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Abstract

This documents contains information for the entire Sunnyside Learning Community regarding the REOPENING of SUNNYSIDE ELEMENTARY. It specially addresses the State Mandated opening of the school through a Distance Learning platform.

www.sunnysideunion.com
comments@sunnysideunion.com

MESSAGE TO THE SUNNYSIDE FAMILY

Welcome to the Sunnyside Elementary School. We are excited to welcome all students, staff, parents, and stakeholders to our ever improving campus. It is our goal this year to academically prepare your child, establish positive relationships, and provide all the necessary supports for a bright and prosperous future. It is our belief that if the *Sunnyside Family continues* to work together we will build Sunnyside into something special.

This is going to be a challenging year with the COVID 19 Pandemic but we feel as long as we work together, our community is up to any challenge. As you have most likely heard, by Governor Newsom's order we will have to begin the school year in a Distance Learning environment. Although we do not believe this is optimal to learning, we do understand. and support opening our school only when it is deemed safe for students and staff to return.

During this time is our goal to provide both a *rigorous* and *engaging* learning environment. The teaching staff has worked diligently over the past few weeks developing an online curriculum that supports this goal. Daily schedules have been developed to provide *structure*. Along with these goals we will continue to provide *support for students* in special populations. The students at Sunnyside deserve the best possible education in these *unimaginable* times.

Please feel free to reach out with questions, comments, and suggestions. We are here *to serve* the community but *most importantly* our students.

Over the years Sunnyside has always stepped up to all obstacles and barriers. Even though this one is by far our most challenging we do believe the Sunnyside Family will prevail. *Go Trojans!*

Steve Tsuboi
Superintendent-Principal

Contents

GENERAL OVERVIEW OF DISTANCE LEARNING 2
APPENDIX 1 - DISTANCE LEARNING POLICY AND USE AGREEMENT 5
APPENDIX 2 - CHROMEBOOK POLICY 8
APPENDIX 3 - MOBILE HOTSPOT USE AGREEMENT (BP / AR 6163.4 regarding Student Use of Technology) 1
APPENDIX 4 - DAILY SCHEDULES (AS OF JULY 27, 2020) 3
APPENDIX 5 - SCHOOL DRESS CODE REGULATIONS 2020-2021 15
APPENDIX 6 - ONLINE ETIQUETTE 16
APPENDIX 7 - ONLINE ASSISTANCE AND HELP 17
APPENDIX 8 - RETURN TO SCHOOL – CHANGING OF ENVIRONMENTS 18
APPENDIX 9 - ONSITE INSTRUCTIONAL PROGRAMS 20
APPENDIX 10 - COVID DECISION TREES AND INFORMATON 21
APPENDIX 11 - COVID 19 FLYER 38

GENERAL OVERVIEW OF DISTANCE LEARNING

1. **EDUCATIONAL DELIVERY. Every student enrolled in the Sunnyside Union School District will begin the school year in the Distance Learning program. Please review the Distance Learning Agreement in APPENDIX 1**

2. **GMAIL & TECHNOLOGY HELP. All students in Transitional Kindergarten thru Eighth Grade will receive a Student Gmail address. Please see the permission form in the enrollment packet. You may also contact Jose Alcantar at jalcantar@sunnysideunion.com for any technical assistance.**

3. **CHROMEBOOKS. All students will receive a Chromebook to use at home and school. Once the campus reopens the Chromebook will need to be transported to and from school daily. All students/parents will be required to sign out the Chromebook and sign the District's Chromebook Policy. See APPENDIX 2.**

4. **CONNECTIVITY. In order to ensure that all families have Internet Connectivity, the District will provide either a T-Mobile Hotspot or Porterville Unified School District Internet Connectivity Device. These Hotspots and Devices will be distributed based upon need. A Hotspot/Device Contract must be signed by parent-guardian. See APPENDIX 3**

5. **DAILY ATTENDANCE. Attendance in Transitional Kindergarten thru Fifth Grade will be taken throughout the day.**

6. **JUNIOR HIGH ATTENDANCE. Junior High (Grades 6-8) will be taken each period.**

7. **FACE TO FACE INTERACATION. Students are required to meet Face-to-Face with their teacher DAILY. In the Junior High the students will meet a minimum of 3 times per week with each Core Teacher.**

    - **Connection Platforms may include, but are not limited to;**
        - **ZOOM**
        - **GOOGLE CLASSROOM**
        - **THRIVELY**
        - **SEE SAW**
    - **Students will also be required to respond in the following manners:**
        - **Emails**
        - **Video**
        - **Written Responses Online**
        - **Voice Recordings**

8. **ATTENDANCE. Student Attendance will be recorded and be an official record. The California Department of Education, unlike last spring, will not waive student attendance and will be holding us accountable for your child's attendance and participation in school.**

9. **DAILY SCHEUDLE. All students will be given a daily schedule. The day will be designed similar to a regular day on campus. All general instruction will end at approximately 2:00 PM for Transitional Kindergarten – Fifth Grade. Junior High's instructional day will end at approximately 2:30. Please See APPENDIX 4.**

10. **ELECTIVE COURSES. Students in the Junior High will also participate in an elective course.**

11. **ONLINE DRESS CODE. All dress code regulations will be enforced. Please see APPENDIX 5.**

12. **ONLINE ETIQUETTE. In order to provide a positive online learning experience for all students, Please review the Online Etiquette handout with your child. It provides suggestions on how we must work together to provide this challenging learning environment a Please See APPENDIX 6.**

13. **LEARNING CARE BOX. All students will receive a LEARNING CARE BOX filled with a variety of materials to help your child learn. Please keep all the materials together and in an easily accessible location.**

14. **ACADEMIC INTEGRITY. We encourage you to assist and work with your child but please make sure they are submitting THEIR original work. Occasionally they will be required to work on group projects. Please encourage them to their part.**

15. **CONTACTING THE TEACHER. Sunnyside teachers will be available for communication during regular school hours. Transitional Kindergarten – Fifth grade teachers will have office hours from 2:00 – 3:30 and Junior High staff from 2:30 – 3:30. They will also make themselves accessible at other times based on their discretion.**

16. **ONLINE ASSISTANCE/HELP. The district is working on putting together a HOMEWORK Assistance Video Call for additional help that may arise outside of school hours. Please See APPENDIX 7 for more information.**

17. **GRADING AND ASSESSMENT. Teachers will continue to monitor, report and record your child's progress. Students will receive a progress report in mid-September and a First Trimester Report Card. Grades will be calculated based upon the quality of the work, not just effort and completion. Please encourage your child to submit all work in a timely manner.**

18. **OUTSIDE RESOURCES and ONLINE PROGRAM INFORMATION. Please see APPENDIX 8 for additional support resources and information regarding many of our online programs and resources.**

19. **EXTRACURRICULAR ACTIVITIES. The district is working at providing some online extracurricular activities. When these opportunities arise, all parents and students will be notified. These activities will take place outside of school time. They are voluntary and may require additional permissions.**

20. **FOOD SERVICES. Are current food service program for distance learning will mirror how the 2019-2020 school ended. Food will be taken out to the community and be available for drive –thru pickup in the school parking lot. Please check the School Website for Delivery Days and Times.**

21. **HEALTH AND MENTAL SERVICES. The school will continue to provide Health and Mental Services. Please feel free to contact the school team with any questions. School LVN: Amy Camacho at acamacho@sunnysideunion.com or Nancy Kimura at nancyk@tcoe.org. . School Psychologists Yessie Gonzalez at ygonzalez@sunnysideunion.com or Olga Gonzales at olga.gonzales@tcoe.org. The district also will have a social worker on board when school begins.**

22. **RESOURCE SPECIALIST. The school will continue providing Special Education services while in the Distance Learning format. Feel free to contact Lupita Gonzales at lgonzales@sunnysideunion.com with any questions or concerns.**

23. **RETURN TO SCHOOL – CHANGING OF ENVIRONMENTS. Hopefully school will return to "normal" soon. Please refer to APPENDIX 9 to review the different formats that may be offered when restrictions are lifted. This section will also review some of the current guidelines that must be met. These guidelines have been put in place by the State of California. Also included in this section is what we the district has done to meet these guidelines and other safety precautions that have been put in place.**

24. **QUESTIONS AND COMMENTS. If you have any questions, comments or suggestion please feel free to contact the school at 568-1741 between the hours of 8:00 AM and 3:00 PM. You may also email the district 24 hours a day at comments@sunnysideunion.com**

APPENDIX 1 - DISTANCE LEARNING POLICY AND USE AGREEMENT

Please read this agreement in its entirety. Be advised that by utilizing and participating in the Sunnyside Union School District's Distance Learning Platform and associated applications, you are confirming that you have read and agree to the terms of use as outlined herein, including agreeing to the District's Responsible Use of Internet and Technology Resources Contract For Students and Parents ("Responsible Use Agreement"), which is available on the District website in English and Spanish: www.sunnysideunion.com

The intent of this Distance Learning Policy & Consent Form (DLP) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized access to sensitive information, unauthorized disclosure of such information, and to comply with applicable laws including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), Family Educational Rights and Privacy Act (FERPA), and the California Electronic Communications Privacy Act (CalECPA). Furthermore, the DLP describes the educational purpose of the District's Distance Learning Platform.

