Classroom will be thoroughly cleaned and disinfected before students return.

Prior to Test Results

Regarding a student or teacher who goes home with COVID-19 like symptoms: A class will continue instruction at school until the student or staff member with COVID-19 like symptoms has a positive test result.

Positive COVID-19 Test Results

If a student or teacher tests positive for COVID-19, students and teacher will be sent home and will continue with learning via distance learning.

If a school staff member (instructional assistant, secretary, intervention specialist, etc...) tests positive for COVID-19, the school nurse will contact the CDPH for further instructions for tracing and to determine which students/class/staff members may be required to quarantine.

When Can a Student or Staff Return to School After Quarantine?

Students or staff may return to school after an absence due to COVID-19 related illness **when the following criteria are met**

- **At least 3 days (72 hours) have passed since recovery** defined as resolution of fever without the use of fever-reducing medications, **and**
- **Improvement in respiratory symptoms** (e.g., cough, shortness of breath), **and**
- **At least 10 days have passed since symptoms first appeared.**

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

OR

Healthcare practitioner's notice to return to work/school in accordance with school district/county office of education policy.

Student or Staff Tested Negative to Covid-19

A student or staff may return to school after a negative COVID-19 test when:

- A student or staff member with a **negative COVID-19 test and no contact with COVID-19 positive person** may return to school after 72 hours.
- A student or staff member with a **negative COVID-19 test and contact with a COVID-19 positive person** will stay at home for 10 days.

Physical Set-Up of Health Office and School Office

- Social distancing of at least 6 feet between people should be maintained in all areas of the school.
- Provide 6-foot spacing in the office reception area and in the health office.
- Place Plexiglas screen for secretaries' desks.
- Parents shall conduct business on the outside of the office, when possible.
- Staff members will use back entry into the office whenever possible in order to avoid congestion in the office.

- Identify an isolation room through which others do not pass where symptomatic persons can remain until they are able to go home.
- First aid supplies should be located so that they are accessible to staff but removed from the room/space where a symptomatic person is located.
- Students visiting the health office who are not exhibiting COVID-19 like symptoms will need to be placed in an area that is separate from students who are exhibiting COVID-19 like symptoms.

Personal Protective Equipment (PPE)

- Gloves will be used by staff who are conducting duties such as cleaning, first aid, or food service.
- Face masks and gloves are to be used by health office staff or staff person working with students.
- Cloth face coverings may not be advisable for persons with respiratory concerns such as asthma. In this case, a face shield may be the best option. Face shields provide full-face coverage and, in some cases, may be more effective than face masks.
- Gowns are necessary when sputum or other bodily contents come into contact with a staff member's clothing, such as a one-on-one health aide assisting with diapering, during suctioning procedures, or with vomiting.

Cleaning and Disinfecting

- Disinfecting wipes and other needed cleaning supplies will be provided by the district for all health offices and school offices to be used for wiping down surfaces as needed.
- Bathrooms that are used by symptomatic students or staff will need to be disinfected immediately.
- Maintenance and school staff will use best practices for cleaning, sanitizing, and targeted disinfecting in the classroom.

Confidentiality

- Privacy, confidentiality, and protected health information will be maintained at all times.
- Personal information regarding any staff member or student in relation to COVID-19 will be kept confidential and not disclosed.
- Communication with parents, staff and other relevant people will be carried out by district administration and the school nurse and will be carried out in a manner that preserves the confidentiality and privacy of all involved.
- All staff will respect confidentiality.
- Data and security protocols will be maintained (securing confidential staff/student records).

Staff Considerations

Staff will not be required to use sick days if they have to stay home for a 14-day quarantine. If a staff member is required to quarantine due to COVID-19 related issues, but feel well enough to work, the staff member will work from home, when possible. In this scenario, COVID-19 related sick days will not be used.

Staff Safety: General, Personal Protective Equipment (PPE)

General Precautions, PPE, Face Coverings, Access to Sanitizers

The following recommendations are based on recommendations from CDPH
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>.

- Staff will develop routines enabling students and staff to regularly wash their hands at staggered intervals.
- Staff will teach students and reinforce use of cloth face coverings, masks, or face shields.
- All staff and students above the age of two will use face coverings as per current guidelines under the CDPH.
- Food service workers and staff in routine contact with the public (e.g., front office) will use gloves and facial coverings.
- District will provide and ensure staff use face coverings and all required protective equipment.
- The California Governor's Office of Emergency Services (CalOES) and the California Department of Public Health (CDPH) are and will be working to support procurement and distribution of personal protective equipment.
- District will ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and students who can safely use hand sanitizer.

Substitute Teachers/Staff

- Substitute teachers will initial a checklist of questions and have their temperature checked by office staff prior to entering classrooms.
- Substitute teachers will be required to wear a face covering at all times.
- Substitute teachers will be given a list of safety/sanitizing procedures for students at the start of the day.

Sharing Supplies

- Staff will limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable. Shared supplies will be cleaned and disinfected between uses.
- District will suspend use of drinking fountains and instead encourage the use of reusable water bottles. Automatic filling stations still can be used.

PPE Training

- Information will be provided to all staff and families on proper use, removal and washing of cloth face coverings. School nurse will provide an online training to be sent to all staff before the start of the new school year.
- Cloth face coverings must not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- Cloth face coverings must be washed daily.
- Care must be taken to avoid touching one's face while wearing cloth face coverings.

Gloves (Non-Latex)

Gloves will be worn when it can be reasonably anticipated that contact with respiratory, blood, gastrointestinal fluids, or other potentially infectious materials, mucous membranes, non-intact (broken) skin, or potentially contaminated intact skin (e.g., of a student incontinent of stool, urine or vomit) could occur.

Face Covering Requirements: General

Face Covering Requirements

All adults and children over the age of two must wear a face covering while on school campus. Some adults may need a shield instead of a mask to accommodate personal health issues. Face shields are recommended for school staff instead of masks in cases where students may need to see staff member's facial expressions. This may include, English Language Learners or students that have difficulties processing language. In these cases, students may benefit from seeing the staff member's entire face to help understand communication and alleviate possible misunderstandings.

Keeping Face Shields & Masks Sanitized and Clean

Shields: May be easily cleaned throughout the day and reused.

Masks: Must be washed on a daily basis.

Masks Are Required If Symptoms Are Present

Students or staff with symptoms must wear a mask and be isolated until they can leave campus, per district procedures, outlined above in *Health Protocols for School Office, Staff, and Students*, will be followed.

School Procedures

To ensure the safety of all staff and students, procedures have been created from the time before students arrive on campus to their dismissal from school. During the school day, students will be kept in cohorts to minimize interactions with other cohorts. Sites will work to schedule recesses, lunches, and other activities so that any cohorts that do need to be in a shared space with social distancing, do so with consistency, following all safety protocols.

Before School Procedures

Protocol Before Coming to School

The district will provide information for parents regarding signs and symptoms of COVID-19. This will be placed on the district website, in school offices, in letters sent home, and other communications with parents.

Students

Parents are expected to take their child's temperature each morning prior to coming to school. Children with a fever of 100.1 or higher should not come to school.

Parents are also expected to screen their child for respiratory symptoms prior to coming to school each day. Respiratory symptoms include cough, rapid or difficulty breathing and shortness of breath.

Staff

Staff are expected to check their temperature daily and to stay at home if they have a fever of 100.1 or higher. Staff should not come to work if they are feeling ill.

Staff will self-screen for symptoms of COVID-19 using a self-check tool provided by the district.

Anyone who has been exposed to someone with COVID-19 will self-quarantine for 14 days after the last exposure, per CDC guidelines.

Visitor Procedures

Visitors

- Parents wishing or needing to contact staff, access the front office or school campus will communicate in advance via phone, text or email.
- Visitors to school will adhere to the established protocol prior to entering campus.
- Visitors will be limited to individuals that are essential to district activities.
- Visitors will be screened using a symptom checker form, have their temperature taken, and be provided a visible marker (i.e., paper wristband or visitor badge sticker), indicating proof of screening.

