

**SHANDON JOINT UNIFIED SCHOOL DISTRICT**  
**Special Board Meeting Agenda**  
**October 20, 2020**

Time: 6:30PM. – Closed Session 7:00PM Open Session;  
Location: Shandon High School- Gym

Per Government Code 54953.5, this Open Session Meeting of the Board may be recorded with an audio or video recorder, which recording shall be subject to inspection pursuant to the California Public Records Act, at the SJUSD District Office. This recording may be erased or destroyed after 30 days of the recording.

This meeting is in compliance with Executive Orders N-29-20 and N-35-20 issued by California Governor Gavin Newsom and the California State Public Health Officer's including social distancing guidelines and avoiding group gatherings, and all applicable provisions of federal, state, and county laws. The meeting may be held telephonically and online as needed. Any or all board members, staff and others presenting may attend the meeting by phone or online without advance notice. Attendance in the meeting room is strictly limited in order to protect health and safety and to comply with public orders.

Please note: any member of the public may participate via zoom meeting. The link for the meeting commencing at 7:00 PM will be made available on the District's website ahead of the meeting on Tuesday, October 20. If you wish to submit a public comment to be read into the record of the meeting, you may send comments to [ggavilanes@shandonschools.org](mailto:ggavilanes@shandonschools.org). Please limit your comment to no longer than three minutes in length (approximately 450 words). We respectfully request that you observe appropriate meeting protocols during all of our meetings. Those wishing to comment on agenda items during the meeting may, when public comment is called for, "raise" their hand electronically and wait to be called upon and for their microphone to be unmuted.

**1.0 OPEN SESSION**

- 1.1 Call to Order and Roll Call**  
Marlene Thomason, President  
Jennifer Moe  
Robert Van Parlet  
Nataly Ramirez  
Flint Speer

**1.2 Public Comment Limited to Closed Session Items**

The opportunity is provided to allow the public to comment for a period of up to three (3) minutes prior to the Board's consideration of any closed session agenda item. An additional opportunity is provided later in the agenda for comment on open session agenda items or items not on the agenda. [G.C. § 54954.3]

**2.0 CLOSED SESSION**

- 2.1 Conference with Labor Negotiators (G.C. 54957.6)-**  
Agency Designated Representative: Dr. Kristina Benson
- 2.2 Review and Possible Action on Appointment, Employment, Discipline, Resignation and Dismissal of District Employee(s) Pursuant to Government Code § 54957, Public Employment**

**3.0 RECONVENE SESSION / PLEDGE OF ALLEGIANCE TO THE FLAG**

**4.0 REPORT ON ACTION FROM CLOSED SESSION**

**5.0 ADOPTION OF AGENDA**

**6.0 PUBLIC COMMENT**

**6.1 PUBLIC COMMENT**

*Comments from the public are limited to items both within the Board's jurisdiction, as well as not on the agenda. The Board may limit public comments to not more than three (3) minutes per person or a total of 20 minutes per topic at the discretion of the Board President. Public comment will also be allowed on each specific agenda item prior to Board action thereon. [G.C. § 54954.2, .EC. § 35145.5, BB 9323]*

**7.0 DISCUSSION/ACTION ITEM**

**7.1 Discussion and Approval of Updated Re-opening Plan**

-Updated re-opening plan, Plan B1 cohort groups

**7.2 Interdistrict Transfer Student 2020-21-05**

-Student residing in different district and is requesting to stay in SJUSD.

**8.0 FUTURE AGENDA ITEM REQUESTS**

**9.0 ANNOUNCEMENTS**

The next regular meeting of the Board of Trustees is scheduled for November 10, 2020 at  
**Shandon High School, Closed Session at 6:30 PM, Open/Regular Session at 7:00 PM**

**10.0 ADJOURNMENT**

---

"Due to public health directives relating to the COVID-19 pandemic, any materials required by law to be made available to the public prior to or during a meeting of the Board of Trustees of the District can be accessed on the District's website: [www.shandonschools.org](http://www.shandonschools.org)  
In compliance with the Americans with Disabilities Act, if you need special assistance to access or participate in a meeting of the Board of Trustees, including auxiliary aids or services, please contact the District Office at 805-238-0286. Notification of at least 48 hours prior to the meeting will assist the staff in assuring that reasonable accommodations may be made.

---

**OFFICIAL AGENDA POSTED AT THE DISTRICT OFFICE/SHANDON HIGH SCHOOL**

# SHANDON JOINT UNIFIED SCHOOL DISTRICT

Special Meeting of the Board of Trustees

MEETING DATE: October 20, 2020

7.1

---

**AGENDA ITEM TITLE:**

Discussion and Approval of Updated Re-opening Plan

---

**PREPARED BY:**

Dr. Kristina Benson

---

**AGENDA SECTION:**

☐ Reports ☐ Consent ☒ Discussion/Action ☐ First Reading ☐ Information ☐ Resolution

---

**SUMMARY:**

-Provided for your revision is the updated re-opening plan.

---

**RECOMMENDED ACTION:**



# SHANDON JOINT UNIFIED SCHOOL DISTRICT

101 South First Street Box 79, Shandon, CA 93461

Dr. Kristina Benson, Superintendent/Principal TELEPHONE: (805) 238-0286 FAX: (805) 238-0777

Board of Trustees: Jennifer Moe, Van Parlet, Nataly Ramirez, Flint Speer, Marlene Thomason

## REOPENING PLAN

### Guiding Principles

- The health and safety of our students, our staff, and the community are our highest priority,
- Adhering to the guidelines released by the California Department of Public Health and California Department of Education has been a driving factor for our plan development
- Live, in-person interaction with staff and peers is critical for students
- Some students and parents will not feel comfortable returning to in-person instruction, so we will provide high quality distance learning options
- DAILY interaction with staff is essential for student development. We believe that:
  - o Consistently engaging in regular academics with teachers provides the highest quality learning experiences for students,
  - o Consistent routines for school work, homework, and sleep patterns are important for student health,
  - o Mirroring, to the greatest extent possible, 'normal' schooling (180 days per year) is important for students, staff, and families,
  - o Daily meal service for students is vitally important, and,
  - o Regular access to mental health supports and other services for our students is critical.
- Our plan provides the greatest opportunity to maintain in-person instruction by adhering to COVID-19 Prevention guidelines, while being ready to return to full day instruction as soon as circumstances permit.
- Updated local and state guidance will be regularly reviewed, and policies and protocols will be revised accordingly.