The District's "Distance Learning Platform and associated applications" includes direct and/or indirect instruction provided by the District and/or its employees or representatives via any and all electronic means and platforms, including but not limited to, Zoom, G Suite for Education, Google Hangouts, email, instant/private messaging, virtual office hours, videoconferencing, and/or prerecorded lessons.

"User" includes anyone using computers, tablets, Internet, email, and/or any other forms of electronic communication or equipment, whether or not provided by the District, and regardless of the physical location of the user and/or the electronic equipment or platform(s) used, to access or communicate with or through the Distance Learning Platform and associated applications.

"Parent" is defined as a biological or adoptive parent, legal guardian, or educational rights holder who has rights to access pupil record information. Only currently enrolled District students and their parents are authorized users of the Distance Learning Platform and associated applications.

The District uses technology protection measures to block or filter as much as reasonably possible access to visual and written depictions that are obscene, pornographic, or harmful to minors over the Distance Learning Platform and associated applications. The District will implement available and appropriate measures to ensure that the Distance Learning Platform and associated applications are secure against any and all potential cyber security threats. This may include blocking access to some or all of the District's Distance Learning Platform and associated applications, including, but not limited to, email, videoconferencing, data management and reporting tools, and other web applications. Should access be blocked to the current Distance Learning Platform and associated applications, the District will make available an alternative Distance Learning Platform to minimize disruption to Distance Learning.

Users should have no expectation of privacy regarding their use of District equipment, network, accounts, and/or Internet access or files, including electronic communications with District accounts.

Users should be aware that when they are logged onto the video conference software, depending on the placement, positioning, and angle of the user's communication device, other participants likely will be able to view the area behind the user, which may include areas of the user's home and other people within the home.

The District cannot monitor activity in the homes of Users and for this reason the District cannot ensure either the confidentiality or the privacy of any participant or the activities in the participant's home during an online session.

By utilizing and participating in the District's Distance Learning Platform and associated applications, parents and students acknowledge and consent that teachers may record their lessons, that such recordings are only to be used for educational purposes, and that teachers may post copies of recorded lessons on teacher websites and other Distance Learning Platform websites for students to review.

PARENT & STUDENT RESPONSIBILITY

By using the District's Distance Learning Platform and associated applications, you acknowledge that you understand and agree to all of the following user requirements:

- □ **Parent/Student will practice positive digital citizenship, including appropriate behavior and contributions during videoconference instruction and all other electronic communications. Parent/Student will not engage in behavior that disrupts the learning environment or videoconference instruction or compromises school and student safety and security.**

- □ **Parent/Student will not record any videoconference instruction. Any Student violating this rule shall be subject to appropriate disciplinary action.**

- □ **Parent/Student will not copy or redistribute any videoconference instruction. Any Student violating this rule shall be subject to appropriate disciplinary action.**

- □ **When utilizing video conference software, Parents/Students must be dressed and groomed in a manner which shows respect for their teacher, classmates, and themselves. Dress shall not be disruptive to the distance learning environment and the overall educational process. Parents/Students should generally refer to their school's dress code policy for proper dress and grooming standards.**

- □ **While participating in a video conference, Parents/Students must ensure that the background in their home is as free as possible from potential distractions including, but not limited to, family members, pets, electronic devices, any audio or visual material that can be viewed as profane, vulgar, obscene, or sexually suggestive, or any other noises that could be disruptive to the distance learning environment.**

- □ **Parent/Student will abide by all laws, this Distance Learning Policy and all District policies including, but not limited to, the Responsible Use Agreement, which is incorporated in full into this DLP.**

- □ **Parent/Student will not share any passwords or classroom links with anyone and will not directly or indirectly allow another person to use them.**

- □ **Parent/Student will not access the account information of others.**

- □ **Parent/Student will log out of classroom links when online instruction has ended in order to maintain privacy and security.**

- □ **Parent/Student will not use the District's Distance Learning Platform and associated applications or District equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users or persons.**

□ **Parent/Student will comply with all District guidelines and expectations for use and participation in programs offered through the District's Distance Learning Platform, including student participation during both synchronous and asynchronous learning opportunities. The District's guidelines and expectations may be communicated through a variety of means, including, but not limited to, directions and expectations communicated by individual teachers.**

□ **Parent/Student will report system security weaknesses or security events to the District.**

CONSEQUENCES FOR INAPPROPRIATE USE

Misuse of the District's Distance Learning Platform and associated applications will result in restricted access. Such misuse may also lead to disciplinary action and potentially other legal consequences.

DISCLAIMER

The District makes no guarantees about the quality of the electronic platform services provided including, but not limited to, Zoom, Google Meet, etc., and is not liable for any claims, losses, damages, costs, or other obligations arising from use of these platforms.

The District reserves the right to revise this Distance Learning Policy and Consent Form from time to time and user agrees to be bound by any revisions, regardless of when user initially began using the Distance Learning Platform and associated applications and/or agreed to the terms of this DLP. The District will date and post the most current version of this DLP on the District's Website: www.sunnysideunion.com.

Any changes will be effective upon posting the revised version of this DLP (or such later effective date as may be indicated), and such updated DLP will be applicable to users and uses of the Distance Learning Platform and associated applications. No other notice is required to be provided to user. User is encouraged to review this DLP each time user uses the Distance Learning Platform and associated applications. Users are not required to sign the new version(s) of the DLP or otherwise reaffirm their consent. By agreeing to these terms, User consents to any and all revised DLP forms issued by the District as set forth herein unless User notifies the District in writing.

ACKNOWLEDGMENT

If you Do Not give consent for your child to use the applications as stipulated in the Distance Learning Plan, please email the following information to comments@sunnysideunion.com

- **Name(s) of Child(ren)**
- **Grade Level**
- **Type the Statement "I DO NOT GIVE CONSENT TO THE DISTANCE LEARNING AGREEMENT"**

Please note that your decision to eliminate access to these tools may significantly affect your student's ability to work collaboratively with his or her peers on class assignments and projects, and may impact the development of skills necessary to live and work in this increasingly digital world.

APPENDIX 2 - CHROMEBOOK POLICY

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly must be taken to your teacher. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- **Food or drink is not recommended near your Chromebook.**
- **Cords, cables, and removable storage devices must be inserted carefully into the Chromebook case.**
- **Students should never carry their Chromebook while the screen is open.**
- **Chromebooks should be shut down when not in use to conserve battery life.**
- **Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.**
- **Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.**
- **Always bring your Chromebook to room temperature prior to turning it on.**

Carrying Your Chromebook

- **Students must carry the Chromebook in the Sunnyside Union School District provided protective padded case.**

Screen Care

- **The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.**
- **Do not lean on top of the Chromebook.**
- **Do not place anything near the Chromebook that could put pressure on the screen.**
- **Do not place anything in the carrying case that will press against the cover.**
- **Do not poke the screen.**
- **Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).**
- **Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can purchase individually packaged**
- **Pre-moistened eyeglass lens cleaning tissues to clean the screen. These are convenient and relatively inexpensive.**

USING YOUR CHROMEBOOK

At School

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home

Students that have not paid the technology fee will be required to check out a Chromebook from the library each morning, and return it to the library at the end of the school day. Chromebooks checked out from the library may not be taken home. Students may take their Chromebook home each night. *Chromebooks must be brought to school each day in a fully charged condition.* Students need to charge their Chromebook each evening. Violations of this policy may result in referral to administration and possible disciplinary action. If fully charged at home, the battery should last throughout the day.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. While on school property, headphones/earbuds are not allowed unless directed by the teacher.

Printing

At School

Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teachers will utilize digital copies in most instances.

At Home

The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. http://google.com/cloudprint

MANAGING YOUR FILES AND SAVING YOUR WORK

Students should save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

SOFTWARE ON THE CHROMEBOOK

Originally Installed Software

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

From time to time the school may add content for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. Inappropriate use or content will be subject to disciplinary action.