- Visitors must sign a form attesting to being symptom-free for the past 10 days and have not been recently exposed to anyone known with COVID-19.
- Visitors who do not pass the screening will not be allowed on campus.
- Visitors must adhere to all staff health procedures, including frequent handwashing between classes, students, or activities, when visitors are working with children or supplies.
- Once on campus, visitors will maintain six feet of social distancing at all times.

Substitutes

- Substitutes will check their temperature at home.
- Substitutes are required to wear a mask or shield and will not socialize in the office when picking up keys.
- There will be a sign-in location.
- Staff and parent guidelines will be provided to substitutes.

Staff Interaction Procedures

Office

Staff will limit their access during the school day.

Staff Lounge

Priority access will be given to teachers on their lunch times. Staff shall work to keep the number of people in the lounge to a minimum and the number of people in the lounge shall allow for six feet of social distancing. If a staff member attempts to enter the lounge and sees that it is at capacity, they will wait until someone leaves before entering.

Face Coverings

All staff members are required to wear a mask or face shield.

Office Procedures

Sending Student to Office

- Staff will call the office ahead of time to make sure the office is not at capacity.
- Staff will let the office know the reason the student is coming to the office before sending them.

Staff Needs from Office

- Staff will call or email the office to request envelopes or office supplies and the secretary will place items in staff mailboxes.
- All staff will wear a mask or shield and not socialize in the office when picking up mail or making copies.

Staff Visit to Office

- Use of phones, keyboards, and desks will be used by office personnel ONLY.
- Staff will use social distancing when accessing cumulative records in office.

Start of Day School Procedures

Morning Drop Off by Parent

Due to social distancing concerns, parents will drop off their child at the gate(s) of entry no earlier than 7:45AM.

Administration will consider young, “new-to-school,” children who may not be comfortable separating from caregivers initially and work to have an area for the transition with the parent, if feasible.

Morning Drop Off by Bus

When students arrive on campus, they will be directed to the school playground by staff through either the back gate or through the back of the cafeteria.

Lining Up for Start of Day

When the bell rings, students are to line up in their designated classroom areas as marked on the ground. The markings will ensure that students are six feet apart while in line.

Teachers will conduct daily screenings of students, to occur at onset of class time (as noted in *Daily Screenings of Students by Teachers*).

In-Class Procedures

Storing Belongings for the Day

- Individual teachers will decide how to store student backpacks and jackets with social distancing in mind.
- Items will be spaced out in an alternating fashion, using cubbies, tubs, hooks, etc.
- Backpacks and jackets can also be hung on the back of student chairs for the day.

Individual Supplies

- Each child will have their own container or storage place to house their school supplies.
- Students will not share their supplies.

iPads/Chromebooks at School

- Chromebook carts in grades TK-8 will house devices that will be assigned to specific students. Devices will not be shared between students.

iPads/Chromebooks at Home

Devices will be distributed to any student that needs one. Devices will stay at home and be used on distance learning days.

Community Supplies

- Teachers will take an inventory of class manipulatives to ensure there is enough for each child.
- Staff and administrations will collaborate and discuss each grade level's needs.
- Teachers can rotate weeks for usage of manipulatives that they share after items have been sterilized.

Classroom Libraries

- Teachers may use their class libraries.
- Teachers should have procedures in place that allow for book visibility but prevent physical contact with each book. ("You touch it, you take it.")
- Once a book is used, teachers will take it out of circulation for at least one week.

Hand Washing

Teachers will need to allow for extra time in the day for hand washing. Whenever possible, hand washing is preferred to hand sanitizer.

When to wash hands:

- Upon entry to classroom (students and staff)
- After table activities
- After using restrooms
- After blowing nose/sneezing
- Leaving classroom for recess or lunch
- After any activity where tools are used (e.g., math manipulatives)

Water Fountains

Water fountains will no longer be used in the classroom.

Carpet Time

Students will maintain six feet of social distancing when on the carpet.

Suggestions:

- Children are six feet apart and the area has clear markings where children sit
- Half of the students are at desks closest to the carpet and half are on the carpet
- Individual carpet squares are used

Partner Work

Teachers will ensure students maintain social distancing.

Administering 1:1 or Small Group Assessments

Every effort will be made to maintain six feet of distance between individuals. However, if six feet distancing is not possible, Plexiglas or a shield between student and staff member will be used.

When appropriate, staff will wear face shields instead of masks to ensure proper modeling/communication so students can read subtle facial cues, and to ensure validity of assessments with an auditory component.

Staff will consider use of digital assessments when available.

When giving an assessment, teachers will not reuse any items needed for the assessment. For example:

- a new fluency sheet will be given to each student
- each student will have their own writing tools and materials

Student Seating

- All classrooms will have a full set of desks/tables, but each student will have their own work area with proper social distancing. Empty seats and desks (those belonging to the other cohort) will be used to help create barriers for social distancing
- Teachers at each class will arrange rooms in a safe manner and may request the support of the administration and custodial staff for special circumstances.
- Students should not face each other when seated.

Restroom Procedures

Dismissal from Class

- TK-K students can go in pairs while maintaining social distancing.
- Grades 1-8 will send only ONE child at a time.

Expectations When in the Restroom

- Students will wash their hands before they leave.
- Students will socially distance from other students.

Restroom Cleaning Procedures

- Restrooms will be thoroughly cleaned and disinfected daily and ready for student use before the school day begins - same as current procedure.
- Student restrooms are to be cleaned and disinfected after each recess and lunch, student restrooms will be sprayed with disinfectant on all high touch surfaces, including: light switches, door handles/knobs, sink fixtures, flush lever on toilets, paper towel/soap/hand sanitizer dispenser levers, restroom stall walls, urinal privacy screens, and restroom stall locks.
- Custodians will use lock out procedure for restroom cleaning and dry time of disinfectant.

Mid-Morning and Lunch Recess Procedures

Lining Up in Classroom to Leave for Recess

Teachers will stagger dismissal out the door to allow for social distancing and students will stand on spots outside of the classroom.

Scheduling

The schedule will be developed that best fits the layout of the campus and cafeteria and number of classrooms that can be allowed in at any one time. Recesses may need to be staggered to maintain cohort consistency.

Equipment

Students will be allowed to use the playground equipment but students will be instructed to wash their hands before and after recess. Students will be encouraged to do other non-playground equipment activities to limit exposure. The custodial staff will disinfect the playground equipment on a regular basis.

Suggested Station Activities

- Dancing
- Hula hoops
- Jump ropes
- Soccer (kicking with social distancing)
- Running the track

Restrooms

Social distancing guidelines will be posted outside restrooms. All staff are expected to monitor restroom capacity as necessary.

Sending Student to the Office

- Each staff member will have a small pouch of Band-Aids to use to avoid sending students to the office.
- Teacher will contact the office before sending the student. A school may use walkie-talkies or ask staff to use their personal cell phones.

Detention

- Students will no longer be sent to another classroom or the office for a break or detention.
- Detention is either done at a designated space outside at recess, in class with a student's own teacher, or not at all.

Lining Up at the Bell

- Students will line up at their designated spot that has been marked appropriately to maintain social distancing.
- Teachers will meet their class at the spot.

Non-Recess Breaks

If going outside during non-recess times, classes will coordinate the use of outdoor space to maintain distance between class cohorts. One suggested way to do so is to create a shared Google Doc for teachers to access to sign up for times each day.

Lunch Procedures

Lining Up in Classroom to Leave for Lunch

- Students will wash hands using soap and water inside the classroom prior to coming to the cafeteria for lunch.
- Teachers will stagger dismissal out the door to allow for social distancing and students will stand on spots outside of the classroom.

Heading to Lunch

Teachers will be very mindful to bring students to the cafeteria on time for their scheduled meal - tardiness throws the entire schedule off.

Location to Eat Lunch

- All students will eat lunch in the main campus cafeteria on days they are on campus.
- The layout of cafeteria tables and seating arrangements will allow for six feet of distance between students eating lunch. Seating will be limited to 3 per table with six feet of distance apart from students.
- Lunch periods will be staggered between each group to allow time for cleaning/ sanitizing tables and seating areas between groups.

