**SAFE RETURN to IN-PERSON INSTRUCTION and CONTINUITY of SERVICES PLAN**

**PURPOSE: The Richgrove School COVID 19 Return to School Plan is being put in place to describe to parents, students and staff what will be required in order for RSD to return to school during this COVID 19 pandemic in August of 2020. This plan also describes what the procedure will be for school to remain open and how the District will handle a positive test for COVID 19. This plan will take the collective effort and adherence of all involved with Richgrove School in order for it to be successful. This plan will be reviewed by both Classified and Certificated personnel, along with Management and select community members. This plan will be a fluid document that will be improved and modified as needed during this ever changing COVID 19 pandemic. RSD will be in regular contact with the Tulare County Health Department, Tulare County Office of Education, local area school districts, State Superintendent and State Governor for the most updated information and modify this plan accordingly.**

**TABLE OF CONTENTS**

**I. Educational Options for the 2020-21 School Year**

**II. Grading**

**III. Meal Plan**

**IV. Facilities**

**V. Daily Health Screenings**

**VI. Bus Rider Students**

**VII. Sick Student/Staff on Campus**

**VIII. Student Daily Required Disinfecting Routines**

**IX. School Campus Required Disinfecting Routines**

**X. Social Distancing Routines and Masks**

**XI. Personal Protective Equipment-Masks**

**XII. Parents/Guardians Responsibilities**

**XIII. Procedures for a Probable or Positive COVID 19 Test**

**XIV.. DISCLAIMER**

**I. Educational Options for the 2020-21 School Year**

* **AM/PM Schedule:** 
  + TK-6th Grade
    - Each classroom will be split in half.
    - Half of the students will report to school at 8:00 AM and leave at 11:00 AM.
    - The other half of students will report to school at 12:00 PM and leave at 3PM.
  + 7th & 8th Grade
    - The 7th grade will arrive at 8:00 AM, be split in half and attend four classes.
    - The 8th grade will arrive at 12:00 PM, be split in half and attend four classes.
    - The following day they will arrive at the same time and attend four different classes.
    - The groups will remain the same while under COVID 19 restrictions.
    - Junior High Students will have the same classes on Mondays and Wednesday and a different set of classes on Tuesdays and Thursdays.
    - On Fridays the 7th and 8th graders will report at their same times but classes will alternate each week.
    - Junior High teachers will rotate to the student groups. Students will remain in the same class while at school.
* **Distance Learning:**
  + At this time, parents will have the option of having their children continue to receive their education via the Distance Learning Model. There are still some language interpretations in the adopted 2020-21 budget that have grayed this area, but we are working to interpret.
  + All students will have a laptop issued to them and they will have their lessons listed on Google Classroom and can also view lessons from the teacher which will be live or recorded. Teachers will also have online tutorial times for questions that students may have.
* **Hybrid Possibilities:**
  + Throughout the school year RSD may have to go back and forth between Live Instruction and Distance Learning should there be a positive test for COVID 19 and our campus is forced to close down for a period of time.
  + All students will have a laptop issued to them.
  + All students will have a Google Classroom to receive assignments.
  + The school is attempting to make sure that the laptops connect to the school WiFi.
* **ADDENDUM TO HYBRID MODEL:**
  + When Tulare County reaches a Tier 2 level of “Red” RSD will have the ability to bring students back onto campus in a limited and safe fashion.
    - <https://covid19.ca.gov/safer-economy/>
  + The following must be met during the reopening:
    - Social Distancing Requirements
    - Staff will wear masks
    - Students from 3rd-8th grades will wear masks
    - RSD will strongly encouraged students from K-2nd wear masks
    - Disinfection meeting Health Department/CDC requirements.
    - A plan for those students that arrive to campus with symptoms
  + Richgrove will allow for no more than 12 students per classroom unless it is determined that 13 or 14 will meet all social distancing requirements.
  + Half of the student population will receive in person instruction and half will continue in Distance Learning only.
  + **RSD will offer In-Person instruction from 8:05 to 11:05 in the morning to the first half of the student population**.
  + **RSD will offer Distance Learning from 12:05 to 3:05 in the afternoon for the second of half the student population.**
  + **When a “Best Fit” Distance Learning Students will be in class virtually as In-Person students are being taught. An instructional aide will help facilitate this at the TK-2nd grade levels.**
  + **WEDNESDAY WILL BE DISTANCE LEARNING FOR ALL STUDENTS.** This will allow for a deep cleaning of classrooms.
  + Parents will be contacted for their choice.
  + If the In-Person student total is above 12 for any one class, there will be a lottery system to select those students for In-Person instruction.
  + A waiting list will be created for those students wanting In-Person instruction but were not selected.
  + Lack of attendance (truancy) will cause a student to be placed back into Distance Learning to make room for a student on the waiting list.
  + Students can go from In-Person instruction to Distance Learning at any time.
  + Students that are in Distance Learning and want to return to In-Person instruction will have to be placed on a waiting list to return if the class is at a maximum.
  + Students that stay home due to illness will join the Distance Learning class for the days they are home sick.
  + When we qualify to return to school, grade levels will be brought in a few grade levels at a time to insure RSD can properly manage students safely on our campus.
    - **Week 1 TK, 1st & 7th grades will return**
    - **Week 2: 2nd, 3rd & 8th grades will return.**
    - **Week 3: 4th, 5th & 6th grades will return.**