Procedure for Restoring the Chrome OS:

If technical difficulties occur the device may be restored to factory settings. All student created files stored on an external SD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

PERSONALIZING THE CHROMEBOOK

Chromebooks and their protective sleeve/case must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Sunnyside Union School District. Spot checks for compliance will be done by administration or Technicians at any time.

School appropriate decorations may be attached to the protective sleeve/case. Items such as ribbons, key chains, charms, etc. may be added as long as they are tied or attached with a ring. Students will pay replacement costs for decorating their sleeve/case in an inappropriate manner. Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Sunnyside Union School District acceptable use policy.

PROTECTING & STORING YOUR CHROMEBOOK

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school.

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:

Chromebooks should be stored carefully and securely. Nothing should be placed on top of the Chromebook. The Chromebook should be charged fully each night. Chromebooks should *never* be stored in a vehicle for an extended period of time, especially during times of extreme temperatures.

Storing Chromebooks at Extra-Curricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include: the school grounds and campus, the cafeteria, unlocked classrooms, library, playground, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebook will be confiscated and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

REPAIRING OR REPLACING YOUR CHROMEBOOK

Chromebooks Undergoing Repair

Loaner Chromebooks *may* be issued to students when they leave their Chromebook for repair at the Computer Technicians Office.

If repair is needed due to negligence or intentional damage, the school will not provide a loaner Chromebook until full replacement cost has been received by the district.

Repaired Chromebooks may end up with the original factory image as first received. It is important that students keep their school data synced to the cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

Accidental Damage or Loss Protection:

As part of the 1:1 Initiative, the Sunnyside Union School District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

Students and Parents are required to cover loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by misuse or abuse. Sunnyside Union School District will assess the chromebook damage and repair or replace the device if the damage is determined to be within the protection guidelines. Parents/Students will be charged for full replacement cost of a device and/or accessories that has been damaged due to misuse, abuse, or loss.

Examples: Broken Screen	**$30 - $50**
Broken Keyboard/Keys	**$10**
Chromebook Loss / Damage (Replacement)	**$200**

SUNNYSIDE UNION SCHOOL DISTRICT CHROMEBOOK POLICY
HANDBOOK SIGN-OFF AND STUDENT CONTRACT

Student: _____

Grade: _____

School Year: _____

Model (Acer, Hewlett Packard, Etc): _____ (School Staff)

Asset Number: _____ (School Staff)

Serial Number: _____ (School Staff)

- ✓ **I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.**
- ✓ **I will never leave my Chromebook unattended in an unsecured or unsupervised location.**
- ✓ **I will never loan out my Chromebook to other individuals.**
- ✓ **I will know where my Chromebook is at all times.**
- ✓ **I will charge my Chromebook battery to full capacity each night and bring it to school daily.**
- ✓ **I will keep food and beverages away from my Chromebook since they may cause damage to the device.**
- ✓ **I will not disassemble any part of my Chromebook or attempt any repairs.**
- ✓ **I will protect my Chromebook by always carrying it in a secure manner to avoid damage.**
- ✓ **I will use my Chromebook in ways that are appropriate for education.**
- ✓ **I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.**
- ✓ **I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Sunnyside Union School District**
- ✓ **I have read and will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.**
- ✓ **I will file a police report in case of theft or damage.**
- ✓ **I will be responsible for all damage or loss caused by neglect or abuse.**
- ✓ **I agree to pay the full replacement cost of my Chromebook and accessories in the event that any of these items are lost or damaged.**
- ✓ **I agree to return the Chromebook and accessories in good working condition at the end of each school year.**

****

Student Name:_____(Please Print)
Student Signature:_____Date: _____

Parent Signature:_____Date: _____

APPENDIX 3 - MOBILE HOTSPOT USE AGREEMENT (BP / AR 6163.4 regarding Student Use of Technology)

Student Name: _____Device #:_____

I understand that the Sunnyside Union School District has provided me with access to the mobile hotspot identified above ("Device") for use in instructional programs and for educational purposes, including distance learning. I acknowledge that I have been provided with, as well as read and understood, policies, regulations, and guidelines outlining users' obligations and responsibilities regarding the use of District technological resources. I further acknowledge that improper use of District technological resources shall result in cancellation or limitation of my user privileges and may result in disciplinary action and/or legal action in accordance with law, Board Policy, and Administrative Regulations.

I understand that the Device is to be used only for purposes related to educational assignments provided by the District and MAY NOT BE USED for personal activities such as social networking, sending of personal emails, online shopping, and other similar activities.

Except for additional District students, no other persons, including other members of my household, are not permitted to connect to the internet through the Device or otherwise use the Device without the express permission of the District.

I further acknowledge that use of the Device is subject to the District's policies, regulations, and guidelines regarding the use of District technological resources, including, but not limited to, prohibitions against accessing inappropriate materials or websites.

I understand that Sunnyside Union School District is not responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence, nor any damage, loss, or harm caused as a result thereof. I further understand and acknowledge that Sunnyside Union School District does not control what information about me is collected by third-party websites unaffiliated with the District. I agree to indemnify and hold harmless Sunnyside Union School District and District personnel for any damages or costs, including those arising from non-deliveries, mis-deliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or persons, incurred through use of District technological resources. I further agree to waive to the extent permitted by law any and all claims against the Sunnyside Union School District and District personnel relating to or arising out of any misuse of District technological resources.

I understand that violations of the law, Board policy, or this Agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate. I understand that the Device remains property of the District and I agree to return the Device upon request by the District.

I have read, understand, and will abide by this Agreement, the Acceptable Use Agreement, and Board Policy and Administrative Regulation 6163.4 regarding Student Use of Technology.

_____

Student Signature **Date** **STUDENT ID#**

_____

Description of Device (Model) **Password/Number**

As a parent or guardian, I hereby give permission and agree to the conditions related to my student's use of the Device and to follow the related rules and policies. I further hereby waive to the extent permitted by law any and all claims against Sunnyside Union School District and District personnel relating to or arising out of any misuse of District technological resources.

_____ _____

Parent/Guardian Signature **Date**

APPENDIX 4 - DAILY SCHEDULES (AS OF JULY 27, 2020)

SHIMER

Time	Task/Subject Area	Teacher	Instructional Aide	Instructional Minutes
8:00 – 8:45	Grade Level Meeting Monday/Wednesday: With Academic Coach Tuesday/Thursday: Administration and Resource			
8:15 – 8:30	PHYSICAL EDUCATION	Jimenez	Iniguez	15
8:30 – 9:20	PERIOD I – FACE TO FACE INSTRUCTION Mathematics or Language Arts	Shimer	Iniguez – Shared with Gomez	50
9:20 – 9:35	Break	Yard/Café Supervisors Provide Activity		
9:35 – 10:50	PERIOD II – FACE TO FACE INSTRUCTION Mathematics or Language Arts	Shimer	Iniguez – Shared with Gomez	75
10:50 – 11:35	Lunch	Yard/Café Supervisors Provide Activity		
11:35 – 12:50	PERIOD III – FACE TO FACE INSTRUCTION Mathematics or Language Arts	Shimer	Iniguez – Shared with Gomez	75
12:50 – 1:20	PERIOD IV – LEARNING SUPPORTS • Thrively • Socio Emotional • Enrichment/Interventions	Shimer	Iniguez – Shared with Gomez	50
1:20 – 1:30	Break			
1:30 – 2:00	PERIOD V – FACE TO FACE ELD & ALD SUPPORT	Shimer	Iniguez – Shared with Gomez	30
2:00 – 3:30	Office Hours & Planning Monday Professional Development			

INSTRUCTIONAL MINUTES: 270

ALD --- ACADMEMIC LANGUAGE SUPPORT (ADDITIONAL WRITING/LANGUAGE ART SKILLS)