Entering the Cafeteria and Lining Up for Lunch

- Teachers will escort students to the cafeteria while helping to ensure six feet of distance between students.
- Teachers must arrive on time to the cafeteria to drop students off for lunch.
- After teachers drop students off at the cafeteria, yard duties/staff will be responsible for maintaining six feet of distance between students and help them to move through the lunch line. Visual markers will be placed six feet apart on the floor to help direct students.
- Food Service staff will plate/serve all food provided to students during lunch.
- After students receive their lunch, they will go to designated seats furthest from the serving line (yard duties will assist in directing students).

Students eating lunch in the cafeteria will maintain six feet of distance between each other at all times. To achieve this:

- Meal times will be staggered to limit how many students are in the cafeteria at any given time.
- Students will be staggered on the cafeteria table so that students maintain distance.
- Yard duties/staff will monitor serving lines and lunch disposal to ensure students are maintaining six feet of distance.

- Students will be allowed at least 20 minutes to eat lunch after they are seated.
- Students will not be permitted to share food at any time.

Access to Water During Mealtimes

- Water fountains will no longer be used in the classroom or in the cafeteria.
- Water fountain function of the hydration station will be disabled; however, the touchless bottle filling function of hydration stations can still be used.
- Students will be encouraged to bring their own water bottle and disposable cups will be made available inside the cafeteria.

Leaving the Cafeteria

- Yard duty/staff will assist students with the disposal of lunch trays, food, and milk.
- Yard duty/staff will release students out to the playground immediately after disposing of lunch.
- Cafeteria tables and seating areas will be cleaned and sanitized after each use.
- Student volunteers will no longer be permitted to help clean the cafeteria.
- Students will be excused to use restroom or school office facilities as needed. One student will be permitted to leave the cafeteria at a time. Yard duties/staff will be responsible for monitoring students using restroom/office facilities.
- Students will no longer be permitted to eat lunch in the school office. In emergencies, administrators and secretaries may make exceptions.

Rainy Day Procedures

Before School

Classrooms will open at 7:45AM. Teachers will be available to take students into their classrooms at this time.

Indoor Recess

This schedule will be done with a similar system the school already uses, as appropriate.

Indoor Lunch

This schedule will be done with a similar system the school already uses, as appropriate.

School Library Procedures

Scheduling

Administrations will work with the librarian and teachers to create a schedule for access to the library cart and book orders.

Book Check Out

- The library will be closed to students for physical access.
- Grades TK-1 will choose books from a library cart brought to their classroom by the librarian.
- Grades 2-8 will order books from the library and the librarian will deliver them to the classroom.
- Students can check out books for 3-4 weeks.
- Library books are allowed to go home with the student.

Book Return

Once books are returned, they will be set aside for 48 hours before going back into circulation.

Dismissal Procedures

In Classroom

Teachers will clear all desktops of student items for nightly cleaning.

Dismissal to Pick Up and Bus

Parent Pick Up

- Students will be brought to a designated area for parent pick up that allows for social distancing.
- Parents will not be allowed to stand outside classrooms to wait for students.
- Teachers will bring students to the bus line first prior to taking students to the parent pick up area.

Bus Pick Up

Students will stand on a designated spot in line to maintain social distancing while waiting for the bus.

Staffing

Administrators will create a rotating schedule to ensure enough staff is present for safety purposes and duty equity.

Housing Students Not Picked Up

- It is imperative that parents pick up their child on time each day.
- Each site will identify a place and create a process for housing students not picked up on time. If there are too many students to house near the office, another space will be identified.
- The office will call the identified location to ask the student to be released to the parent at the pickup area.

School and Parent Engagement

The Arcohe School District is committed to keeping our school communities well informed about the safety of students and staff, school re-opening procedures, and distance learning supports as they relate to COVID-19. To do this, school and district leaders will share clear, credible, and consistent messaging through multiple channels to reach all members of our school communities.

While new guidelines require that we be physically distant during this time, it is incumbent upon school and district staff, parents, and families to make every effort to remain connected. Using alternative formats, Arcohe staff will work creatively and collaboratively to provide families opportunities to have meaningful participation in their child's distance learning plan, parent conferences, and school-wide events.

School and Parent Communication

COVID-19 Communication with Parents

District administrators and site administrations will send out communication updates related to COVID-19 and the transition model and the distance learning model on a regular basis throughout the school year.

- Administrations shall be sure that parents at their school know when and how they will receive information.
- Weekly updates should be sent out electronically to families and to all building staff (email or Thrillshare) and posted on the school website the same day they are sent out electronically. Links to previous updates will be located in the same location of the school website.

The Arcohe School District will communicate COVID-19-related protocols through multiple communication channels that may include, but are not limited to:

- Posters and signage posted throughout school buildings
- Flyers, emails, letters sent home to families
- School websites and outdoor marquees
- Administration weekly updates. COVID-19-related protocols include:
 - Proper use of Personal Protective Equipment
 - Cleanliness and disinfection
 - Transmission prevention
 - Guidelines for families about when to keep students home from school
 - Systems for self-reporting symptoms, exposure, or positive test results

All communication sent out to parents will be in both English & Spanish

School/Parent Communication Channels

Arcohe will utilize a variety of communication channels to inform and engage parents throughout the 2020-21 school year. These communication channels may include but are not limited to:

Email

- Email will be identified as a fundamental form of communication for parents and staff during the 2020-21 school year. It should be a goal for all school sites to have a parent/guardian email address on file for every student enrolled. To do this, Schools and District Office staff will:
 - Provide instructions for creating an email to parents as part of the Distance Learning/Technology training for parents.
 - Collect parent/guardian email addresses as part of the Welcome Back Packet parents complete.
 - Front Office staff, Teachers, Bilingual Assistants, and Specialists will add/update email addresses in Aeries as needed.

Phone

Phones are identified as a fundamental form of communication. Voice messages left on school phone lines are typically responded to and returned within 48 hours of receipt. Parents must notify the school of any changes in phone number.

School/District Website

The school website is identified as a major source of information for COVID-19, Distance Learning, Instructional Calendars, and Administration Updates. School websites should be reviewed regularly and updated as needed. Staff should have their contact information updated at the beginning of the school year. Teachers should utilize Thrillshare (portal to district website) to promote classroom activities.

Video Conferencing (e.g. Google Meet):

Video conferencing will be another form of communication identified by the district. School and district office staff may employ a variety of video conferencing platforms to conduct virtual meetings, parent conferences, Individualized Education Programs (IEPs), and other events such as school site council.

Social Media

Social media will be used to connect with parents about the happenings of the school. Parents will be encouraged to join school and district social media platforms. Social media can be monitored and edited for content and propriety. All social media platforms must be approved by site administrations and can be maintained by a designee. All families are encouraged to follow Arcohe on Facebook.

Weekly Folder/Packet

Schools will not use weekly folders during the 2020-21 school year. This is to minimize the risk of COVID-19 exposure by avoiding papers going from school to home and vice versa.

Hardcopy and Written Communications

Whenever possible, it is best to send information from hardcopy or written communication digitally. However, if paper is necessary, it is best used as a one-way communication channel from school to home.

Communication for Student or Staff Positive Covid-19 Test Results

Positive Covid-19 Test Results

- If a student or teacher tests positive for COVID-19, students and teacher will be sent home and will continue with learning via distance learning.
- If a school staff member (Instructional Assistant, Secretary, Intervention Specialist, etc...) tests positive for COVID-19, the School Nurse will contact the CDPH for further instructions for tracing and to determine which students/class/staff members may be required to quarantine.

- Administrations and/or the school nurse will notify the appropriate staff and families immediately of any student or staff positive cases of COVID-19 in a manner that preserves the confidentiality and privacy of all involved.
- Personal information regarding any employee or student in relation to COVID-19 will be kept confidential and not publicly disclosed.
- Data and security protocols will be maintained (securing confidential staff/student records).

Forms Requiring Parent Signature

- Forms requiring parent signature will be made available in digital format and will be available on the school webpage.
- Parents are encouraged to fill in, digitally sign and return such forms online.
- Administrators will include in their parent welcome back letter a link to access parent forms requiring signature and include a due date.
- Online forms received will be forwarded to school secretary with cc to secretary assistant.

If parents cannot complete/return form online...