**SCHEDULES: (TUTORING TIME WILL BE FROM 3:05-3:35)**

**TK-8th GRADE ON CAMPUS GROUP**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MONDAY** | **TUESDAY** | ***\*WEDNESDAY*** | **THURSDAY** | **FRIDAY** |
| **8:05-11:05** | **8:05-11:05** | ***9:00-11:00*** | **8:05-11:05** | **8:05-11:05** |
| Synchronous  On Campus Instruction | Synchronous  On Campus Instruction | *Synchronous*  *Home Instruction* | Synchronous  On Campus Instruction | Synchronous  On Campus Instruction |
| **11:05-12:00** | **11:05-12:00** | ***11:00-12:00*** | **11:05-12:00** | **11:05-12:00** |
| Meal Pick Up  Lunch & Breakfast | Meal Pick Up  Lunch & Breakfast | *Meal Pick Up*  *Lunch & Breakfast* | Meal Pick Up  Lunch & Breakfast | Meal Pick Up  Lunch & Breakfast |
| **12:00-1:30** | **12:00-1:30** | ***12:00-2:00*** | **12:00-1:30** | **12:00-1:30** |
| Asynchronous  Home Instruction | Asynchronous  Home Instruction | *Synchronous & Asynchronous*  *Instruction* | Asynchronous  Home Instruction | Asynchronous  Home Instruction |

**TK-8th GRADE DISTANCE LEARNING GROUP**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MONDAY** | **TUESDAY** | ***\*WEDNESDAY*** | **THURSDAY** | **FRIDAY** |
| **10:00-11:00** | **10:00-11:00** | ***9:00-11:00*** | **10:00-11:00** | **10:00-11:00** |
| Meal Pick Up  Lunch & Breakfast | Meal Pick Up  Lunch & Breakfast | *Synchronous*  *Home Instruction* | Meal Pick Up  Lunch & Breakfast | Meal Pick Up  Lunch & Breakfast |
| **11:00-12:00** | **11:00-12:00** | ***11:00-12:00*** | **11:00-12:00** | **11:00-12:00** |
| Asynchronous  Home Instruction | Asynchronous  Home Instruction | *Meal Pick Up*  *Lunch & Breakfast* | Asynchronous  Home Instruction | Asynchronous  Home Instruction |
| **12:05-3:05** | **12:05-3:05** | ***12:00-2:00*** | **12:05-3:05** | **12:05-3:05** |
| Synchronous  Home Instruction | Synchronous  Home Instruction | *Synchronous & Asynchronous*  *Instruction* | Synchronous  Home Instruction | Synchronous  Home Instruction |