GOMEZ

Time	Task/Subject Area	Teacher	Instructional Aide	Instructional Minutes
8:00 – 8:45	Grade Level Meeting Monday/Wednesday: With Academic Coach Tuesday/Thursday: Administration and Resource			
8:15 – 8:40	PERIOD I – FACE TO FACE INSTRUCTION Mathematics or Language Arts	Gomez	Iniguez – Shared with Shimer	25
8:40 – 8:55	PHYSICAL EDUCATION	Jimenez	Iniguez	15
8:55 – 9:20	PERIOD I – FACE TO FACE INSTRUCTION (Continued) Mathematics or Language Arts	Gomez	Iniguez – Shared with Shimer	25
9:20 – 9:35	Break	Yard/Café Supervisors Provide Activity		
9:35 – 10:50	PERIOD II – FACE TO FACE INSTRUCTION Mathematics or Language Arts	Gomez	Iniguez – Shared with Gomez	75
10:50 – 11:35	Lunch	Yard/Café Supervisors Provide Activity		
11:35 – 12:50	PERIOD III – FACE TO FACE INSTRUCTION Mathematics or Language Arts	Gomez	Iniguez – Shared with Shimer	75
12:50 – 1:20	PERIOD IV – LEARNING SUPPORTS • Thrively • Socio Emotional • Enrichment/Interventions	Gomez	Iniguez – Shared with Shimer	50
1:20 – 1:30	Break			
1:30 – 2:00	PERIOD V – FACE TO FACE ELD AND ALD SUPPORT	Gomez	Iniguez – Shared with Shimer	30
2:00 – 3:30	Office Hours & Planning Monday Professional Development			

INSTRUCTIONAL MINUTES: 270

ALD --- ACADMEMIC LANGUAGE SUPPORT (ADDITIONAL WRITING/LANGUAGE ART SKILLS)

HULSE

Time	Task/Subject Area	Teacher	Instructional Aide	Instructional Minutes
8:00 – 8:45	Grade Level Meeting Monday/Wednesday: With Academic Coach Tuesday/Thursday: Administration and Resource			
8:15 – 9:10	PERIOD I – FACE TO FACE INSTRUCTION Mathematics or Language Arts	Hulse	Orozco – Shared with Ceja	55
9:10 – 9:25	PHYSICAL EDUCATION	Jimenez	Orozco	15
9:20 – 9:35	Break	Yard/Café Supervisors Provide Activity		
9:35 – 10:50	PERIOD II – FACE TO FACE INSTRUCTION Mathematics or Language Arts	Hulse	Orozco – Shared with Ceja	75
10:50 – 11:35	Lunch	Yard/Café Supervisors Provide Activity		
11:35 – 12:50	PERIOD III – FACE TO FACE INSTRUCTION Mathematics or Language Arts	Hulse	Orozco – Shared with Ceja	75
12:50 – 1:20	PERIOD IV – LEARNING SUPPORTS • Thrively • Socio Emotional • Enrichment/Interventions	Hulse	Orozco – Shared with Ceja	30
1:20 – 1:30	Break			
1:30 – 2:00	PERIOD V – FACE TO FACE ELD AND ALD SUPPORT	Hulse	Orozco – Shared with Ceja	30
2:00 – 3:30	Office Hours & Planning Monday Professional Development			

INSTRUCTIONAL MINUTES: 270

ALD --- ACADMEMIC LANGUAGE SUPPORT (ADDITIONAL WRITING/LANGUAGE ART SKILLS)

CEJA

Time	Task/Subject Area	Teacher	Instructional Aide	Instructional Minutes
8:00 – 8:45	Grade Level Meeting Monday/Wednesday: With Academic Coach Tuesday/Thursday: Administration and Resource			
8:15 – 9:20	PERIOD I – FACE TO FACE INSTRUCTION Mathematics or Language Arts	Ceja	Orozco – Shared with Hulse	55
9:20 – 9:35	Break	Yard/Café Supervisors Provide Activity		
9:35 – 9:50	PHYSICAL EDUCATION	Jimenez	Orozco	15
9:50 – 10:50	PERIOD II – FACE TO FACE INSTRUCTION Mathematics or Language Arts	Ceja	Orozco – Shared with Hulse	60
10:50 – 11:35	Lunch	Yard/Café Supervisors Provide Activity		
11:35 – 12:50	PERIOD III – FACE TO FACE INSTRUCTION Mathematics or Language Arts	Ceja	Orozco – Shared with Hulse	75
12:50 – 1:20	PERIOD IV – LEARNING SUPPORTS • Thrively • Socio Emotional • Enrichment/Interventions	Ceja	O Orozco – Shared with Hulse	30
1:20 – 1:30	Break			
1:30 – 2:00	PERIOD V – FACE TO FACE ELD AND ALD SUPPORT	Ceja	Orozco – Shared with Hulse	30
2:00 – 3:30	Office Hours & Planning Monday Professional Development			

INSTRUCTIONAL MINUTES: 270

ALD --- ACADMEMIC LANGUAGE SUPPORT (ADDITIONAL WRITING/LANGUAGE ART SKILLS)

SIERRA

Time	Task/Subject Area	Teacher	Instructional Aide	Instructional Minutes
8:00 – 8:45	Grade Level Meeting Monday/Wednesday: With Academic Coach Tuesday/Thursday: Administration and Resource			
8:15 – 9:45	PERIOD I – FACE TO FACE INSTRUCTION Mathematics or Language Arts	SIERRA	Lambarena – Shared with Ramos	90
9:45 – 10:00	Break	Yard/Café Supervisors Provide Activity		
10:00 – 10:15	PHYSICAL EDUCATION	Jimenez		15
10:15 – 10:50	PERIOD II – FACE TO FACE INSTRUCTION Mathematics or Language Arts	SIERRA	Lambarena – Shared with Ramos	35
10:50 – 11:35	Lunch	Yard/Café Supervisors Provide Activity		
11:35 – 12:50	PERIOD III – FACE TO FACE INSTRUCTION Mathematics or Language Arts	SIERRA	Lambarena – Shared with Ramos	75
12:50 – 1:20	PERIOD IV – LEARNING SUPPORTS • Thrively • Socio Emotional • Enrichment/Interventions	SIERRA	Lambarena – Shared with Ramos	30
1:20 – 1:30	Break			
1:30 – 2:00	PERIOD V – FACE TO FACE ELD AND ALD SUPPORT	SIERRA	Lambarena – Shared with Ramos	30
2:00 – 3:30	Office Hours & Planning Monday Professional Development			

INSTRUCTIONAL MINUTES: 270

ALD --- ACADMEMIC LANGUAGE SUPPORT (ADDITIONAL WRITING/LANGUAGE ART SKILLS)

RAMOS

Time	Task/Subject Area	Teacher	Instructional Aide	Instructional Minutes
8:00 – 8:45	Grade Level Meeting Monday/Wednesday: With Academic Coach Tuesday/Thursday: Administration and Resource			
8:15 – 9:45	PERIOD I – FACE TO FACE INSTRUCTION Mathematics or Language Arts	RAMOS	Lambarena – Shared with SIERRA	90
9:45 – 10:00	Break	Yard/Café Supervisors Provide Activity		
10:00 – 10:35	PERIOD II – FACE TO FACE INSTRUCTION Mathematics or Language Arts	RAMOS	Lambarena – Shared with SIERRA	35
10:35- 10:50	PHYSICAL EDUCATION	Jimenez	Lambarena	15
10:50 – 11:35	Lunch	Yard/Café Supervisors Provide Activity		
11:35 – 12:50	PERIOD III – FACE TO FACE INSTRUCTION Mathematics or Language Arts	RAMOS	Lambarena – Shared with SIERRA	75
12:50 – 1:20	PERIOD IV – LEARNING SUPPORTS • Thrively • Socio Emotional • Enrichment/Interventions	RAMOS	Lambarena – Shared with SIERRA	30
1:20 – 1:30	Break			
1:30 – 2:00	PERIOD V – FACE TO FACE ELD AND ALD SUPPORT	RAMOS	Lambarena – Shared with SIERRA	30
2:00 – 3:30	Office Hours & Planning Monday Professional Development			

INSTRUCTIONAL MINUTES: 270

ALD --- ACADMEMIC LANGUAGE SUPPORT (ADDITIONAL WRITING/LANGUAGE ART SKILLS)

DIETERLE

Time	Task/Subject Area	Teacher	Instructional Aide	Instructional Minutes
8:00 – 8:45	Grade Level Meeting Monday/Wednesday: With Academic Coach Tuesday/Thursday: Administration and Resource			
8:15 – 9:45	PERIOD I – FACE TO FACE INSTRUCTION Mathematics or Language Arts	DIETERLE	DRAGT – Shared with DEMERATH	90
9:45 – 10:00	Break	Yard/Café Supervisors Provide Activity		
10:00 – 10:50	PERIOD II – FACE TO FACE INSTRUCTION Mathematics or Language Arts	DIETERLE	DRAGT – Shared with DEMERATH	50
10:50 – 11:35	Lunch	Yard/Café Supervisors Provide Activity		
11:35 – 11:50	PHYSICAL EDUCATION	Jimenez	DRAGT	15
11:50 – 12:50	PERIOD III – FACE TO FACE INSTRUCTION Mathematics or Language Arts	DIETERLE	DRAGT – Shared with DEMERATH	60
12:50 – 1:20	PERIOD IV – LEARNING SUPPORTS • Thrively • Socio Emotional • Enrichment/Interventions	DIETERLE	DRAGT – Shared with DEMERATH	30
1:20 – 1:30	Break			
1:30 – 2:00	PERIOD V – FACE TO FACE ELD AND ALD SUPPORT	DIETERLE	DRAGT – Shared with DEMERATH	30
2:00 – 3:30	Office Hours & Planning Monday Professional Development			