- Hard copy forms will be sent home with students to give to their parents who have not returned forms by the due date.
- School office staff will set up a drop off box near the front entrance where parents can place documents without having contact with staff.
- Parents will be encouraged to submit student registrations and forms included in the welcome back packet online. When dropping off paperwork in-person, parents will use drop box located near front entrance of school building instead of entering the front office.
- Flyers that are informational only will be posted on the school webpage and sent via email.

Signage for Parents and Visitors

All COVID-19 signage will be provided to by the District Office. Such signage may include:

- Hand washing procedures
- Social distancing reminders
- Symptoms of COVID-19
- Locations that are off limits to parents or visitors

School Events and Activities

Guidance for School and Community Events

It is the goal of the Arcohe School District to reduce the number of people on campus — including visitors — in order to slow the potential transmission of COVID-19 *and* protect vulnerable populations from exposure. All members of the Arcohe community are asked to help in this effort.

Staff responsible for organizing school and/or community events must first consider using video conferencing technology (i.e. Google Meet) to maintain social distancing.

The size of an event or gathering should be based on current guidance from state and local health departments. Non-essential large gatherings will be cancelled or postponed.

District-Wide Procedures for Signature School Events

Back to School Night

The formal Back to School Night has been cancelled for Fall 2020.

Consider creating a virtual message to send out to families to welcome them to your class. This might include:

- Introduction (about teacher and how to contact teacher)
- How the Transition model of learning (in-class + distance learning) will work this year
- The specifics of classroom expectations both in person and online with Google Classroom and Google Meets
- Grading policy
- Classroom management procedures, expectations and Positive Behavioral Interventions and Supports (PBIS) reinforcement and recognition
- Tour of the classroom (emphasize classroom set-up and classroom procedures to help keep students safe)
- Instructions for signing up for text message reminders (e.g. Remind/ClassDojo)
- The importance of attendance and how attendance will be tracked when students are not physically on campus

Parent Meetings

The Arcohe School District is committed to providing families an opportunity to have meaningful participation in school meetings regarding their children. Whether in-person or through an alternative format such as video or phone conferencing, school teams will partner with families to determine the most practical format to conduct Individualized Education Plans (IEPs), Student Study Teams (SSTs), and parent conferences.

Meetings

- Meetings will be held through video or phone conferencing unless specifically requested by the parent to have an in-person meeting.
- If a parent is in need of a device or access to Wi-Fi for a video conference meeting, a device and space will be provided at the school site to accommodate this need.
- School and district staff members will attend virtual meetings in separate offices/classrooms in order to maintain social distancing.
- In-person meetings will be held using district six-foot social distancing recommendations. Adults will wear masks or other appropriate face coverings. Additional team members will use video or phone conferencing in available offices/classrooms and adhere to social distancing recommendations to attend meetings virtually.
- Administration or designee will arrange for an appropriate meeting space to include adherence to social distancing protocols and confidentiality.
- Electronic signatures will be utilized when possible (e.g., DocHub, SEIS Electronic Signature, etc.)

Parent Notification of Meetings

- Parents will be notified of meetings by various communication modes (e.g., phone call, email, text or mail). Every effort will be made to ensure the parent is contacted and aware of the meeting (e.g., initial invitation, follow-up invitation, etc.).
- Parents are encouraged to contact their child's teacher, case-manager or school office regarding any questions they may have about upcoming meetings or the need to schedule a conference.
- Staff will refer to IEP & SST procedures for further information regarding parent/staff invitations.

In the Event of School Closure

Arcohe School District has the following procedures in place in the event that a school closure is necessary. School closure is based upon recommendations from Sacramento County Public Health. The sections will address staff procedures and when appropriate, sections for parents to access information. The following is a general guideline in the event of an emergency and may need to change depending on the circumstances.

Maintaining Up-To-Date Contact Information

Staff

- Staff will provide updated contact information (phone number, mailing address) to the office
- Staff will continue to check their school email account in the event of school closure.
- Staff will be assigned at each school to contact parents who do not turn in the Emergency card in a timely manner. Staff will assist parents in filling out the emergency card if necessary.
- When speaking with parents, staff should always ask if there have been changes made to their email address, phone number, and/or emergency cards.

Parents

- **Up-to-date Emergency cards are mandatory**, with a listing of additional adults to call if the parent is not available to pick up.
- Emergency cards will be placed on Arcohe website with the ability to electronically sign so that up-to-date contact information is available at all times.

Communication

Staff

- Superintendent will monitor information from state and county agencies to make decisions regarding the need for school closure.
- Superintendent will notify staff and parents of school closure.
- District will provide information to parents about access to school meals during school closure.

Parents

Initial Communication of School Closure

- Superintendent will monitor information from state and county agencies to make decisions regarding the need for school closure.
- Superintendent will notify Arcohe families of a need for school closure through auto dialers, emails, and social media. Directions for how the district will transition to full time distance learning will be provided at that time.
- Information will be translated for non-English speaking families.

Ongoing communication during School Closure

- Teachers will continue to contact parents weekly during school closure.
- Superintendent will communicate plans for reopening.

Instruction

Staff

- Staff will refer to procedures from previous school closure.
- Existing distance learning plan will transition from three days to five days/week

Parents

- Teachers will contact parents through a variety of communication channels regarding the transition to full time distance learning.
- Parents should continue to access distance learning information through the school website.

Technology

It is assumed that all families who need a Arcohe School District device in order to participate in distance learning will have a device from the start of the 2020-2021 school year to allow for distance learning activities 3 days each week. In the event of school closure, these devices will now be used for full time distance learning. At any point throughout the school year, a family may contact their school administration if they are in need of a Chromebook or other technology supports.

Mental Health

Staff

- Staff are encouraged to monitor mental health during COVID-19 and seek help, when necessary. SIA provides free counseling for all staff. Contact the office for more information.
- Administrators will send information on mental health during their communication to families to promote mental health resources.

Parents

- The district mental health specialist will maintain a district mental health forum to provide current resources and information regarding mental health, social emotional learning, & wellness to families.
- Administrators will send information on mental health during their communication to families to promote mental health resources.

Attendance/Student Engagement

Staff

- Superintendent and administrations will create attendance/student engagement procedures across the school.
- Teachers will track attendance and engagement daily.
- Attendance will be measured by work completion and attendance during video chats and individual teacher check-ins.
- Teachers will reach out to students who are disengaged or absent. After three attempts, teachers may begin the “Student Find” process, but should continue to reach out to absent or disengaged students.
- The office will collect attendance weekly and report attendance numbers to the superintendent.
- Students who are habitually unresponsive to distance learning will be contacted by the administration or designee to support teachers’ efforts.

Parents

- Students are expected to attend classroom video lessons and participate in classroom assignments to be considered present.
- Parents will take an active role to ensure students are engaged and in the distance learning plan.
- Parents will coordinate with classroom teachers to help provide support with accessing and motivating with distance learning.

Food/Nutrition Services

Staff

Food Services Director will work with staff and other departments (e.g. transportation) to transition the school meal program to Meals on Wheels mobile delivery and/or drive through meal pickup.

Parents

The Food & Nutrition Services Department will make every effort to ensure students have access to school meals during re-closure. Information for families will be made available on the District website.

Health Services

Staff

- The district nurse will coordinate with site administrations to ensure student medication and/or medical supplies are returned to students.
- School Nurse will be available to consult with staff and families as needed.

Parents

School Nurse will be available to consult with families as needed.

Special Education

Staff

- Staff will refer to procedures from previous school closure (i.e., IEP Meeting and Planning Guidelines and Scheduling IEP Meetings documents).
- Service providers will continue to provide service during distance learning as per student's distance learning plan.
- IEP meetings will be held via video or telephone conference unless parent requests otherwise.

Parents

- Students will continue to receive services during distance learning as per student's (IEP).
- IEP meetings will be held via video or telephone conference unless parent requests otherwise.
- Parents will be contacted by their child's Case-Manager.
- Parents are encouraged to contact their child's Case-Manager if they have concerns or questions about their child's IEP services.

Maintenance & Custodial Guidelines

The Arcohe School District recognizes the importance of a safe and healthy environment for all students and staff as a crucial component of learning. In order to enhance the health safety of all staff and students, the following procedure document has been prepared to provide guidance for the reopening and cleaning protocols of the Arcohe School District. All staff employed by the district will adhere to these practices to the best of their abilities.