### Student and Employee Health and Safety

- All students and staff will be trained on COVID-19 prevention strategies and techniques including frequent handwashing and hand sanitizer use.
- Staff: during staff development on the first contracted return date
- Students: via presentation before school starts and on the first day of school
- Parents and Families: presentation training provided before school starts and on the first day of school.

- Students/families and staff are required to self-screen at home or before entering the school building or school bus. If self-screening is not completed and verified, staff will conduct on-site visual and temperature screenings.
- Staff will recite, each day at the beginning of class, COVID-19 symptoms and request anyone exhibiting the symptoms report to the office for further screening
- A quarantine room will be created at each site. Any student/staff exhibiting symptoms will be sent to this room and assessed.
- All students and staff will wear cloth face coverings, either district provided or personally owned. The district will maintain a supply of masks for students and staff who do not have or forget to bring face masks.
  - o The only exception for students is if they have special circumstances such as a particular developmental or health diagnosis that would limit their ability to wear a face covering.
  - o Face shields are permissible as a substitute for cloth face coverings for staff. Face shields should be worn with a cloth drape across the bottom and secured (**i.e.** tucked into the shirt, tied around the back of the neck).
- School site teams will analyze high-traffic areas and create one-way pathways as needed.
- Physical distancing will be provided by limiting the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals.
- All classrooms will be sanitized at the end of each day and during the day when necessary and practicable.
- All restrooms will be sanitized at the end of each day and in between AM and PM sessions.

### **School Operations and Procedures**

To ensure a safe and smooth start to the school year, the regular activities listed below will be temporarily suspended.

- No assemblies, no meals in cafeterias/MPR's
- No shared outside food at school
- No volunteers or non-essential visitors (e.g. classroom speakers, etc.)
- No field trips
- No athletics or extra-curricular activities until further guidance is provided

### **Elementary School Operations and Procedures**

- No before school recess; students will go directly to class
- Breakfast will be 'grab and go' and will be eaten in the classroom or outdoors, at the teacher's discretion and with teacher supervision
- Session start and end times\*:

Digital Platforms	Grades	Days / Time
Seesaw / Zoom	TK - 2	Monday & Thursday* 8-3
Google Classroom / Zoom	3 - 5	Tuesday & Friday* 8-3
Seesaw & Google Classroom & Zoom	Special Day Class (Varied Grades)	Monday through Friday 8-3

- A recess on a staggered schedule will be created for each session. Classroom cohort structures will remain in place at all times.
- Lunch will be 'grab and go'. Lunch will be eaten in the classroom or outside, at the discretion of the teacher and under teacher supervision.

### **Secondary School Operations and Procedures**

- No before school supervision will be provided, students will go directly to class.
- Breakfast for AM students will be 'grab and go' and will be eaten in the classroom. Lunch for PM students will be 'grab and go' and will be eaten in the classroom. Meals can be eaten outdoors at teacher discretion and under teacher supervision.
- Session start and end times\*:

**Teaching Staff/Paraeducators:** On campus Monday through Friday.

#### Grades 6 through 8

6<sup>th</sup> grade students on campus on Monday 8:00 A.M. - 3:00 P.M.

7<sup>th</sup> grade students on campus on Wednesday 8:00 A.M. - 3:00 P.M.

8<sup>th</sup> grade students on campus on Thursday 8:00 A.M. - 3:00 P.M.

#### Grades 9 through 12

9<sup>th</sup> and 10<sup>th</sup> grade students on campus on Tuesday 8:00 A.M. - 3:00 P.M.

11<sup>th</sup> and 12<sup>th</sup> grade students on campus on Thursday 8:00 A.M. - 3:00 P.M.

\*For all secondary classes, students will be placed in classroom which allow for social distancing (i.e. approximately 10-12 students per room)

\*Time on campus will be for working with teachers, visiting with counselors as needed, subject level assessments, and further explanation of work assigned during the four days of distance learning.

Additional details will be communicated as they are developed, refined, and collaboratively crafted.

*\*Note: specific start and end times are approximate and subject to change*

# COVID-19 School Guidance

---

## Shandon Joint Unified School District School Reopening Plans

---



## **The Safe Return to In-Person Instruction**

Our school communities have faced unparalleled challenges over the past few months with the fast-changing circumstances of a global pandemic upending routines, traditions, celebrations, and causing a significant disruption to the education of our students.



It is our firm belief, based on evidence about the impact of COVID-19 in children and adolescents, that our children are best served by a return to as much in-person instruction as possible that balances optimal learning and student well-being with measures that address the safety of our school communities. This SJUSD Reopening Plan was developed using the following guiding principles:

### **Guiding Principles**



- The health and safety of our students, our staff, and the community are our highest priority,
- Adhering to the guidelines released by the California Department of Public Health (CDPH) and California Department of Education (CDE) has been a driving factor for our plan development,
- Live, in-person interaction with staff and peers is critical for students,
- Some students and parents will not feel comfortable returning to in-person instruction, so we will provide high quality distance learning options,
- DAILY interaction with staff is essential for student development. We believe that:
  - o Consistently engaging in regular academics with teachers provides the highest quality learning experiences for students,
  - o Consistent routines for school work, homework, and sleep patterns are important for student health,
  - o Mirroring, to the greatest extent possible, 'normal' schooling (180 days per year) is important for students, staff, and families,
  - o Daily meal service for students is vitally important, and,
  - o Regular access to mental health supports and other services for our students is critical.
- Our plan provides the greatest opportunity to maintain in-person instruction by adhering to COVID-19 Prevention guidelines, while being ready to return to full day instruction as soon as circumstances permit.
- Updated local and state guidance will be regularly reviewed, and policies and protocols will be revised accordingly.