INSTRUCTIONAL MINUTES: 270

ALD --- ACADMEMIC LANGUAGE SUPPORT (ADDITIONAL WRITING/LANGUAGE ART SKILLS)

DEMERATH

Time	Task/Subject Area	Teacher	Instructional Aide	Instructional Minutes
8:00 – 8:45	Grade Level Meeting Monday/Wednesday: With Academic Coach Tuesday/Thursday: Administration and Resource			
8:15 – 9:45	PERIOD I – FACE TO FACE INSTRUCTION Mathematics or Language Arts	DEMERATH	DRAGT – Shared with DIETERLE	90
9:45 – 10:00	Break	Yard/Café Supervisors Provide Activity		
10:00 – 10:50	PERIOD II – FACE TO FACE INSTRUCTION Mathematics or Language Arts	DEMERATH	DRAGT – Shared with DIETERLE	50
10:50 – 11:35	Lunch	Yard/Café Supervisors Provide Activity		
11:35 – 12:10	PERIOD III – FACE TO FACE INSTRUCTION Mathematics or Language Arts	DEMERATH	DRAGT – Shared with DIETERLE	30
12:10 – 12:25	PHYSICAL EDUCATION	Jimenez	DRAGT	15
12:25 – 12:50	PERIOD III – FACE TO FACE INSTRUCTION Mathematics or Language Arts	DEMERATH	DRAGT – Shared with DIETERLE	30
12:50 – 1:20	PERIOD IV – LEARNING SUPPORTS • Thrively • Socio Emotional • Enrichment/Interventions	DEMERATH	DRAGT – Shared with DIETERLE	30
1:20 – 1:30	Break			
1:30 – 2:00	PERIOD V – FACE TO FACE ELD AND ALD SUPPORT	DEMERATH	DRAGT – Shared with DIETERLE	30
2:00 – 3:30	Office Hours & Planning Monday Professional Development			

INSTRUCTIONAL MINUTES: 270

ALD --- ACADMEMIC LANGUAGE SUPPORT (ADDITIONAL WRITING/LANGUAGE ART SKILLS)

LAWSON

Time	Task/Subject Area	Teacher	Instructional Aide	Instructional Minutes
8:00 – 8:45	Grade Level Meeting Monday/Wednesday: With Academic Coach Tuesday/Thursday: Administration and Resource			
8:15 – 10:10	PERIOD I – FACE TO FACE INSTRUCTION Mathematics or Language Arts	LAWSON	BALDERAS – Shared with FERNANDEZ	115
10:10 – 10:25	Break	Yard/Café Supervisors Provide Activity		
10:25 – 10:50	PERIOD II – FACE TO FACE INSTRUCTION Mathematics or Language Arts	LAWSON	BALDERAS – Shared with FERNANDEZ	25
10:50 – 11:35	Lunch	Yard/Café Supervisors Provide Activity		
11:35 – 12:35	PERIOD III – FACE TO FACE INSTRUCTION Mathematics or Language Arts	LAWSON	BALDERAS – Shared with FERNANDEZ	60
12:35 – 12:50	PHYSICAL EDUCATION	Jimenez	BALDERAS	15
12:50 – 1:20	PERIOD IV – LEARNING SUPPORTS • Thrively • Socio Emotional • Enrichment/Interventions	LAWSON	BALDERAS – Shared with FERNANDEZ	30
1:20 – 1:30	Break			
1:30 – 2:00	PERIOD V – FACE TO FACE ELD AND ALD SUPPORT	LAWSON	BALDERAS – Shared with FERNANDEZ	30
2:00 – 3:30	Office Hours & Planning Monday Professional Development			

INSTRUCTIONAL MINUTES: 270

ALD --- ACADMEMIC LANGUAGE SUPPORT (ADDITIONAL WRITING/LANGUAGE ART SKILLS)

FERNANDEZ

Time	Task/Subject Area	Teacher	Instructional Aide	Instructional Minutes
8:00 – 8:45	Grade Level Meeting Monday/Wednesday: With Academic Coach Tuesday/Thursday: Administration and Resource			
8:15 – 10:10	PERIOD I – FACE TO FACE INSTRUCTION Mathematics or Language Arts	FERNANDEZ	BALDERAS – Shared with LAWSON	115
10:10 – 10:25	Break	Yard/Café Supervisors Provide Activity		
10:25 – 10:50	PERIOD II – FACE TO FACE INSTRUCTION Mathematics or Language Arts	FERNANDEZ	BALDERAS – Shared with LAWSON	25
10:50 – 11:35	Lunch	Yard/Café Supervisors Provide Activity		
11:35 – 12:35	PERIOD III – FACE TO FACE INSTRUCTION Mathematics or Language Arts	FERNANDEZ	BALDERAS – Shared with LAWSON	60
12:35 – 1:05	PERIOD IV – LEARNING SUPPORTS • Thrively • Socio Emotional • Enrichment/Interventions	FERNANDEZ	BALDERAS – Shared with LAWSON	30
1:05 – 1:20	PHYSICAL EDUCATION	Jimenez	BALDERAS	15
1:20 – 1:30	Break			
1:30 – 2:00	PERIOD V – FACE TO FACE ELD AND ALD SUPPORT	FERNANDEZ	BALDERAS – Shared with LAWSON	30
2:00 – 3:30	Office Hours & Planning Monday Professional Development			

INSTRUCTIONAL MINUTES: 270

ALD --- ACADMEMIC LANGUAGE SUPPORT (ADDITIONAL WRITING/LANGUAGE ART SKILLS)

ARMAS

Time	Task/Subject Area	Teacher	Instructional Aide	Instructional Minutes
8:00 – 8:45	Grade Level Meeting Monday/Wednesday: With Academic Coach Tuesday/Thursday: Administration and Resource			
8:15 – 10:10	PERIOD I – FACE TO FACE INSTRUCTION Mathematics or Language Arts	ARMAS	PENA	115
10:10 – 10:25	Break	Yard/Café Supervisors Provide Activity		
10:25 – 10:50	PERIOD II – FACE TO FACE INSTRUCTION Mathematics or Language Arts	ARMAS	PENA	25
10:50 – 11:35	Lunch	Yard/Café Supervisors Provide Activity		
11:35 – 12:35	PERIOD III – FACE TO FACE INSTRUCTION Mathematics or Language Arts	ARMAS	PENA	60
12:35 – 1:05	PERIOD IV – LEARNING SUPPORTS • Thrively • Socio Emotional • Enrichment/Interventions	ARMAS	PENA	30
1:05 – 1:15	Break			
1:15 – 1:45	PERIOD V – FACE TO FACE ELD AND ALD SUPPORT	ARMAS	PENA	30
1:45 – 2:00	PHYSICAL EDUCATION	Jimenez	PENA	15
2:05 – 3:30	Office Hours & Planning Monday Professional Development			

INSTRUCTIONAL MINUTES: 270

ALD --- ACADMEMIC LANGUAGE SUPPORT (ADDITIONAL WRITING/LANGUAGE ART SKILLS)

JUNIOR HIGH DAILY SCHEDULES (AS OF JULY 27, 2020)