Maintenance Procedures

Maintenance Staff School Site Procedures

- Maintenance staff will check in at the office to facilitate ongoing maintenance and repairs. Maintenance staff will wash/sanitize hands before entering the classroom.
- Maintenance workers will use personal protective equipment (PPE) appropriate for the task they are performing.
- Maintenance staff will wear facemask or face shield when working in a classroom or other areas where students/staff are present and practice social distancing.
- Maintenance staff will disinfect the item and area they worked on prior to leaving.
- Maintenance staff will sanitize their hands before leaving campus.
- NON-CONTACT DAY FRIDAY: Maintenance staff will perform routine maintenance tasks and work order repairs in the classroom to lessen contact with students. All steps above will be followed.

Custodial Procedures

Regular Cleaning and Disinfecting

- Custodial staff will continue to clean and disinfect campus using trained best practices and all safety standards.
- The regular cleaning schedule will be followed and the Director of Maintenance will decide if changes need to occur between the day and night shift custodians.
- Enhancements to the normal cleaning and disinfecting procedures will be completed and are outlined below to address the safety needs for mitigating COVID-19 issues.
- Maintenance staff will change classroom air filters at least four times a year (more if needed) using a MERV-13 filter.

Cleaning and Disinfecting Enhancements

High Touch Surfaces

- High Touch surfaces (HTS) will need to be disinfected regularly and multiple times throughout the day
- HTS include: Light switches, door/gate handles and knobs, front and back of all door surfaces including 10 inches above and below handle/knob, sink fixtures, flush lever on toilets, paper towel/soap/hand sanitizer dispenser levers, restroom stall walls, bathroom stall locks plus 10 inches above and below, urinal privacy screens, pencil sharpeners, hydration stations, and all lateral surfaces such as desks, table tops, chair seats/tops.

Cafeteria Cleaning/Sanitizing for Breakfast and Lunch in the Cafeteria

- Custodians will be present inside the cafeteria during all lunch periods to mitigate spills and other needs of students.
- Between groups of students, Custodian will clean and sanitize all cafeteria tables and benches among other normal duties during this period.

Restrooms Student/Staff

- Student restrooms need to be thoroughly cleaned and disinfected daily and ready for student use before the school day begins - same as current procedure.
- Student restrooms are to be disinfected and clean up small spills after each recess and lunch, student restrooms need to be sprayed with disinfectant on high touch surfaces (see HTS above).
- Custodians will use lock out procedure for restroom cleaning and dry time of disinfectant.
- Staff restrooms need to be thoroughly cleaned and disinfected daily - same as current procedure. Daily cleaning must be completed in the evening so that staff have a fresh restroom for early morning use.
- After morning bell and staff lunch period, staff restrooms need to be sprayed with disinfectant on high touch surfaces (see HTS above).

School Office/Staff Lounge

- School Office will be cleaned and disinfected daily - same as current procedure.
- The night custodian will clean and disinfect the office after school ends.
- Staff lounges will be cleaned and disinfected daily - same as current procedure.
- After school starts, after lunch and after school ends the Staff Lounge will be disinfected on high touch surfaces (see HTS above).

Health Offices

- Restrooms located in the health office need to follow cleaning and disinfecting procedures shown under student restrooms.
- Health offices need to be thoroughly cleaned and disinfected daily - same as the current procedure.
- Regular surface disinfecting is to occur on the same schedule as the student restroom schedule.
- Immediately following the dismissal of a student who visited the health office for any ailment, the treating staff member (nurse, LVN, front office staff) will disinfect the area where the student was treated. For larger messes, the custodian may be called to address the issue.

Classrooms

- Clean and disinfect all classrooms daily - same as current procedures.
- Custodians will disinfect high touch areas as an addition to their normal classroom cleaning procedure (see HTS above).
- Teachers will ensure student/teacher desktops, tables and other lateral surfaces in the classrooms are clear of paper, books and other items that cannot have disinfectant spray used on them.

Multi-Purpose (MP) Room/Kitchen

- The MP room will be cleaned and disinfected throughout breakfast services, throughout lunch services and at the end of the day. To ensure the safety of the students and food program, this area is off limits to students and staff outside of breakfast and lunch service. Only food service staff and custodians will be permitted in the kitchen or MP room during non-food serving times.
- The night custodian will clean and disinfect the kitchen and MP at the close of the food service day.

Food and Nutrition Services

The Arcohe School District recognizes that access to healthy school meals is a crucial component of learning. To ensure that all students have access to school meals, the Food and Nutrition Services Department will provide meals to all students while on campus, provide multiple day meal bags on days when students are distance learning, and will continue to make school meals accessible to families in the event of re-closure.

To ensure the safety of all staff and students, the following procedures have been created to ensure social distancing protocols are built-in to student mealtimes and all shared surfaces are consistently cleaned and sanitized between each use.

Take Home Meal Bags for Students

- To ensure access to school meals on days when students are not on campus, take home meal bags will be made available to all Arcohe students at no cost.
- A/B Cohort & Full Time Distance Learning Questionnaire (sent out to parents before schools reopen) will be used to determine which families want to receive meals for days when students are not on campus.
- If parents would like to start or stop receiving meals at any time, they can contact the school office.

Students enrolled in Transition Model (A/B Cohorts)

- Each take home meal bag will contain breakfasts and lunches to account for the three days students are distance learning at home. Meals will follow the USDA meal pattern for National School Breakfast and Lunch Programs.
- Take home meal bags will be placed on the bus for all riders to take with them as they exit the bus.
- All children under the age of 18 will be offered a breakfast and lunch free of charge for the duration of the 2020-2021 school year.

Students enrolled in full-time distance learning

- Take home meal bags will be available for pick up at the school on Tuesdays and Fridays of each week.
- Parents, students, or older siblings may pick up meal bags and will need to provide only the students first and last name.
- Take home meals will only be available to families that have already signed their child up for meal bags. If parents would like to start or stop receiving meals at any time, they can contact the school office.
- For parents that indicate they cannot come to school during meal pick up times, the transportation department will deliver meals.

Transportation

General Education Bus Loading & Unloading Procedures

Pre-Bus Loading Rules - PARENTS

- Parents must check their child's temperature every morning before leaving the house for the bus stop.
- Children must stay home if the temperature is 100.1 degrees or higher.
- If parents accompany their child to the bus stop, they must also wear a facemask and maintain six feet of social distance, as an example to the other students. If there is any doubt about a child's health, parents are asked to seek advice from their pediatrician before using the bus.
- Bus stop wait times may be longer than expected. Please be patient and plan your bus route times accordingly.

Pre-Bus Loading Rules - RIDERS

- If a student is not feeling well, he/she should tell their parents before they leave home.
- Stay six feet away from all other bus riders at all times.
- Bus riders must stand next to their family in the bus line, six feet apart from others.
- Students must put on their mask as soon as the bus arrives.
- Riders must ride in their own seat or a shared seat only with siblings. The bus driver will seat all riders.
- Riders must be on time - arrive 5 minutes early to the stop as to not miss the bus.
- If a rider needs to cross the street, they must wait for the bus driver to assist with the street crossing.
- Riders must follow directions from the bus driver and may not sit down until they are assigned a seat.

Bus Line-Up - STUDENTS

- Arrive 5 minutes early.
- Wear a face mask.
- Stand in a single file line.
- Stand six feet apart from all others, except siblings.
- If a student arrives late, rushing or pushing is not allowed.
- Keep six feet of distance between students.

Bus Loading – STUDENTS

- Bus driver will take the temperature of each bus rider before they enter the bus.
 - If the temperature is higher than 100.1, the bus driver will test own temperature to ensure the device is working properly and then retest individual
 - If a student tests higher than 100.1 for a second time, the student (and any siblings) will be denied access onto the bus and will be sent home
 - Bus driver will notify main office if a student tests higher than 100.1
- Always remain six feet away from others, even as they walk onto the bus.
- Enter the bus one person at a time.
- Must sanitize hands as the bus driver directs. Hand sanitizer is mounted on the right side compartment door.
- Must sit one child per seat as assigned by the bus driver.
- Must sit next to the window.
- Must share a seat with their siblings as assigned by the bus driver.
- Must wait for the bus driver to load the bus back to front as he or she decides is safest.
- Must sit down in seat assigned by the bus driver
- Must buckle seat belt and place backpack on lap.