The charts in the following pages outline the SJUSD Reopening Plan in key areas where the CDPH and CDE guidance require it.

**CDPH, CDE, and Shandon School District Guidance**  
**Personal Protective Equipment (PPE)**

	<b>CDPH</b>	<b>CDE</b>	<b>SJUSD</b>
<b>Cloth Face Covering</b>  	<p>People in California must wear a face covering when they are inside of, or in line to enter, any indoor public space.</p> <p>Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.</p>	<p>All staff and students should wear cloth face covering or face shields while at school or on a bus, and maintain 6 feet of physical distance during school activities.</p> <p>Students should use cloth face coverings, especially in circumstances when physical distancing cannot be maintained. If an LEA requires students to wear face coverings, then the LEA must provide face coverings to be used. Consider how the LEA will address students with disabilities who refuses or are not able to wear masks. At a minimum, face coverings should be worn:</p> <ol style="list-style-type: none"> <li>1. While waiting to enter the school campus.</li> <li>2. While on school grounds (except when eating or drinking).</li> <li>3. While leaving school.</li> <li>4. While on a school bus. <ol style="list-style-type: none"> <li>a. Driver has access to surplus masks to provide to students who are symptomatic on the bus.</li> </ol> </li> </ol> <p>All the staff should wear face coverings. Provide masks if the employee does not have a clean face covering.</p>	<p>All students and staff will wear cloth face coverings, either district provided or personally owned. The district will maintain a supply of masks for students and staff who do not have or forget to bring face masks.</p> <p>The only exception for students is if they have special circumstances such as a particular development or health diagnosis that would limit their ability to wear a face covering.</p>
<b>Face Shields</b>  	<p>Teachers can use face shields, if available, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction.</p>	<p>LEAs should make reasonable accommodations such as face shields with a cloth drape for those who are unable to wear face coverings for medical reasons.</p> <p>Teachers could use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction.</p> <p>Per Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom and tucked into shirt.</p>	<p>Face shields are permissible as a substitute for cloth face coverings for staff. Face shields should be worn with a cloth drape across the bottom and secured (i.e. tucked into the shirt, tied around the back of the neck).</p>

**CDPH, CDE, Shandon School District Guidance**  
**Screening & Distancing**

	<b>CDPH</b>	<b>CDE</b>	<b>SJUSD</b>
<b>Temperature Screening</b> 	<p>Conduct visual wellness checks of all students and take students' temperature with a no-touch thermometer.</p>	<p>LEAs will need to designate staff and create a system for student entry that accommodates temperature checks for all students. This could include a self-screening process for families prior to coming to school. In some instances, they may also need to arrange for staff to take the temperatures of students and staff as they arrive to prevent the further spread of the coronavirus.</p>	<p>Students/families and staff are required to self-screen at home or before entering the building or school bus. If self-screening is not completed, staff will conduct on-site visual and temperature screenings.</p>
<b>Physical Distancing</b> 	<p>Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.</p>	<p>Determine maximum capacity for students of each classroom while meeting 6-foot physical distancing objectives.</p> <p>Plan to limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals.</p>	<p>Physical distancing will be provided by limiting the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals.</p>

---

**CDPH, COE, and SJUSD School District Guidance**  
**Cohorts**

---

	<b>CDHP</b>	<b>CDE</b>	<b>SJUSD</b>
<b>Size</b>	Students should remain in the same space and in groups as small and consistent as practicable.	To the extent possible, and as recommended by the CDC, attempt to create smaller student/ educator cohorts to minimize the mixing of student groups throughout the day.	By maintaining a minimum of 6 feet of distance between individuals students will be in small groups inside the classrooms
<b>Length of time</b>	Keep the same students and teacher or staff with each group, to the greatest extent practicable.	To the extent possible, and as recommended by the CDC, attempt to create smaller student/ educator cohorts to minimize the mixing of student groups throughout the day.	In grades TK-5 the same students will be together with the same teacher with minimal mixing with other cohorts at recess, PE and meals. Very few exceptions will be permitted.
<b>Teacher/student movement/ rotations</b>	<p>Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day.</p> <p>Limit nonessential visitors, volunteers and activities involving other groups at the same time.</p>	Minimize movement of students, educators, and staff as much as possible.	<p>Movement of students, teachers and staff is minimized as much as practicable.</p> <p>All meals will be eaten in the classroom, outside, or off campus.</p> <p>Secondary students only have one passing period between classes per day.</p> <p>No volunteers or non-essential visitors allowed on campus.</p>

**CDPH, CDE, and Shandon School District Guidance**  
**General Cleaning and Disinfecting**  
**Guidance**

**COVID 19 Mandatory Cleaning Expectations**

**Senior Custodian**

Ensure that your site has enough cleaning supplies e.g. clean microfiber towels, disinfectant, hand sanitizer cartridges, antibacterial soap, paper towels, toilet paper, etc.

Maintain the district cleaning standard and ensure that the night custodian and sub custodian adhere to those standards.

Communicate with the operations supervisor on any insights or findings that can help with the cleaning process.

Follow the disinfecting morning routine provided by the operations/custodial supervisor.

Help the night custodian maintain the districts cleaning and disinfecting standards.

**Night Custodian**

Communicate with the senior custodian or crew chief to ensure that your site has enough cleaning supplies e.g. clean microfiber towels, disinfectant, hand sanitizer cartridges, antibacterial soap, paper towels, toilet paper, etc.