		MONDAY/WEDNESDAY	TUESDAY/THURSDAY
8:15	9:05	6A - Physical Education - Schmidt 6B - Social Studies - Kimball 7A- Language Arts - Paul 7B - ELD - Franco 8A - Math - Bedolla 8B - Science - Merzoian	8B- Physical Education - Schmidt 8A - Social Studies - Kimball 6B - Language Arts - Paul 6A - ELD - Franco 7A - Math - Bedolla 7B - Science - Merzoian
9:05	9:15	BREAK: SESSION CHANGE	BREAK: SESSION CHANGE
9:15	10:05	6B - Physical Education - Schmidt 6A - Social Studies - Kimball 7B- Language Arts - Paul 7A - ELD - Franco 8B - Math - Bedolla 8A- Science - Merzoian	7A- Physical Education - Schmidt 7B- Social Studies - Kimball 8A - Language Arts - Paul 8B - ELD - Franco 6A - Math - Bedolla 6B- Science - Merzoian
10:05	10:25	BREAK: SESSION CHANGE	BREAK: SESSION CHANGE
10:25	11:15	8A - Physical Education - Schmidt 8B - Social Studies - Kimball 6A - Language Arts - Paul 6B - ELD - Franco 7A - Math - Bedolla 7B - Science - Merzoian	7B- Physical Education - Schmidt 7A - Social Studies - Kimball 8B - Language Arts - Paul 8A - ELD - Franco 6B - Math - Bedolla 6A - Science - Merzoian
11:15	12:00	LUNCH	LUNCH
12:00	12:30	READING PLUS	READING PLUS
12:30	12:40	BREAK: SESSION CHANGE	BREAK: SESSION CHANGE
12:40	1:10	6/8 MATH INTERVENTION GROUP 1 - BEDOLLA 6/8 ELA INTERVENTION GROUP 1 - PAUL 6/8 ENRICHMENT - GROUP 1 SCHMIDT 6/8 ENRICHMENT - GROUP 1 FRANCO 6/8 ENRICHMENT - GROUP 1 MERZOIAN 6/8 ENRICHMENT - GROUP 1 KIMBALL	6/8 MATH INTERVENTION GROUP 2 - BEDOLLA 6/8 ELA INTERVENTION GROUP 2 - PAUL 6/8 ENRICHMENT - GROUP 2 SCHMIDT 6/8 ENRICHMENT - GROUP 2 FRANCO 6/8 ENRICHMENT - GROUP 2 MERZOIAN 6/8 ENRICHMENT - GROUP 2 KIMBALL
1:10	1:20	BREAK: SESSION CHANGE	BREAK: SESSION CHANGE
1:20	1:50	THRIVELY (LEADERSHIP, SEL, ETC.)	THRIVELY (LEADERSHIP, SEL, ETC.)
1:50	2:00	BREAK: SESSION CHANGE	BREAK: SESSION CHANGE
2:00	2:30	ELECTIVE	ELECTIVE

FRIDAY SCHEDULE						
8:15-8:45	SCHMIDT	KIMBALL	PAUL	FRANCO	BEDOLLA	MERZOIAN
8:50 - 9:20	6A	6B	7A	7B	8A	8B
9:25 - 9:55	8B	6A	6B	7A	7B	8A
10:10 - 10:40	8A	8B	6A	6B	7A	7B
10:45 - 11:15	7B	8A	8B	6A	6B	7A
12:00 -12:30	7A	7B	8A	8B	6A	6B
12:40 - 1:10	6B	7A	7B	8A	8B	6A
1:20 - 1:50	THRIVELY					
1:50 - 2:20	ELECTIVE					

APPENDIX 5 - SCHOOL DRESS CODE REGULATIONS 2020-2021

The following guidelines shall apply to ALL school activities **Last Revised: August 2020**

1. **Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.**
2. **Clothing, jewelry and personal items (backpacks, masks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.**
3. **Hats, caps and other head coverings shall not be worn indoors.**
4. **Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. Shoulder straps must be a minimum width of 1 inch.**
5. **Gym Shorts and Yoga Style pants may not be worn in classes other than physical education.**
6. **Hair shall be worn clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.**
7. **Gang-related apparel or paraphernalia, including symbols, emblems, insignia, or other gang identifiers, may not be worn or displayed. This rule prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, or other attribute, denotes membership in or affiliation with gangs. In case of doubt as to whether an item is gang related, the principal or designee will consult with local law enforcement or other school personnel with expertise in gangs.***
   ***Such items confiscated may be turned over to the local law enforcement agencies for appropriate action. Confiscated items will not be returned to the student. Parents may request return of items from the appropriate agency. Items will be kept for one month and then soon thereafter will be discarded.**
8. **Students are not allowed to wear more than two items of any color, excluding denim and khaki. Each individual item, apparel or accessory, counts as the one item.**
9. **Students may not wear jeans or other garments that have tears, holes, or rips above the knee.**
10. **Masks: Masks must comply with all dress code guidelines as stated above in Item #2 & Item #7. Masks must be worn appropriately and as designed.**

DRESS CODE WILL BE ENFORCED DURING DISTANCE LEARNING PROGRAMS

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. The school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day.

CONSEQUENCES

FIRST VIOLATION	**Student will be sent to the school office to change clothing (may contact parent or be provided by school district). If parent/guardian cannot bring in reasonable amount of time, the district will provide clothing until parent/guardian arrives. This is to minimize out of class time. Violation is recorded in School System.**
SECOND VIOLATION	**Same as First Violation + Student Reflection Sheet to be completed and submitted to Vice Principal or Designee. The reflection sheet will be completed within 24 hours and not during instructional time.**
THIRD VIOLATION	**Same as Second Violation + 1 Day of After School Detention**
FOURTH VIOLATION	**Same as Third Violation + Mandatory Parent Conference**
FIFTH VIOLATION	**Same as Fourth Violation + In School Suspension (Opportunity Room)**

APPENDIX 6 - ONLINE ETIQUETTE

BE ON TIME

- Log into the computer 5 minutes early
- Be ready and prepared for instruction to start on time
- Make sure to stay on for the entire meeting

BE PREPARED

- Keep computer, books and assignments in one place and readily accessible to use
- Have a piece of paper and pencil to jot down notes or write down assignments
- Charge your device daily

WEAR APPROPRIATE ATTIRE

- School Dress Code is expected
- Online meetings allow for other students and staff to see you
- **NO pajamas are allowed**

CHOOSE A GOOD LOCATION

- Distance yourself away from other family members to alleviate noise and distraction
- Have a clean distraction free place to work
- **Have good body position, sit up ready to learn (laying on beds/couches during class time is prohibited)**

KEEP UP WITH ASSIGNMENTS

- Complete assignments daily and don't fall behind
- Keep a calendar to write down assignment due dates
- Set daily goals to ensure assignments get completed

PARTICIPATE FULLY

- Pay close attention to teacher and other students comments and questions
- Speak up and share your thoughts
- **No side conversations or personal side chats**

ASK QUESTIONS

- Ask a question if you don't understand
- Write down your questions for later or type in the chat box to help stop constant interruptions

DON'T DOMINATE THE QUESTION

- Give everyone a chance to discuss before you comment/share again
- Try not to be the first to comment all the time

CHECK YOUR EMAIL REGULARLY

- Your teacher will communicate using email (giving assignments, instructions and links)
- Make sure to check your email at least 3 times daily (morning, lunch and afternoon)

MUTE YOURSELF

- **Mute yourself** except when you are called on, or asking questions
- This helps prevents hearing other household noises

FOCUSED ATTENTION

- Pay attention to your teacher and other classmates
- Use eye contact as if you were in the classroom
- Stay in 1 location for the entire meeting
- Never watch TV or be using another device during instruction (cell phones should not be visible)

BE CAREFUL WITH YOUR WORDS

- Be mindful of what you say and how you say it
- Remember to always show respect
- Be careful with joking
- Apologize if you break one of these rules

DO NOT

DISAPPEAR DURING "CLASS SESSIONS" – USE THE BATHROOM, GET YOUR DRINKS, ETC. PRIOR TO CLASS BEGINNING

APPENDIX 7 - ONLINE ASSISTANCE AND HELP

DRAFT SCHEDULE OF ONLINE ASSISTANCE

Monday	Tuesday	Wednesday	Thursday	Sunday
MATHEMATICS ASSISTANCE 5:00 – 6:00 SUBJECT MATTER SPECIALIST	GENERAL EDUCATION ASSISTANCE 5:00 – 7:00 PM PROVIDER CLASSROOM TEACHER	MATHEMATICS ASSISTANCE 5:00 – 6:00 PM SUBJECT MATTER SPECIALIST	GENERAL EDUCATION ASSISTANCE 5:00 – 7:00 PM PROVIDER CLASSROOM TEACHER	GENERAL EDUCATION ASSISTANCE 3:00 – 5:00 PM PROVIDER CLASSROOM TEACHER
LANGUAGE ARTS ASSISTANCE 6:00 – 7:00 PM SUBJECT MATTER SPECIALIST		LANGUAGE ARTS ASSISTANCE 6:00 – 7:00 PM SUBJECT MATTER SPECIALIST		

WEEK 1	August 17, 18, 19, 20, 23	10 Hours Total
WEEK 2	August 24, 25, 26, 27, 30	10 Hours Total
WEEK 3	August 31, September 1, 2, 3, 6	10 Hours Total
WEEK 4	September 8, 9, 10, 13	8 Hours Total
WEEK 5	September 14, 15, 16, 17, 20	10 Hours Total
WEEK 6	September 28, 29, 30, October 1, 4	10 Hours Total
WEEK 7	October 5, 6, 7, 8, 11	10 Hours Total
WEEK 8	October 19, 20, 21, 22, 25	10 Hours Total
WEEK 9	October 26, 27, 28, 29, November 1	10 Hours Total
WEEK 10	November 2, 3, 4, 5, 8	10 Hours Total
	TOTAL NUMBER OF SUPPORT HOURS	98 HOURS