Bus Exiting - STUDENTS

- When called by the bus driver, students must stand up and walk to the door remaining six feet away from all others.
- Must keep moving off the bus and may not stop to talk to or wait for anyone on the bus.
- Must keep hands to themselves.
- Must walk directly to staff or parents.

Bus Cleaning Procedures

Disinfecting Between Loading AM/PM

- After each student drop-off and before loading students at the school site, the bus driver will disinfect the bus.
- Driver must wear gloves, mask and safety goggles while cleaning.
- Lightly spray disinfectant (such as Oxivir) on the entrance door, stepwell walls, dash, handrails, sanitation station, driver's compartment, top of seats, seat belts and walkways.
- After disinfecting, the driver will sanitize hands and change gloves.
- Repeat cleaning procedures once the bus is empty at the end of every route.

End of Route Cleaning Procedures

- Driver must use clean gloves, a mask and safety goggles.
- Clean all "high traffic" areas with cleaner (such as hdq.C) and water using a bucket.
- Rinse towel often to reduce spreading any germs.

Wash the following:

- Stepwell area; walls, handrails, dash, entrance door and sanitizing station.
- Drivers compartment; steering wheel, all switches and controls (seat), transmission shift and all radios
- Seat tops, bottoms, buckles and sides. (Especially buckles and housing).

Next, lightly spray disinfectant on:

- Seat tops, backs and buckles.
- Walkway, stepwell, driver's compartment and exterior door.

Weekly Cleaning Procedures

- Driver must use clean gloves, mask and safety goggles/glasses.
- Fill the bucket with cleaner and water.
- Wash all seats and seat belts.
- Change dirty water and towel.

- Wash step well, sanitation station, handrails, dash area, driver's compartment; steering wheel, all switches and controls (seat), transmission shift and all radios
- Mop floors using cleaner and water.
- Clean all windows and windshield.
- Lightly spray disinfectant over seats, drivers
- Compartment and step well.
- Sanitize hands and change to fresh gloves.

Communications and Expectations Procedures

- If a student has symptoms and returns home rather than boarding the bus in the morning, the bus driver will contact only the site administration with the student information. For confidentiality purposes, this will not be communicated over the radio. The administration will communicate the information to the superintendent and school nurse.
- Drivers will utilize the Positive Behavioral Interventions and Supports (PBIS) behavior expectations posters, gold tickets and PBIS Transportation Handbook.
- Driver is responsible for communicating expectations to parents and students.
- If students refuse to follow expectations, students will receive an office discipline referral form and will be sent to Bus Academy to relearn the expectations during their free time. This may be on the school site or online. Parents will be notified.
- The use of face masks is required of all drivers and students (face shields can be used, except while driving due to glare). Use of gloves is drivers' preference.

Distance Learning Protocols for Teachers

Creating an effective online experience is essential for student success during distance learning. We believe in the level of expertise and professionalism of our teachers and seek to remove barriers to help all students grow during this unprecedented time. We ask staff, students and parents to reach out to the school in the event they experience some kind of difficulty during this time.

Technology

The district will ensure equitable access to technology for students and staff

- Technology handout will begin on July 27 and will consist of iPads/Chromebooks and mobile hotspots.
- Teachers will have access to school Wi-Fi and school-purchased technology.
- In the event a teacher needs a piece of equipment (Chromebook, web camera, document camera, etc.), the teacher will need to contact the main office to secure the needed equipment.

Online Platform

- One platform for all classrooms -- Google
 - Arcohe purchased the entire Google Suite package and teachers have access to all parts of the program.
 - On-site training will be made available during the first three Professional Development days or on a 1:1 basis with administration
 - Google Classroom integrates in the Student Information System (Aeries).
- Other communication pieces can be used to contact parents
 - Email
 - Phone -- each teacher has a Google Voice number assigned to them. If needed, contact the office to access this information.
 - Remind/Classtag

Meet the teacher event

- August 11 – 7:30AM - 12:30PM
- August 12 -- 1PM - 6PM
- Goals of event
 - Introduce teacher to students and families
 - Hand out textbooks and materials needed for distance learning
 - Provide students with login information
 - Direct families to the main office for technology
 - Speak briefly about expectations
- Structure
 - Teachers stay in classroom
 - District installs a clear protective barrier to prevent families from entering room
 - While wearing face coverings, families stay in the hallway and talk through the doorway
 - Teachers should consider wearing a mask and gloves
 - Do not take materials back from families; only hand out materials

Staff Safety and Protective Equipment

- All staff members must check temperature daily.
 - Temperatures above 100.1 must be reported to the office and the employee must go home.
 - Staff experiencing other symptoms must report information to the office to determine whether the staff must go home.
 - Staff with COVID-19 symptoms must contact medical professionals or get a COVID-19 test
- All staff must wear face coverings when out of the classroom or when six feet of social distance cannot be maintained.
- When possible, meetings shall occur in large areas/outside or digitally

- Non-staff members (excluding children, see below) will not be allowed on site during school hours
- Classrooms and restrooms will be cleaned daily

Teacher Work Expectations

- Teachers are required to report to work daily between the hours of 7:40-1:00 to provide instruction to students.
- Instruction is to occur in your classroom.
- The remaining contract time can either be fulfilled at school or home based on individual preference and circumstances.
 - This additional time should consist of lesson planning, grading papers, providing individualized feedback, attending meetings (IEP, SST, PLCs, PD, staff meetings, etc.)
 - Meetings will not be scheduled during the core instructional time as to put the priority on student learning.
- Students will receive daily instruction and/or daily work Monday-Friday. Please send Troy and Randa a link to your Meet instruction and/or links to videos you send out that are prerecorded.
 - Option 1: Daily live interaction with teacher and class
 - Option 2: Daily pre-recorded lessons in core curriculum
 - Option 3: Mixture of both
- All content shall be aligned to grade level standards and intellectually challenge students

Staff Children

- For those with children, the district will allow students to be on site
 - Student must remain in classroom at all times unless with parent
 - No children will be allowed to play with other children on site
 - Children cannot use playground equipment
 - When out of the classroom, children must wear protective face coverings
 - Repeated violations will result in child being excluded from campus during distance learning

Attendance/Sick Time

Staff

- All staff members will be provided with 10 working COVID-19 related sick days for the 2020-2021 school year.
 - The district may request verification prior to placing staff members on paid leave.
 - Failure to submit a positive test, or equivalent doctor's note, will result in personal sick leave being used for the absence.

- The COVID-19 related sick leave can be used personally or for the care of immediate family members.
- Staff members who are sick are expected to remain home and shall not be permitted on site while sick.
- Work expectations
 - If a teacher is diagnosed with COVID-19 and is able to continue to instruct, the distance learning instruction is to occur from the home of the teacher.
 - If a teacher is able to teach from home, a sick day will not be used
 - If a teacher is unable to instruct students based on medical needs, the teacher will be expected to submit a sick-day form to the main office. The form can be filled out upon safe return to school.
 - It is the responsibility of the teacher to report these absences.
 - Non-reporting of sick days to the office may lead to disciplinary action.