**\*7th & 8th GRADE WEDNESDAY**

|  |
| --- |
| ***\*WEDNESDAY*** |
| ***8:50-11:20*** |
| *Synchronous*  *Home Instruction* |
| ***11:20-12:00*** |
| *Meal Pick Up*  *Lunch & Breakfast* |
| ***12:10-1:40*** |
| *Synchronous*  *Home Instruction* |

**II. Grading**

* Grading will be based on the level of mastery of Common Core Standards.
* Grading will be based on a Rubric and Numbers/Grades will be issued.
* Students will be required to attend online meetings and complete online work.
* If a student is too ill to complete assignments they will be allowed to submit work at a later time and will receive an incomplete “I” as a grade until assignments are completed.

**III. Meal Plan**

* AM/PM Educational Plan/Choice
  + AM students will pick up a “Grab and Go” bag as they leave campus that will contain that day's lunch meal and breakfast for the next day.
  + PM students will pick up a “Grab and Go” bag that will contain breakfast and lunch for the next day as they exit school.
  + Classes will have access to quick meals if they missed meals from the previous day.
  + Preschool students will have a separate meal plan.
* Distance Learning Plan/Choice
  + Students will pick up a “Grab and Go” bag that will contain lunch and breakfast during the same time frame as AM students leaving campus.
* When back on campus for in person instruction, breakfast and lunch will be delivered to classrooms. Class will have the option of eating inside of their classrooms or outside.

**IV. Facilities**

* Install more hand sanitizing stations.
* Begin to purchase/rent outdoor hand washing units.
* Begin conversion to foot controlled faucets.
* Daily sanitization of outdoor equipment.
* Frequent sanitization of multi-touch areas (i.e., door handles, faucets, etc.)
* Stockpile of cleaning supplies.
* Daily sanitization of classrooms and offices via misting, spray and wiping.
* Changing of air filters to HVAC units.
* Install plexiglass sneeze and cough guards in offices and teacher desks.
* Marking out of six foot distancing spacing for student desks and non-share desks.

**V. Daily Health Screenings**

* Parents will be expected to screen their children each day before school.
  + Check temperature. Any child with a temperature above 99 degrees should be kept at home.
  + Check for any cough, difficulty in breathing, body aches and any loss in appetite or taste. If a child has any symptoms, they should be kept home.
  + If a child is sick in any way, the parent should keep the student at home.
* On a daily basis, the school will attempt to take the temperature of the students coming onto our campus. Any student with a temperature of over 99 degrees will not be allowed
* to attend school that day. Parents will be contacted to pick up a child that will be quarantined on campus.
* School will attempt to take a verbal health screening of children when necessary.
* Any anomalies will be documented should information be needed for contact tracing.

**VI. Bus Rider Students**

* Parents are encouraged to bring students to school and avoid riding in school buses.
* In order to maintain social distancing on busses each bus will only carry approximately 12-14 students per bus.
* Busses will be disinfected before and after each trip.
* Bus drivers will not allow students to enter the bus if they are experiencing any COVID 19 symptoms including but not limited to fever (99+), cough, visible mucus or a negative response to health screening questions.
* Parents or valid babysitters must be available to pick up students at the bus stop if they are denied entrance to the bus due to possible illness.
* Students will be allowed to carry “Grab and Go” lunch bags but they cannot eat until they disembark from the bus.
* Students will be required to wear a mask while boarding and riding the bus. Siblings from the same home can sit together on the bus.
* The bus will be loaded students from back to front while boarding and will release from front to back while disembarking to avoid students crossing paths.
* Please plan on occasional delays to pick up and drop off times due to health screening and use disinfection.
* There will be no field trips in the 2020-21 school year.