APPENDIX 8 - RETURN TO SCHOOL – CHANGING OF ENVIRONMENTS

Below are the health regulations that are currently in place by the State of California and the Tulare County Health Department. All regulations will need to be adhered to when returning to campus:

GROUP GATHERINGS & SOCIAL DISTANCE REQUIREMENTS

- ✓ **Limited Size on Group Gatherings**
  - **Large gathering areas (classroom, cafeteria, multi-purpose building, etc.) will be limited use**
- ✓ **6 feet of Social Distancing wherever practicable**
  - **This includes in the following areas: Classroom, Recess, Transportation, Field Trips, Meeting, Etc.**
    - **Playground equipment and the sharing of equipment will be limited**

NUMBER OF STUDENTS AND STAFF REQUIREMENTS

- ✓ **Due to the social distancing requirements the number of individuals in a given building or room may be reduced.**
- ✓ **To preserve space for students and staff, visitors will not be allowed at schools.**
- ✓ **To the extent possible, if the district enters into a cohort-hybrid (i.e. MW and TTh) schedule, cohorts and families will be kept together the extent possible.**

SCHOOL TRAFFIC & SYMPTON SCREENING

- ✓ **Upon campus entry a system screening process will be implemented, including but not limited to; (a) thermal checks and symptom screening questions.**
- ✓ **Multiple point entrances may be used to reduce large group gatherings.**
- ✓ **School personnel will be trained by our Health Team (TCOE RN and District LVN)**
- ✓ **Staff returning from International or Out of State Travel may be screened and subject to a possible 14 day quarantine on guidance from the Tulare County Health Department.**
- ✓ **Visual cues will be around campus on buildings and walking paths to promote social distancing and travel flow.**
- ✓ **All students and staff will use their School ID to scan in and out of buildings.**

PERSONAL PROTECTIVE EQUIPMENT (PPE) & HYGIENE MEASURES

- ✓ **Face Coverings**
  - **Transitional Kindergarten – Second Grade** **Optional**
  - **Third thru Eighth Grade** **Mandatory**
- ✓ **Gloves**
  - **Required at all times by Food Service Workers and any employee cleaning or sanitizing**
- ✓ **Additional PPE (Barriers) will be provided for students and staff in high risk categories.**
- ✓ **Plexiglass Barriers have been established in Secondary Nurses office to mitigate contact**
- ✓ **The district office has established a waiting room that will be used by students, staff and visitors.**
- ✓ **Sanitizing stations have been placed around campus in high traffic areas.**
- ✓ **Touchless soap dispensers have been installed around campus.**
- ✓ **Hand dryers are being implemented were feasible**
- ✓ **Touchless flushing mechanisms have been installed on all campus toilets and urinals**
- ✓ **Touchless water filtration systems has been installed in classrooms for water refills.**

- ✓ **All staff and students will receive a water bottle for individualized drinking**
- ✓ **All staff and students will receive five (5) cloth masks to be used on campus.**
- ✓ **A drive-thru mailbox will be installed to accept paperwork and other communications from parents, minimizing on campus visitors**
- ✓ **Numerous enrollment paperwork and permission slips have been converted to FORMS to be completed online.**

APPENDIX 9 - ONSITE INSTRUCTIONAL PROGRAMS

On site instruction will take place using one of the following models. The model selected will be based upon State and County Guidance.

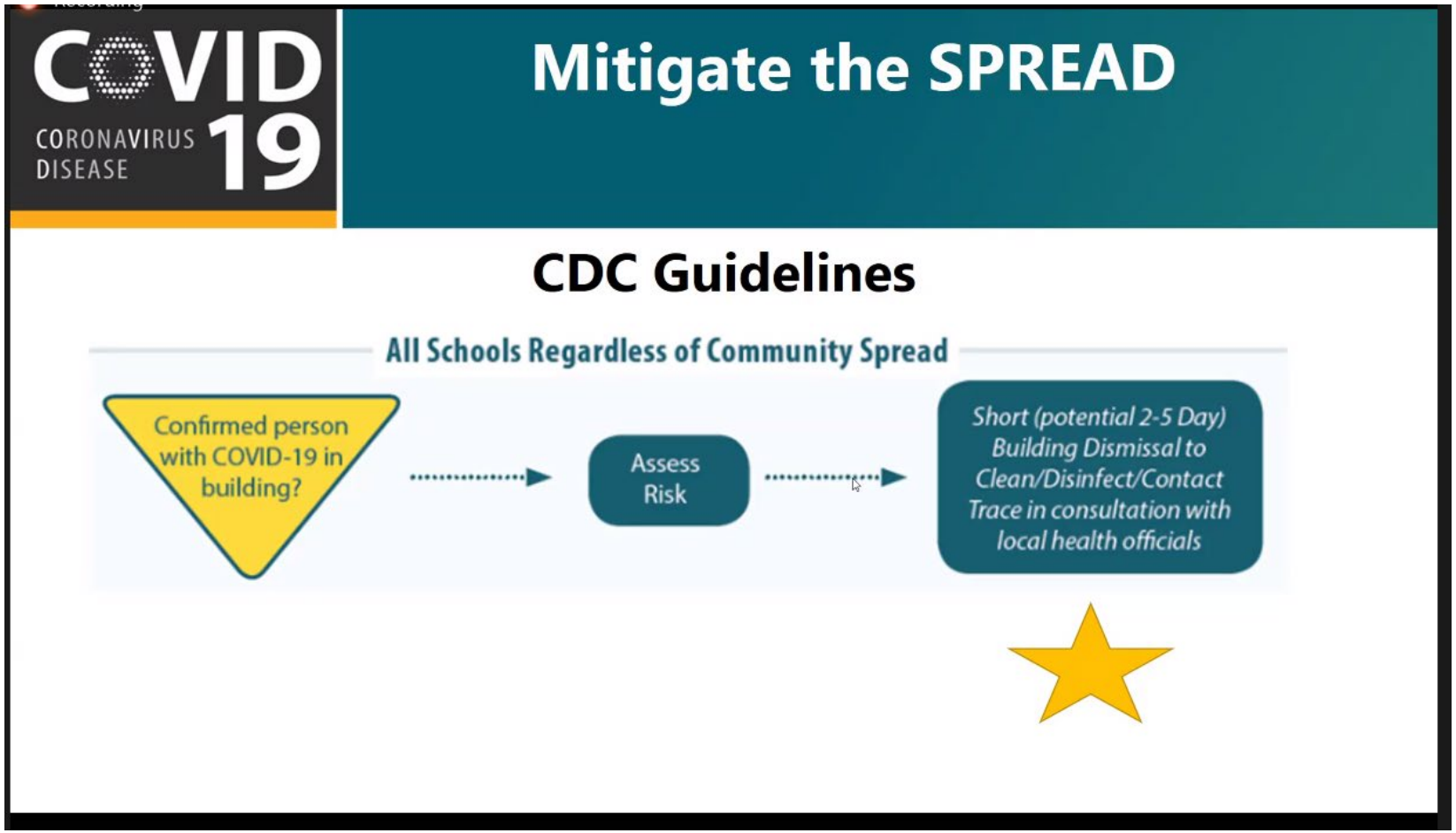
Traditional Learning **is a form of education where students and teachers are in the same location physically during instruction.**

Distance Learning **is a form of education in which there is a physical separation of teachers and students during instruction. In some instances, students receive materials, and are provided instruction through online platforms using a variety of technology.**

Hybrid Learning **is a combination of Traditional Learning and Distance Learning. Instruction is conducted both in person and remotely. This usually takes the form of a COHORT/Alternating Day Schedule.**