Students

- Teachers shall document evidence of daily participation of students in remote learning.
- A student that does not report in for distance learning will be marked absent.
- After three consecutive absences, the teacher will contact the parent to inquire about the reason for the absence.
- Repeated absences shall be reported to the office for further investigation.
- Evidence of daily student participation could include:
 - Evidence of participation in online activities
 - Completion of assignments or assessments
 - Contact between teacher and student

Grading/Feedback

- Teachers shall communicate regularly with parents regarding the progress of student activities.
- Grades will be submitted based on the mid-term and trimester schedule.
- Teachers will utilize Aeries as the gradebook of record and make the effort to get all parents and students involved.
- Grading
 - Letter grades will be given in grades 3-8
 - Grades TK-2 will be working on creating a standards-based report card
- Student work
 - Create different ways to get student work back
 - PDFs uploaded to Google Classroom
 - Small group instruction
 - 1:1 instruction
 - Emails
 - Texts
 - Work dropped off at school -- allow for decontamination period

Online Expectations

Expectation	Elementary	Middle School
Student Connectedness	Weekly class(or small group) conference with all students in your class for the purpose of check in on students' well-being and strengthen teacher/student relationships	Weekly class(or small group) conference with all students in your class for the purpose of check in on students' well-being and strengthen teacher/student relationships
Online Meeting Times	TK-K: 9:30-10:30 1-2: 10:30-11:30 3-5: 8:00-9:30	Period 1: 8-8:45 Period 2: 9-9:45 Period 3: 10-10:45 Period 4: 11-11:45
Office Hours (emails/phone calls)	8AM-3PM	8AM - 3PM
Student Work Time Expectations	ELA - 45 min daily Math - TK/K -- 30 mins daily; 1st-5th -- 45 min daily Social Studies - 30 min/week Science - 30 min/week	Normal class expectations for Middle School
Online Tools	iPad Apps for TK-1 Spelling City EPIC Books AR Wonders Online Freckle Khan Academy Mystery Science Goformative	Online textbooks EPIC Books AR Khan Academy Goformative Student emails

A/B Schedule Protocols

Technology at home

- Families needing technology for home must contact the main office.
 - Chromebooks
 - iPads
 - Mobile Hotspots
- Assign online textbooks for students to use at home

Instructional Expectations

- **IMPORTANT REMINDERS**
 - Students are not “behind” or at a deficit
 - Meet students where they are at and move forward
 - Focus on what students know and build
 - No expectation to accelerate learning
 - Focus on good, standards-based instruction
 - Streamline extraneous learning
 - Trust the process and colleagues to get students to the finish line
- Teacher records core lessons the Friday before instruction
 - Both to front-load information and provide tool for students/families to review instruction.
 - Videos can be done with grade-level partner to provide uniform instruction or manage workload
 - Send videos to families by the end of the day on Fridays
- Assign online textbooks for student use at home

Student schedule

- Every student will be assigned an A or B schedule within their classroom
 - Keep siblings together
 - Schedule by area (as much as possible)
 - Schedule by special factors
 - Student needs
 - Family issues
- A-cohort
 - Attend school on Monday and Wednesday
 - Work on homework and/or extension work assigned on Tuesday/Thursday
 - Contact teacher with questions via Google Voice or email
 - Has access to teacher on Friday during open Class Meet session

- B-cohort
 - Attend school on Tuesday and Thursday
 - Work on homework and/or extension work assigned on Monday/Wednesday
 - Contact teacher with questions via Google Voice or email
 - Has access to teacher on Friday during open Class Meet session
- Math/ELA time
 - Classrooms will continue to operate in standard curricular times
 - Special Education students will continue to receive instruction from Special Education staff
- Afternoon
 - Special Education students will integrate back with grade-level peers as per their IEP
 - Additional afternoon ELA/Math time must be consistent with Special Education student goals and must be academically challenging
 - Contact Case Manager for help and/or suggestion
 - Physical Education
 - Administration will develop a schedule for co-taught PE
 - Students must continue to receive PE times
 - Suggested activities will be sent out
 - Enrichments
 - Currently unavailable

Student Day Care

- Champions will be on-site to provide day care as a fee-based service
- Student groups will not mingle with general population
 - Recess
 - Lunch
 - Drop-off/Pick-up
 - Student Bathrooms
- Portables A27-A29 will be used for classrooms (more will be made available, if needed)
- Scholarships are available for those who qualify

Arcohe Virtual Academy (AVA)

- Families that do not wish to return to school should contact the main office for a virtual-learning option
- Arcohe Teacher will be assigned to manage students using Edgenuity
- If more students sign up for AVA, additional sections will be created Teachers can apply to move to distance teaching
- Technology will be made available to students
- Students may return to in-person learning at any time

Elementary Waiver Procedures

Cleaning

- Prior to allowing students back on campus, the district will contract with an outside cleaning company to deep clean every classroom to ensure rooms are ready for student instruction.
- Daily Cleaning
 - Custodians will perform enhanced cleaning procedures in every classroom and common areas including:
 - High-touch areas
 - Use of Purabs
 - General daily cleaning
- During the instructional day
 - Custodians will frequently clean and monitor staff and student bathrooms
 - Be on call for potential issues in classrooms
 - Use enhanced cleaning techniques on cafeteria tables, outside equipment and similar common areas
- In the event of a case or outbreak, the contracted cleaning company will perform another deep cleaning of the affected areas prior to any individual being allowed back in the room. The scope of the cleaning will be determined by the scope of the outbreak.

Cohorts

- Students in grades TK-5 will be assigned an A or B schedule to maintain small, stable cohorts. Cohorts will come to school either on Monday/Wednesday (A) or Tuesday/Thursday (B).
- Once groups have started to come to school, cohort groups cannot be altered.
- A/B assignments will keep family members together but other requests by families may not be granted.

Entrance, Egress, and Movement within the School

- All students and adults entering campus will be required to have their temperature taken.
- Families will not be allowed to enter campus without a prior-approved appointment.
- Students, staff and community members will be expected to wear face masks while walking around campus.
- Everyone is encouraged to use the hand sanitizers located at stations found throughout campus.
- Students will be walked to the bus and pickup areas at the end of the school day.
- A staggered dismissal schedule will be used to minimize congestion.

Face Coverings and PPE

- All individuals entering campus over the age of 2 will be required to wear a face mask in outside common areas and inside areas where social distancing cannot be maintained.
- Any individual who does not have an adequate face covering will be provided one.
- Younger students or students with special needs who are unable to wear a face mask will be given a face shield instead.
- Following the mandate of face coverings by the Sacramento Public Health Department, any individual who refuses to wear a face covering will be asked to exit campus.
- Students who refuse to wear face coverings will be required to participate in distance learning until the face covering mandate is lifted.
- Personal Protective Equipment (PPE) will be given to personnel in high-risk settings (cafeteria, custodians, office) or high-risk health categories.

Health Screenings for Students and Staff

- Individuals are asked to monitor symptoms and temperatures at home prior to arrival on campus. If symptoms are present, the person must stay home, contact the school with the list of symptoms and contact a medical professional for advice.
- Every individually coming onto campus who will be entering a room will have their temperature checked on a daily basis. Individuals that exhibit a temperature greater than 100.1 will be rechecked in ten minutes. If the second reading is over 100.1, the individual will be sent home.
- Individuals will be given a brief health questionnaire asking them whether they have had a fever, cough or symptoms related to COVID-19 in the last 14 days. They are also to report whether they have been around someone with COVID-19 in the last 14 days. Individuals responding positively will be sent home and will be asked to follow up with a health professional.
- Individuals can be rescreened throughout the day, if deemed necessary by a member of the staff or through self-reporting.

Healthy Hygiene Practices

- All individuals are to follow healthy hygiene practices. These include, but are not limited to:
 - Washing hands with warm/hot water and soap. The minimum duration of handwashing should be no less than 20 seconds. Attention needs to be made on the whole hand including between fingers and upper wrist.
 - When washing with soap and water is not possible, the use of hand sanitizer with at least 60% alcohol is an alternative. Sanitizing stations are located throughout campus but should not be used to replace hand washing.
 - Individuals are encouraged to cough and sneeze into a tissue or elbow of sleeve when tissue is not available to prevent the projecting of mucus. Individuals must wash hands or use sanitizers after.
 - Maintain social distance at all times.

- If a person feels ill, contact the teacher or office right away to slow the spread of contagions.

Identification and Tracing of Contacts

- Early identification of symptoms and cases is paramount in slowing the spread of any virus.
- Health screenings need to be conducted outside or within the first fifteen minutes of being indoors.
- Potential cases or symptoms need to be reported to the office immediately for investigation and tracing.
- Diana Tom, SCOE School Nurse assigned to Arcohe, will be the main contact person and tracing agent for the school. The office will contact Ms. Tom in the event of a case or symptoms.
- Individuals should always contact their medical provider for further evaluation and tests. Individuals should follow the test guidelines outlined by the health professional.
- It is the recommendation of the Public Health Department that any individual who has been in close proximity of an affected individual for fifteen (15) minutes or more should be considered for isolation and further evaluation.