Maintain the district cleaning standard and ensure that the sub custodian adhere to those standards.

Communicate with the senior custodian, crew chief, and operations/custodial supervisor on any insights or findings that can help with the cleaning process.

Follow the nightly disinfecting guidelines provided to you by the operations/custodial supervisor. Maintain the districts cleaning and disinfecting standards.

**Cleaning Schedule**

**Nightly PM Schedule:**

- Empty interior trash and recycling receptacles campus wide.
- Vacuum, dust mop, wet mop kindergarten, TK, and special needs classrooms.
- Disinfect and clean restrooms e.g. sinks, urinals, toilets, partitions, mirrors, dispersers, entry door and handles.
- Maintain supplies; stock all hand sanitizer, antibacterial soap, paper towel, and toilet paper dispenser's campus wide.

**Monday, Wednesday, and Friday:**

- Vacuum, dust mop, wet mop all areas.
- Disinfect library tables and the backs and seats of chairs first thing in the morning.

**Tuesday and Thursday:**

- Disinfect student desktops and the backs and seats of chairs in each classroom campus wide.
- Disinfect horizontal surfaces in each classroom campus wide.
- Disinfect door handles in each hallway and classroom campus wide
- Disinfect doorknobs, counter tops, dispensers, and tables in the commonly used areas in the admin building e.g. front office lobby, copy room, and break room at the end of the student's lunch break
- Disinfect indoor lunch tables at least once a day.

**Ongoing Maintain Facilities and equipment:**

- Disinfect playgrounds as needed.
- Keep clean and maintain all equipment needed to complete your workday.
- Keep a watchful eye for the safety and security of our facilities.

- Maintain a clean and safe working space e.g. custodian rooms and office.
- Check and replace lightbulbs throughout the campus.
- Maintain all dispenser's campus wide and make sure they are functional and operable.
- Report and submit work orders of any items that need maintenance and immediate attention.

# Plan A

## In-Person School with extra Safety Precautions

### Introduction

For Fall 2020, SJUSD will implement one of three plans. Plan A is the preferred plan to address academic growth and rigor. The desire is to make this plan a strong instructional plan that has plenty of safety and wellness protocols to address safety and wellness of staff and students. Plan A was drafted with input from administrators, teachers, and other staff members.

### Plan A Focus and Broad Considerations

At its core, Plan A includes in person learning with extensive safety and wellness protocols and considerations. Some distance learning is available to students who need it.

Within its focus, seven broad areas are addressed: 1. Safety and Wellness, 2. Instruction, 3. Special Education, 4. Co and Extracurriculars, 5. Facilities, 6 Site Operations, and 7. Technology.

### Safety and Wellness

#### District-wide Plan A requires:

- ❖ Staff, student, family members who receive confirmation of a positive COVID-19 diagnosis from their doctor or the Public Health Department, will be asked to notify the school and self-isolate for a minimum of 10 days according to Public Health Department instructions
- ❖ The District will cooperate with the Public Health Department regarding contact tracing
- ❖ Increased disinfection and sanitation of surfaces by custodial staff
- ❖ Additional voluntary certifications for staff to have the ability to use disinfectant
- ❖ Personally, provided masks will be utilized for students and staff
- ❖ Additional handwashing stations added
- ❖ Additional hand sanitizers available at each site including playgrounds
- ❖ Extra precautions for office staff

- ❖ Additional precautions for transportation will be in place to consider health and safety
- ❖ Strict enforcement of illness policy including sending home those having a temperature of 100.4 F or higher
- ❖ Students with a new cough or sneeze will be sent home
- ❖ Follow county guidelines for the number of students that can gather during lunch times
- ❖ All in-person classes would be limited to under 15 students (or following county guidelines)
- ❖ Additional thermometers ordered for each school site
- ❖ Staff and students self-wellness/symptoms checks before and during school time. COVID-19 symptoms information will be distributed
- ❖ PE spreading out in outdoor settings on grass and blacktops and utilizing PE aides to maximize student gatherings.
- ❖ Flu shots clinics on site for employees and students
- ❖ Ensure each school site has a “sick room” with isolation and ventilation (window, fan, air circulation, ideally with a sink and restroom) and a separate room for “first aid station”
- ❖ Daily/weekly absence reports will be sent to the Superintendent’s office as requested; fever and cough will be noted
- ❖ Substitutes utilized as employees are encouraged to stay home when sick
- ❖ Attention to social-emotional wellness is part of health and safety
- ❖ Cleaning schedules enhanced for TK-3, and elementary SDC classrooms using Food Safe cleaning materials
- ❖ Plexiglass installed at each site where the public interacts the most with the office - installed summer 2020
- ❖ Plexiglass installed for required small group work that requires less than 6 feet between student and therapist
- ❖ Ordering additional (non-latex) gloves and masks and distributed this summer to all sites
- ❖ Additional bus/transportation precautions in place to consider safety
- ❖ Training of safety precautions (and information sent out) for staff, students and families in advance of opening with additional instructions during first weeks of school
- ❖ Options for online instruction

## **Instruction**

- ❖ In-person instruction will begin with extensive safety precautions

- ❖ Although we do not promote this desk/table placement for the strongest instruction strategies, we will arrange student desks/tables so that all students are facing the same direction. This protocol will be released as soon as deemed possible
- ❖ Teaching through distance learning plan available for staff over 65 and medically vulnerable
- ❖ Utilize distance learning plan outlined in plan C
- ❖ Attention to specific student groups in regards to static student grouping and instructional consideration, ex: identify our low performing and at-risk student groups and a plan so that distance/blended learning does not further the achievement gap, possibly allow highest need groups to work on distance learning in the school building with para supervision, use the framework for best practice with distance learning for English learners
- ❖ Address learning gaps from the 2019-2020 emergency distance learning
- ❖ At the beginning of the school year, give instruction on how to access computers, virtual tools and websites in order to prepare students in case we need to go back to distance learning
- ❖ Set protocols with specificity on safety routines in class, in hallway, in bathrooms, at recesses/passing periods, etc. that will be the same at each school
- ❖ Minimize passing of papers and utilize one turn-in box for papers combined with online instructions
- ❖ Additional staff training
- ❖ Face shields for teachers that need it considering that some students need the visual cues, ex: English learners and hard of hearing/deaf students
- ❖ Garner more specific input from instructional leadership regarding progress at each site