**VII. Sick Student/Staff on Campus**

* Any child that is feeling ill during school hours will be quarantined in the Health Clerk’s classroom.
* Parents will be contacted, and students must be picked up immediately.
* The Health Clerk will take all precautions and be dressed appropriately.
* Any symptoms that resemble COVID 19, Flu or Cold will be treated the same as all signs and symptoms look the same.
* Any student, or staff, with a temperature of above 99 degrees after two checks will be sent home.
* Students must be symptom-free for 3 days before returning to school or have a doctor’s release and have a minimum of 10 days from the initial onset of symptoms.
* School staff will be asked to stay home if they are feeling any cold or flu like symptoms.
* It is recommended that any staff member that has been exposed to COVID 19 should alert the Superintendent or immediate supervisor to address next steps.

**VIII. Student Required Disinfecting Routines**

* Students should wash their hands with soap and warm water for at least 20 seconds before they leave for school.
* Students must use hand sanitizer when they arrive at school.
* Students will be required to use hand sanitizer and/or wash their hands several times a day.
* Students will be required to sneeze or cough into their sleeve, tissue or handkerchief then immediately sanitize their hands. They will also then be sent to Health Clerk should it happen again.
* Students will sanitize their hands each time they come back from the bathroom.
* Students will sanitize their hands each time they come into or change a classroom or office.

**IX. School Campus Required Disinfecting Routines**

* Classrooms will be disinfected between the AM and PM groups.
* Classrooms and Offices will be disinfected after school each day.
* There will be a periodic deep clean of campus as often as possible.
* Restrooms will be disinfected several times a day.
* Door handles will be disinfected several times a day.
* Hand sanitizer will be provided throughout the campus.
* Children will be allowed to bring their own hand sanitizer and wipes.

**X. Social Distancing Routines**

* Students will be seated in their classroom at least 3 feet apart in accordance with CDC requirements.
* Classroom size will be between 12 to 18 students per class.
* Recess time will be staggered and will resemble more of a “break” than a “recess.”
* No balls or other recess equipment will be allowed as sharing items is not allowed.
* Richgrove School will attempt to not have students cross paths with each other or have them gather in groups.
* When eating on campus, students will be allowed to eat outside to keep social distancing.
* Teachers and students will have a plexiglass shield to prevent spreading of droplets when meeting.
* When possible, classes will be held outside for better ventilation.
* There will be no assemblies this year to avoid large groups gathering together. All awards will be sent home and celebrated via social media.
* Richgrove staff meetings both large and small should be done via phone, email, chat or virtually as much as possible.

**XI. Personal Protective Equipment-Masks**

* Staff will be required to wear a mask or face shield to prevent the spreading of droplets.
* Kitchen and Custodial staff will wear masks and gloves when handling students items.
* Students will be required to wear a mask unless it is determined that there is a medical or sensory issue that prohibits them from wearing a mask.
  + The inability to wear a mask must be agreed upon between parents and the Students Services Team (a 504 may be issued.)
* Students may wear a clear shield should they choose to, but it must come from home.
* Students are allowed to bring their own mask from home.
* Richgrove School will provide disposable masks to those students that do not have a mask for that school day.
* Cloth masks should be washed or rotated every day.
* Surgical masks will be recommended.

**XII. Parents/Guardians Responsibilities**

* Health screen children every day.
* Have a plan for child care when children are not in school.
* Have a plan for child immediate pickup upon school request.
* Monitor student online assignments.
* Communicate with the children's teacher regularly via Class Dojo App.
* Work with and practice proper hygiene with children.
* Have a plan for childcare should the school have to close for a period of time due to a positive COVID 19 test on campus.
* Be prepared for a 14-day quarantine period should you/child be exposed to COVID 19.
* Make sure the child has supplies for school like pencils, pens and markers.
* Disinfect backpack and school supplies daily.