Physical Distancing

- Individuals should maintain a minimum of six feet of social distancing at all times
- The district and school personnel will set visual parameters for social distancing throughout campus. Examples might include, desks placed in specific locations, marks on the floors and sidewalks, verbal cues from staff, seats marked as unusable in the cafeteria, etc.
- In areas where physical distancing cannot be maintained, the wearing of face coverings is required.
- Students and staff are to refrain from any unnecessary physical contact (i.e. high fives, hugs, physical guiding of students, etc.) except in the case of potential safety concerns for the individual.

Staff Training and Family Education

- Staff has been trained on proper hand washing techniques and has been certified with proper Blood Borne Pathogen procedures. Additional training is available upon request.
- Upon return to the classroom, students will be trained by classroom teachers regarding the proper methods of hand washing and sanitizing. Teachers will also hold discussion regarding the importance of social distancing and protecting yourself and others from spreading viruses.

- The SCOE school nurse and school administration will provide information to staff and families regarding important health topics.

Testing of Students and Staff

- In potential cases of COVID-19 based on symptoms present or the likelihood of exposure, the affected person is to contact their health professional in regards to getting a test. Students and/or staff will be required to remain at home in isolation until a negative test is present or is deemed ok by a medical professional. Documentation will be required.
- As per county health requirements, educators are to be given COVID-19 tests, free of charge at least once per month.

Triggers for Switching to Distance Learning

- Any identified case of COVID-19 could trigger an immediate switch back to distance learning for either a classroom, school, or district based on tracing factors as determined by the school tracing coordinator.
- If distance learning is determined to be the best course of action, the administration will notify the affected individuals regarding the decision and the duration of time needed for distance learning.
- If the county health department requires schools or districts in the county to shut down for in-person learning for whatever reason, the school will move immediately to distance learning.

Communication Plans

- The district will use communication systems currently in place in the district. These include, but are not limited to:
 - Email, texts, phone calls from the school information system (Aeries)
 - School website and social media platforms
 - School newsletters and letters sent directly home to families
 - Classroom communication (classtag, Remind, etc.)
 - Press releases to area newspapers and media outlets
- Clear, constant communication is always the goal for the district.

1:1 Assessment Protocols – Parent Notification

[DATE]

Dear Parent/Guardian:

This letter is on behalf of the Arcohe Union School District regarding your child's pending assessment[s].

As you are likely aware, Governor Newsom has instructed all counties to follow guidelines issued by the California Department of Public Health (CDPH), which recommended that school districts located in counties that are on the COVID-19 Monitoring List, including Sacramento County, must conduct distance learning only, until the County has been removed from the Monitoring List for at least consecutive 14 days. Arcohe worked with the Sacramento County Department of Public Health to establish guidelines and protocols to protect the health and safety of your child and our staff while conducting in-person testing.

Your child's assessment [is/was] due on [DATE]. Based upon our review of your child's records, we have determined that it is appropriate to do up-to-date testing at this time. Arcohe has made careful considerations regarding which assessments are essential at this time.

To protect your family and that of the assessment team, Arcohe has taken protective precautions to decrease the risk of exposure. Upon initial contact, Arcohe will do the following:

- Verbally screen students and parents for known or suspected COVID-19 in self or close contacts
- Verbally screen students for fever, cough or respiratory systems in self or close contacts
- Use a no touch thermometer to take the student's temperature
- Wear a face mask; your child will also be required to wear a mask
- The assessor and child will be separated by a Plexiglas divider
- To the greatest extent possible, maintain a distance of no less than 6' between the assessor and the Student. When physical distance cannot be maintained due to the nature of the test, the assessor will wear additional Personal Protective Equipment (PPE) to ensure safety.
- Conduct the testing in a well ventilated room measuring no less than 10' x 10'
- Practice and require the proper use of hand hygiene and alcohol-based hand sanitizer and/or soap-and-water
- Disinfect exposed and potentially contacted surfaces and all testing materials in between assessment appointments

If you are agreeable to taking part in the protective precautions referred to above, please sign the attached confirmation letter and the assessments can begin on [DATE] and [TIME], as scheduled.

Please understand, if you are not comfortable with or unable to adhere to the protective measures described above, then we will be unable to conduct the offered assessments at this

time. Should your circumstances change in the future, Arcohe will remain ready, willing, and available to conduct the assessments.

Thank you in advance for your collaboration in our efforts to maintain the health and safety of your child, as well as all students and staff at Arcohe.

Sincerely,

[NAME]
[TITLE],
Arcohe School

1:1 Assessment Protocol

The Arcohe Union School District has determined individual assessments may be conducted in person, by the Special Education and Bilingual assessment teams.

To support our staff, students and families the following protocol has been developed.

Prior to the day of testing

- At least 24 hours prior to the first day of assessment, the assessor will send the family the Assessment Appointment Letter with the attached acknowledgement, and copy of the Assessment Checklist that will be used each day of testing. This may come in the form in an email if the parent agrees to this.

Each Day of testing

- Parent/guardian is to text or call the assessor at the arrival of their assessment window. Parent/guardian and student are to remain in the car.
- Assessor exits the testing center to meet the family in the parking lot.
- While maintaining social distance, the assessor uses the parent/guardian checklist to assess for risk factors.
- Once the checklist is completed, the student is provided hand sanitizer and a mask, if needed. Student and staff member will walk to the testing center.
- Upon entering the room, the student must wash hands with soap and water.
- Assessors will minimize the need to exchange materials by providing the student with a copy of any materials, if possible.
- When possible, a transparency overlay sheet can be used over materials to write on and then disposed of at the end of testing
- At the student's last break in assessment, the assessor will notify the parent the anticipated end time of the assessment.
- Parent/guardian is to text or call the assessor when they arrive in the parking lot. Parent/guardian is to stay in the car.
- Assessor will walk the student to car and confirm next appointment and review process.

Location and Environment for Testing

- Testing must be done in a well ventilated room of sufficient size to allow the evaluator and student to remain no less than 6' apart from each other and separated by the plexiglass partition. If specific test requires a closer distance, PPE equipment should be used to ensure safety.
- Tests which require the evaluator and student to be within 6' of each other shall be administered with a Plexiglas partition and personal protective equipment.
- Assessor and Student shall be the only two individuals permitted in the testing room.

After testing

- The assessor will re-enter testing room and begin by wiping down all mobile equipment/devices used during the assessment.
- Assessor will then wipe/sanitize the divider, tables, chairs and any other furniture.
- Assessor will inform site administration after last appointment to schedule night custodian for deep cleaning.

1:1 Assessment Checklist

Student to be Assessed: _____

Assessor(s): _____

Date and Time of Intake: _____

Have you or anyone in your household had a fever in the last 24 hours?	Yes	No
Have you or anyone in your household had a runny nose or has anyone been actively sneezing in the past 24 hours?	Yes	No
Have you or anyone in your household had chest pains or experienced shortness of breath in the last 24 hours?	Yes	No

If answered yes to one or more questions, discontinue the checklist and deny assessment; follow up the next school week. Please notify administration and office immediately. If discontinued for three weeks in a row, send prior written notice of reasons for denial.

Date of Second Attempt: _____ **Date of Third Attempt:** _____

If all answers above were no, please continue to Part II.

Student - Do you agree to wear a mask during the assessment process?	Yes	No
Parent/Guardian - Do you consent to your child's temperature being taken prior to testing?	Yes	No
Student - Do you agree to remain behind the Plexiglas divider for the assessment?	Yes	No
Student - Do you agree to follow safe hygiene practices including washing your hands?	Yes	No
Student - Do you agree to agree to utilize hand sanitizer when asked?	Yes	No
Parent/Guardian - Do you agree to keep your phone handy should the assessor need to contact you for any concerns?	Yes	No

If answered no to one or more questions, discontinue the checklist and deny assessment; follow up the next school week. Please notify administration and office immediately. If discontinued for three weeks in a row, send prior written notice of reasons for denial.

Date of Second Attempt: _____ **Date of Third Attempt:** _____

Student's Temperature: _____

Time Assessment Completed: _____