### **Special Education**

- ❖ Traditional special education instruction (detailed precautions in place - see appendix)
- ❖ Cleaning scheduled enhanced for TK-3, and elementary SDC classrooms
- ❖ PPE enhanced for Tk-3, and elementary SDC classroom staffs
- ❖ Plexiglass installed for required small group work that requires less than 6 feet between student and teacher or therapist
- ❖ Agreements in place for distance learning as needed
- ❖ Assessment to determine regression since closure
- ❖ Assessment to determine regression since ESY as needed
- ❖ Co-taught classrooms for in-person as well as distance learning components

- ❖ Support provided by paraeducators for in-person as well as distance learning components
- ❖ Input from special education leadership teams on a more detailed plan
- ❖ Assessment carryover completed in the first 30 or 60 days
- ❖ For families who choose distance learning due to “health of child” concerns:
  - Identify service providers
  - Train for continued DL
  - Train for tele-assessment

### **Facilities**

- ❖ Suspend facility use permits to maintain sanitized campus
- ❖ Daily disinfection of all shared spaces, ex: locker rooms, classrooms, bathrooms
- ❖ Increased airflow in shared spaces
- ❖ Taping off every other urinal to encourage distancing. Many restrooms have stalls
- ❖ Site by site assessment of needs

### **Site Operations**

- ❖ No volunteers at school site during the school day
- ❖ Minimize close group gatherings and encourage social distancing awareness
- ❖ Plan for outdoor break times
- ❖ Hallways marked with blue tape to designate one-way traffic
- ❖ Entering through one door and exiting to an outside door when possible
- ❖ Consider staggered class release times to minimize numbers of students in the hallway
- ❖ Keep classroom doors open when possible to minimize door handle usage
- ❖ Minimize wait time outside of the classroom group gatherings
- ❖ Students showing signs of fever, sneezing, or coughing should be sent to the office
- ❖ Requesting parents to have limited exposure to campus
- ❖ Any parent on campus is encouraged to wear a personally supplied mask
- ❖ Keep exterior bathroom doors open as feasible
- ❖ Place bathroom trash cans by the exit door as possible to encourage the use of a paper towel to open doors
- ❖ Minimize the use of lockers
- ❖ Minimize the number of students in bathroom areas at the same time
- ❖ **Cafeteria-** no salad bars, no ala cart options

- ❖ Breakfast would be offered for outside eating or in the classroom depending on weather.
- ❖ Water would be offered and served by staff member. No drinking fountains. The water cooler is currently in the cafeteria kitchen to monitor. Children would have to come to the cafeteria to get water.
- ❖ Since we are social distancing, classes at the Elementary would have to come in at staggered times to get lunch and eat inside and outside cafeteria. Another option would be to have café staff or student helpers deliver lunches to classrooms. The teacher would have to check off who received a lunch.
- ❖ High school serving would be relatively easy. Lines would be marked with distance markings and we have entrance and exit door through serving area.

We would need:

- For lunch we would need to space each child in the cafeteria by using stickers and seating charts.
- Plexiglass installed in serving line to protect staff and students
- More outdoor seating and shade structures if not eating in the classroom for elementary
- More staffing to help control kids and social distancing at elementary
- Another staff member in the cafeteria

## **Technology**

- ❖ Chromebooks will be checked out to any student or staff member needing it. Issued at one per student. Following the tech protocols to minimize sharing of devices
- ❖ The new student information system, Aeries, allows for student tracking of health office visits
- ❖ Increased family support for how to use the technology

# Plan B: Hybrid Choices

## In-Person School with Required Social Distancing and Small Group Gatherings Combined with Distance Learning

### Introduction

For Fall 2020, SJUSD will implement one of three plans. Plan B is the intermediate plan that will be put in place only if mandated. Plan B combines socially-distant, in-person learning with restricted gathering sizes and distance learning. Plan B was drafted with input from administrators, teachers, and other staff members.

### Plan B Focus and Broad Considerations

At its core, Plan B is focused on equitable learning through a program provided via a combination of distance learning and socially-distant, in-person instruction.

Within its focus, eight broad areas are addressed: 1. Safety and Wellness, 2. Instruction, 3. Special Education, 4. Co and Extracurriculars, 5. Facilities, 6. Site Operations, 7. Technology, and 8. Scheduling.

**Safety and Wellness:** Plan B has highly specific safety and wellness protocols. General considerations are outlined below. Scheduling is an incredibly important component of Plan B, and described in its own section below. At any one time the number of students would not exceed County guidelines.