**XIII. Procedures for a Probable or Positive COVID 19 Test-Contact Tracing**

* If it is determined that a Richgrove School Staff member or student had an interaction with a person that has tested positive for COVID 19, that staff member or student will be asked not to return to work until it is determined that they have not contracted the virus.
* Should a RSD staff member or student test positive for COVID 19 the campus will be closed until it is determined who may have been in contact with that individual through contact tracing.
  + The health department and possibly RSD will then contact those individuals.
* The campus or portions of the campus will remain closed until it is determined that the area or areas can reopen according to Health Department recommendations.
  + All students and staff will immediately begin with Distance Online Learning.
* If allowed by the Health Department some portions of campus may be closed while others remain open.
* RSD will alert the staff and families that were in contact with that staff member or student of a positive COVID 19 test.
* The campus will receive a deep cleaning after a positive COVID 19 test is determined.
* Person with a positive COVID 19 test will not be allowed to return to campus until it is determined by a doctor or Health Department that the person is free of COVID 19 and it is safe to return to school.
* Students will be required to complete all assignments via Google Classroom while healthy enough to do so to maintain proper academic standings should they be quarantined. Should a student be too ill to complete assignments he/she will be allowed to make up the work at a later time.
* All RSD staff members will be afforded their leave rights as stipulated in the *“Families First Coronavirus Response Act: Employee Paid Leave Rights.”*
* RSD will not act on “rumors” of someone having COVID 19.
* RSD will follow all HIPAA Privacy Rules and not disclose names of persons determined to be quarantined or have tested positive for COVID 19.

**XIV. COVID Testing and Vaccinations**

* RSD will work with Tulare County Health Department and any auxillary institutions to bring both COVID testing and vaccinations to our community and school.
* RSD will promote testing and vaccinations by using all methods of communication to alert the Richgrove Community of upcoming events.

**XV. Social, emotional and physical well being**

* RSD will work with students both virtually and in-person to address their needs socially, emotionally and physically.
* RSD has a School Psychologist, School Counselor and Triage Social Worker to address the needs of students, families and staff in the above areas.
* SEL classes will be given by Student Services Staff and modeled for teachers to do also.
* Counseling sessions will be available as needed.

**XIII. Procedures for a Probable or Positive COVID 19 Test-Contact Tracing**

* Feedback from all stakeholders will be gathered periodically through surveys that go out to employees, students and parents. These surveys will determine any changes that may be needed for this plan.
* There will be a monthly agenda item at each School Board meeting to gather feedback.
* All parent groups will have the opportunity to give feedback.

**XIV. DISCLAIMER**

* **Richgrove School District will make every effort to keep all students and staff free of exposure to COVID 19 while on campus, however there is no guarantee that an exposure will not occur on our or any other school site. Currently, it is impossible to determine if anyone on our campus is an asymptomatic carrier of COVID 19 and by definition not displaying any symptoms without proper testing. RSD cannot control what students; staff and their families do after they leave the safety of the school. The possibility of exposure/contraction by a significant number of students and/or staff is inevitable if safety precautions are not being met outside of campus. Our hope is that everyone will take the appropriate precautions, follow proper protocol and protect themselves when on and off campus. Our hope is that everyone will wear masks, sanitize their hands and communicate with us should they be, or possibly be, exposed to COVID 19. With that being said, any parent/guardian that has any concerns with the possible exposure/contraction to COVID 19 on campus should explore the option of “Distance Online Learning” until you are ready to have their children return physically to school. COVID 19 is very contagious, and there is currently no vaccine or therapeutics to combat this virus. As parents, you must do what you feel is best for your family in regard to education and safety. Richgrove School cannot guarantee that exposure to COVID 19 will not occur on our campus and as parents/guardians you must acknowledge that sending your child to school will carry with it the inherent danger of possible exposure and contraction of COVID 19. RSD will take precautions to minimize the possibility of exposure/contraction of COVID 19 but there is no guarantee or full proof practice, protocol or plan. We ask all parents to work with their children on how to protect themselves against the COVID 19 virus.**

*Please contact Richgrove School with any questions or concerns at 661-725-2424.*

**Richgrove School Board Approval Date: \_\_\_\_\_\_\_\_\_\_**