District-wide Plan B requires:

- ❖ Well-designed, clear communication with students, families, and community members about Plan B guidelines.
- ❖ Self-wellness checks for staff and students before and during school time
- ❖ Students showing signs of fever, sneezing, or coughing will be sent to the office
- ❖ Creative scheduling including built-in handwashing breaks, eliminating/re-structuring passing periods, adjustment of overall schedules
- ❖ Additional precautions for transportation will be in place to consider health and safety
- ❖ Static student groupings to minimize student interaction
- ❖ Staff training on all components of Plan B

- ❖ Stable student cohorts to minimize student interaction
- ❖ Additional handwashing stations
- ❖ Hand sanitizer available across each site, including play areas
- ❖ Enhanced cleaning schedules, including increased disinfection and sanitation by custodial staff
- ❖ Use of cleaning products modified by age level (ex: food-safe cleaning for TK-2 and SDC classrooms)
- ❖ Personal protective equipment (PPE) (ex: gloves and masks) use will be recommended for teachers per County guidelines, personally provided masks will be utilized for students and staff
- ❖ Plexiglass installed for required small group work that requires less than 6 feet between students and counselor/therapist
- ❖ Ordering non-latex gloves and masks
- ❖ Additional thermometers ordered for each school site
- ❖ Protocol in place for proper wearing and disposal of gloves and masks
- ❖ Additional certifications for staff to have the ability to use disinfectant
- ❖ Extra precautions for office staff
- ❖ Strict enforcement of illness policy including sending home anyone with a temperature of 100.4 F or higher, or per County guidelines.
- ❖ Students that are coughing, sneezing, or have a fever, will have a phone call home
- ❖ Follow County guidelines for the number of students who can gather during lunch times
- ❖ All in-person classes would be limited to 14 students (or following the County guidelines)
- ❖ Flu shot clinics on site for employees and students
- ❖ Ensure each school site has a "sick room" with isolation and ventilation (ex: window, fan, air circulation, ideally a sink and restroom)
- ❖ Daily/weekly absence reports will be sent to the Superintendent's Office as requested with notes of fever or cough
- ❖ Request parents to limit time on campus and to wear personally provided masks (unless unable to do so for medical reasons, in which case a face shield must be worn).
- ❖ High School Plan B requires District-wide measures plus:
  - The option for online coursework at the high school level with a-g approval
- ❖ All staff will be required to submit to COVID-19 testing as provided by the District. Each employee will be tested once every two months or approximately 25% of all staff every two weeks.

## **Instruction**

District-wide Plan B requires:

- ❖ Utilizing the same distance platform as Plan C, this is important should SJUSD have to fully transition to distance learning
- ❖ Attention to specific student groups in regards to static student grouping and instructional considerations, ex:
  - Identify our low performing and at risk student groups and a plan so that distance/blended learning does not further the achievement gap.
  - Possibly allow highest need groups to work on distance learning in the school building with para supervision on additional days
- ❖ Address learning gaps from the 2019-2020 emergency distance learning
- ❖ Plan for situations in which packets or materials are needed instead of/in addition to online instruction.
- ❖ Authentic assessment in both the in-person and distancing learning components
- ❖ If masks are required, they should have a clear area for the mouth for students who need the visual clues; or clear shields could be used. The use of masks will be determined by the County or State guidelines.
- ❖ Training for classroom aides on providing support during distance learning
- ❖ Consistent grading policies across in-person and distance learning
- ❖ Customization of instruction to fit the online vs in-person environment
- ❖ Review curricular areas and non a-g options that are not required, especially if those are difficult to offer through distance learning and socially distance learning
- ❖ Planning time for teachers
- ❖ Gather continuous input and feedback from instructional groups, leadership, and families
- ❖ To reduce the shared use of space by a large number of people, teacher movement between classes will be prioritized over student movement when possible, ex: teacher moves from class to class instead of students moving from class to class
- ❖ Consideration will be made for classes with extensive materials (science lab)
- ❖ Options for online instruction adapted by program level ex: elementary, middle and high may use different platforms or curriculum delivery models

## **Special Education**

District-wide Plan B requires:

- ❖ Agreements in place for distance learning if needed
- ❖ Assessment to determine regression since closure
- ❖ Co-taught classrooms for in-person as well as distance learning components

- ❖ Support provided by paraeducators for in-person as well as distance learning components
- ❖ Grouping of students in two sessions that maximizes the ability to target goal areas with each student
- ❖ Plexiglass installed for required small group work that requires less than 6 feet between student and therapist, teacher or paraeducator
- ❖ Enhanced PPE for TK, lower elementary Special Day Class (SDC)

### **Co and Extracurricular**

District-wide Plan B requires:

- ❖ Following state guidelines and orders

### **Facilities**

District-wide Plan B requires:

- ❖ Regular schedule for cleaning
- ❖ Suspend facility use permits to maintain sanitized campus
- ❖ Daily disinfection of all shared spaces, ex: classrooms, bathrooms
- ❖ Increased airflow in shared spaces
- ❖ Place desks with 6-foot social distance
- ❖ When using tables, place students 6 feet apart
- ❖ Site by site assessment of cleaning needs
- ❖ Disinfecting areas between school sessions (see schedules below)
- ❖ Plexiglass installed at each office where the public interacts the most
- ❖ Plexiglass installed in all classrooms hosting small group cohorts

### **Site Operations**

District-wide Plan B requires:

- ❖ Redefinition of where students can go once on campus, but with a focus on increased use of outdoor space (ex: PE classes, students congregating in the quad won't exceed County guidelines)
- ❖ Specific policies and signage about walkway use ex: marking for one-way walkway use
- ❖ Visual communication such as signs about stopping the spread/distancing guidelines, handwashing, proper mask use, etc
- ❖ Cafeteria adjustments such as pre-bagged meals or staggered cafeteria use.
- ❖ Less frequent library check-out to allow items a two-week period with no use, hand sanitizer upon entry and exit to classrooms and office spaces
- ❖ Socially-distanced transportation for required in-person learning

- ❖ Volunteers will not be used at school sites during the school day
- ❖ Minimize close group gatherings and encourage social distancing per County guidelines
- ❖ Plan for outdoor break times
- ❖ Entering through one door and exiting to an outside door when possible
- ❖ Consider staggered class release times to minimize numbers of students in the walkway
- ❖ Keep exterior bathroom doors open when possible
- ❖ Minimize the number of students in the bathroom areas at the same time

### **Cafeteria**

- ❖ Café would continue to serve meals similar to the spring closure and summer. Meals would be picked up at each school (we would need to deliver still to Parkfield) on a daily basis for in session and off session students. Students would come to the “meal pick up door” to get their lunch. Students off that day would go to the door street side and students in session would go to the gated side at the elementary. A sign-up sheet for these lunches would be ideal so we can know what to plan for each day.
- ❖ Meals would be today’s lunch and tomorrow’s breakfast
- ❖ Middle school would have to either follow elementary or high school modes of picking up meals.
- ❖ High school would be the same idea as elementary; pick up location on site for in session and off session students at different locations.

### **Technology**

District-wide Plan B requires:

- ❖ Additional protocols will be put in place to minimize device sharing and maximize technology access at home
- ❖ Each student is assigned their own device (as needed) so that there is no device sharing
- ❖ Access to WiFi for every student that needs it
- ❖ Identification of key platforms for all teachers to use and ensure subscriptions (although many are temporary free platforms)
- ❖ Increased teacher support/PD to use the technology for distance and blended learning

## Scheduling

One of the most important aspects of Plan B is scheduling, because this is one of the ways schools can provide for social distancing requirements. Therefore, scheduling is described below:

District-wide Plan B requires:

- ❖ Not more than 50% of the school's total population will be present at any one time.
- ❖ For each in-person day, classes will be divided by two or three and students will be assigned the same teacher each day of attendance.

## Plan B Hybrid Sample Elementary Schedule

Digital Platforms	Grades	Days / Time
Seesaw / Zoom	TK - 2	Monday & Wednesday* 8-3
Google Classroom / Zoom	3 - 5	Tuesday & Thursday* 8-3
Seesaw & Google Classroom & Zoom	Special Day Class (Varied Grades)	Monday through Friday 8-3

\* Start and dismissal times may change slightly.

Note: Example: TK - 2: ½ of the class comes to campus on Monday and the other half comes to campus on Thursday.

RSP and Related Services: During on campus instructional day. Pull out or push in determined by each student's IEP. Amendments may have to be created to support reduced minutes on campus. Distance learning provided as well.

SDC: During instructional day, increased PPE for all staff and students.

Deep Cleaning of SES to be done on Wednesday in addition to the extra cleaning done each afternoon.

## Plan B Hybrid Sample Secondary Schedule

Digital Platforms	Grades	Days / Time
Google Classroom / Zoom	6-8	Monday, Wednesday & Thursday* 8-3
Google Classroom / Zoom	9-12	Tuesday & Thursday* 8-3

\* Start and dismissal times may change slightly.

\*Note: 6-8: On Monday all 6th grade will come on campus and be split up into three classrooms. On Wednesday all 7th graders will come on campus and be split into three classrooms. On Thursday the 8th grade will come onto campus.

Note: 9-12: On Tuesday grades 9 and 10 will come to campus and be split into 4 classrooms. On Thursday grades 11 and 12 will come to campus and be split into 4 classrooms.

RSP and Related Services: During on campus instructional day. Pull out or push in determined by each student's IEP. Amendments may have to be created to support reduced minutes on campus. Distance learning provided as well.

Deep cleaning of SHS and SMS will be completed on Fridays in addition to the extra cleaning done each afternoon.

### Teachers and Paraeducators

District-wide Plan B requires:

- ❖ All teachers will report to their campus(es) Monday through Thursday for their contractual hours
- ❖ All paraeducators will report to their campus(es) Monday through Thursday for their contractual hours
- ❖ Fridays will be a flex day in which teachers and paraeducators may either work on campus or work from home
- ❖ Preparation time and a 30-minute duty free lunch will be provided as per contract.

## Plan B1 Hybrid Sample Elementary Schedule

Digital Platforms	Grades	Days / Time
Seesaw / Zoom	TK - 2	Monday - Friday* 8:25-10:55
Google Classroom / Zoom	3 - 5	Monday - Friday* 8:25-10:55
Seesaw & Google Classroom & Zoom	Special Day Class (Varied Grades)	Monday through Friday 8:25-10:55

\* Start and dismissal times may change slightly.

Note: Monday – Thursday

- ❖ Small group cohorts meet daily from 12pm to 3pm with breaks and are assigned one teacher and one paraeducator
- ❖ Small group cohorts may be conducted by ZOOM with administrative authorization.
- ❖ SEL support by appointment Monday – Friday

RSP and Related Services: During on campus instructional day. Pull out or push in determined by each student's IEP. Amendments may have to be created to support reduced minutes on campus. Distance learning provided as well.

SDC: During instructional day, increased PPE for all staff and students.

Deep Cleaning of SES to be done on Wednesday in addition to the extra cleaning done each afternoon.

## Plan B1 Hybrid Sample Secondary Schedule

Digital Platforms	Grades	Days / Time
Google Classroom / Zoom	6-8	Monday - Thursday* 12-3
Google Classroom / Zoom	9-12	Monday - Thursday* 8-3

\* Start and dismissal times may change slightly.

\*Note: Monday – Thursday

- ❖ 6-8: Small group cohorts meet up to four times a week from 12pm to 3pm with breaks and are assigned one teacher and one paraeducator
- ❖ 9-12: small group cohorts meet daily from 8AM-3PM with breaks and are assigned one teacher and one paraeducator
- ❖ Small group cohorts may be conducted by ZOOM with administrative authorization.
- ❖ Fridays: SEL support by grade level (two grade levels per week)

RSP and Related Services: During on campus instructional day. Pull out or push in determined by each student's IEP. Amendments may have to be created to support reduced minutes on campus. Distance learning provided as well.

Deep cleaning of SHS and SMS will be completed on Fridays in addition to the extra cleaning done each afternoon.

# Plan C

## Full Distance Learning

### Introduction

For Fall 2020, SJUSD will implement one of three plans. Plan C instruction will be described in detail in which will be revised with input from teachers, parents, and staff, for the 2020-2021 school year. Lessons were learned from the emergency Spring distance learning, and these best practices will be added to the new distance learning plan. Other facets of Plan C are described below. Plan C was drafted with input from administrators and teachers.

### Plan C Focus and Broad Considerations

At its core, Plan C includes a distance learning plan that would be utilized if a full shelter-at-home order was in place. Components of Plan C could be used for the Distance Learning portions of Plans A and B.

Within this focus, eight broad areas are addressed: 1. Safety and Wellness, 2. Instruction, 3. Special Education, 4. Co and Extracurriculars, 5. Facilities, 6. Site Operations, 7. Technology, and 8. Scheduling. The broad considerations are each addressed below. Some of the key facets listed under each may apply to multiple broad considerations but only listed one time.

### Safety and Wellness

#### District-wide Plan C requires:

- ❖ Well-designed, clear communication with students, families, and community members about Plan C guidelines
- ❖ Social-emotional wellness checks for staff and students that include emotional well-being
- ❖ Strict guidelines will be followed if any items are picked up at school ex: books, lesson materials, etc.
- ❖ Staff training on all components of Plan C
- ❖ Enhanced cleaning schedules, including increased disinfecting and sanitation by custodial staff of site facilities being used
- ❖ Personal protective equipment (PPE) (ex: non latex gloves and mask) use will be recommended for staff per County guidelines, personally provided mask may be utilized for students and staff
- ❖ Additional voluntary certifications for staff to have the ability to use disinfectant

- ❖ Monitor screen time of students and staff

### **Instruction**

- ❖ Utilizing a common distance platform across grade levels-Google Apps for Education-GAFE
- ❖ Utilizing district supported software and programs that work well with distance learning
- ❖ Attention to specific student groups in regards instructional considerations, ex: identify our low performing and at risk student groups and a plan so that distance learning does not further the achievement gap, use the framework for best practice with Distance Learning for English learners
- ❖ Scheduling small group instruction for the first week or two to help the teachers build community and go over expectations. Most likely Zoom, or Google Hangout
- ❖ Address learning gaps from the 2019-2020 emergency distance learning
- ❖ Plan for situation in which packets or materials are needed instead of/in addition to online instruction
- ❖ Authentic assessment
- ❖ Focus on student collaboration
- ❖ Training for classroom aides on providing support during distance learning
- ❖ Consistent grading policies
- ❖ Customization of instruction to fit the online environment
- ❖ Review of curricular areas and non a-g options that are not required, especially if those are extremely difficult to offer through distance learning
- ❖ Plans for summer school should Plan C continue into Summer 2021
- ❖ Planning time for teachers
- ❖ Gather continuous input and feedback from instructional groups, leadership, parents, and students
- ❖ Consideration will be made for classes with extensive materials (Science lab-for example)
- ❖ Creative use of specialists to support distance learning
- ❖ A plan for credit and grade recovery for high school students
- ❖ Special considerations for ELD and special education instruction
- ❖ Assessment proctoring policies and guidelines
- ❖ A-g classes that are fully hands on, or require a hands-on component (ex: science) will need special consideration

### **Special Education**

- ❖ Agreements in place for distance learning

- ❖ Develop assessments to determine progress on goals in new DL format
- ❖ Co-taught classrooms for distance learning components maintained
- ❖ Tele-assessment skills developed in all providers
- ❖ Support provided by paraeducators for distance learning components
- ❖ Additional PD for Ed Specialist and other service providers to enhance tele therapy and distance learning

### **Co and Extracurricular**

- ❖ Activities are only provided virtually during distance learning where possible following state and local guidelines and orders

### **Facilities**

- ❖ Childcare facilities may be provided for childcare for essential workers
- ❖ Regular schedule for cleaning
- ❖ Suspend facility use permits to maintain sanitized campus
- ❖ Site by site assessment of cleaning and modification needs
- ❖ Plexiglass installed at each office where the public may interact with essential workers
- ❖ Management of the construction process and workers that brings non-school employees to campus

### **Site Operations**

- ❖ Utilized for essential workers only
- ❖ Strict guidelines will be followed in the event students and parents come to facilities to pick up materials
- ❖ Visual communication such as signs about stopping the spread/distancing guidelines, handwashing, proper mask use, etc. ; adding ground markers in high traffic areas such as the front office, restrooms, pick up zones, to indicate distance
- ❖ Shared space adjustments following County guidelines
- ❖ Less frequent library check-out may be utilized to allow items a two-week period with no use
- ❖ **Cafeteria-** Same model as we have been using during the closure: delivery to Parkfield and pick up at elementary. We would need to add a pick up for high school students to separate meals under NSLP guidelines
  - Meals would be today's lunch and tomorrow's breakfast
  - Students/parents need to sign up for meals to assist in calculating how much to plan for each day
  - Possibly do weekly meal kits instead of daily

- An increase of supply costs would incur to the food service budget to prepackage everything

### **Technology**

- ❖ Hot spots will be checked out to any staff member needing it for distance learning
- ❖ Chromebooks will be checked out to any student or staff member needing it
- ❖ Increased family support for how to use the technology
- ❖ Increased teacher support/PD to use the technology for distance learning
- ❖ Support district purchased software and programs that work well with distance learning

### **Scheduling**

- ❖ Additional teacher planning days may be scheduled to support distance learning

# SHANDON JOINT UNIFIED SCHOOL DISTRICT

Special Meeting of the Board of Trustees

MEETING DATE: October 20, 2020

7.2

---

**AGENDA ITEM TITLE:**

Interdistrict Transfer Student 2020-21-05

---

**PREPARED BY:**

Gabriela Gavilanes

---

**AGENDA SECTION:**

☐ Reports   ☐ Consent   ☒ Action   ☐ First Reading   ☐ Information   ☐ Resolution

---

**SUMMARY:**

Provided for your consideration is Interdistrict Transfer Student 2020-21-05. The interdistrict transfer committee met and recommends denial.

---

**RECOMMENDED ACTION:**

Denial