APPENDIX 10 - COVID DECISION TREES AND INFORMATON

THE FOLLOWING PAGES RELATE TO COVID 19 CASES AT SCHOOL. INFORMATION IS FROM TULARE COUNTY HEALTH AND HUMAN SERVICES



INFORMATION FROM TULARE COUNTY HEALTH AND HUMAN SERVICES

PRESENTATION – JULY 24, 2020

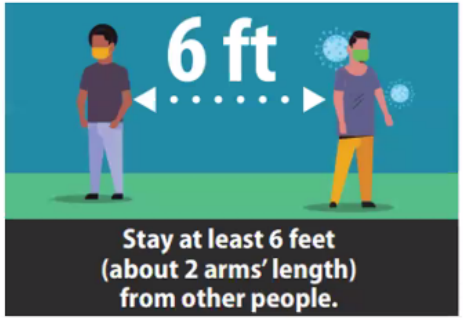
SUBJECT TO CHANGE

COVID 19
CORONAVIRUS DISEASE

Mitigate the SPREAD

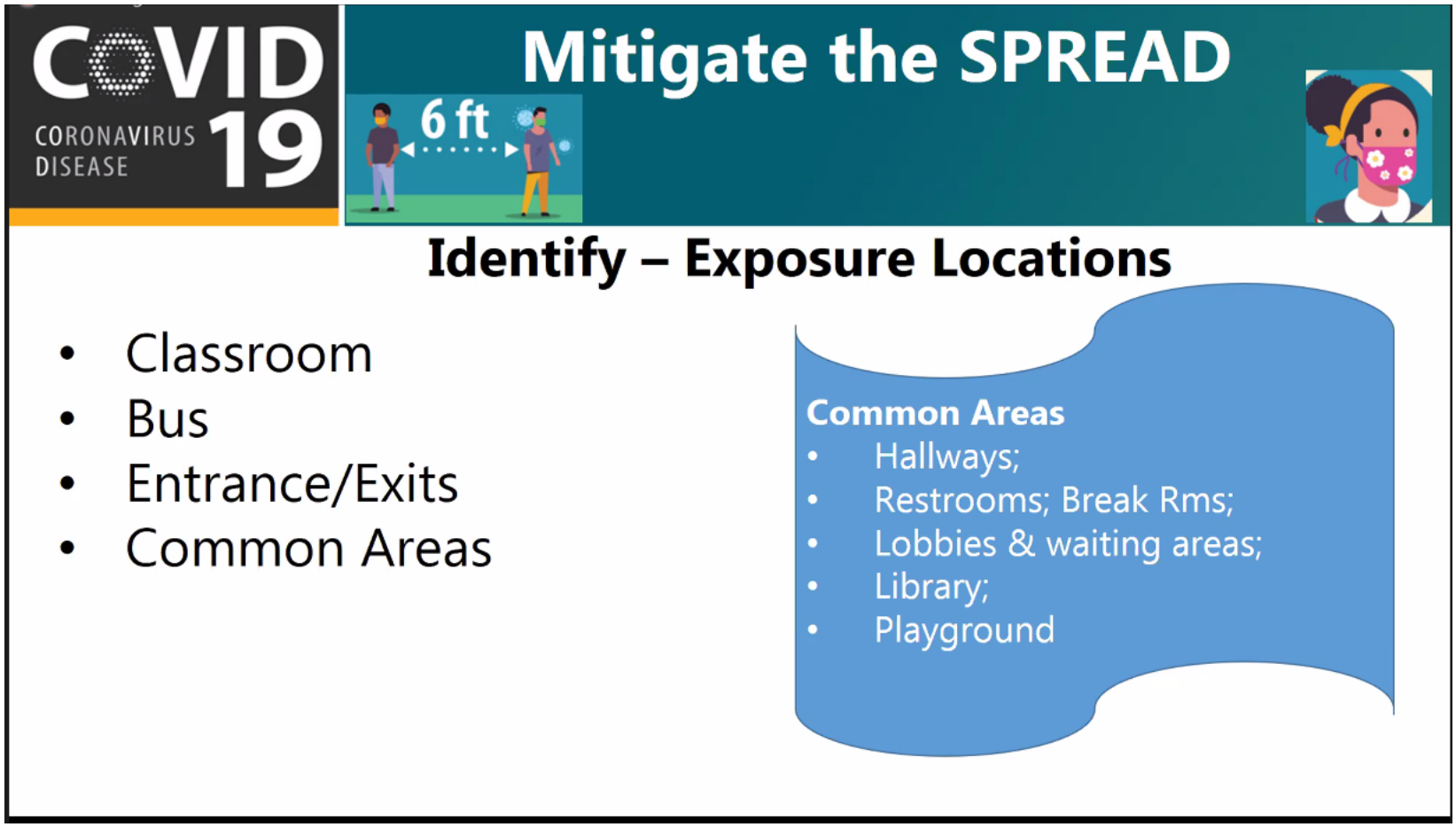
Identify - Close Contact

- Within 6 feet for a prolonged period of time of the confirmed person
- Unprotected direct contact with infectious secretions or excretions of the confirmed person

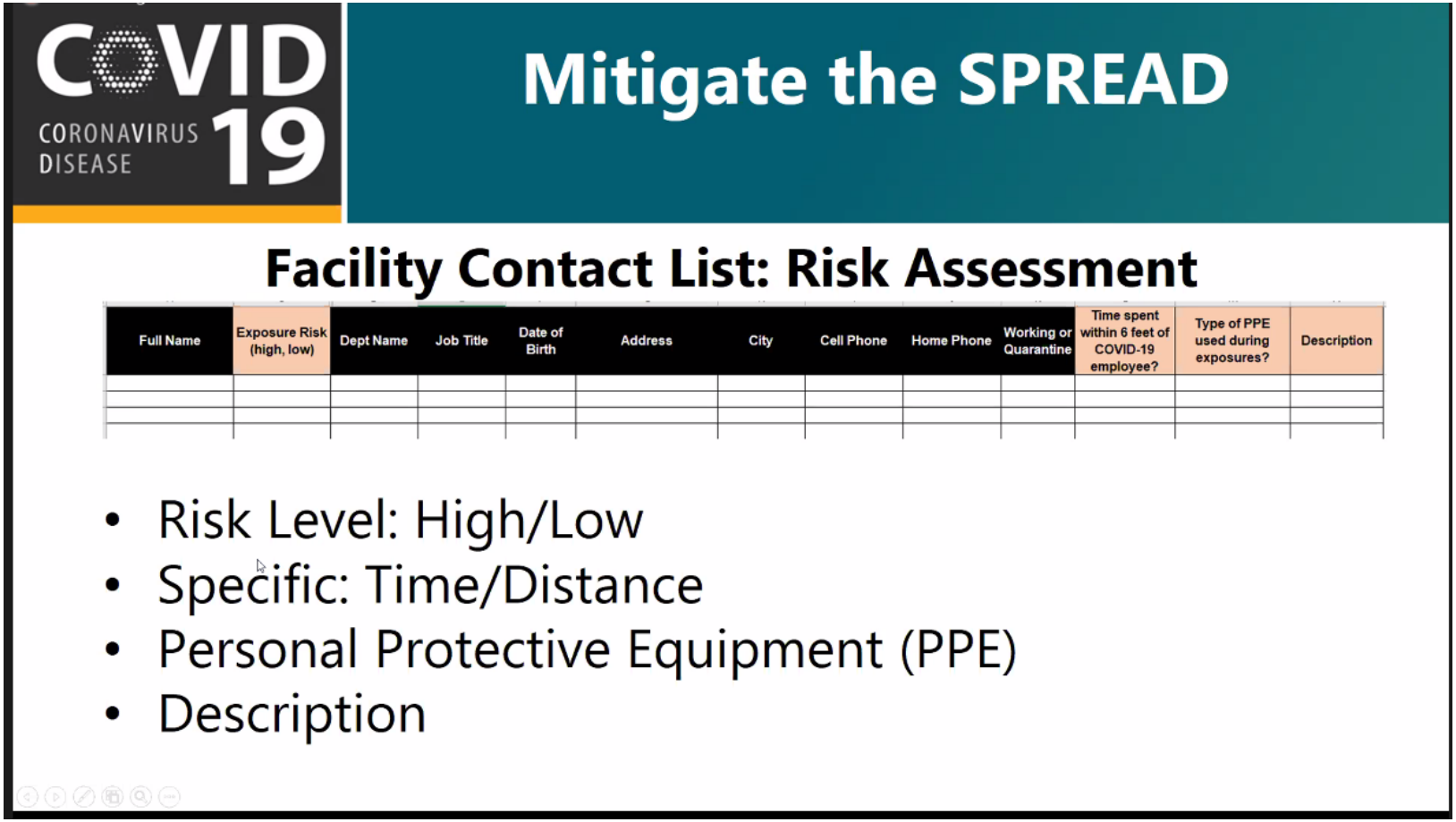


* Prolonged period of time is defined by CDC as (15) minutes.

GENERAL INFORMATION: APPLIES TO ALL



GENERAL INFORMATION: APPLIES TO ALL



GENERAL INFORMATION: APPLIES TO ALL

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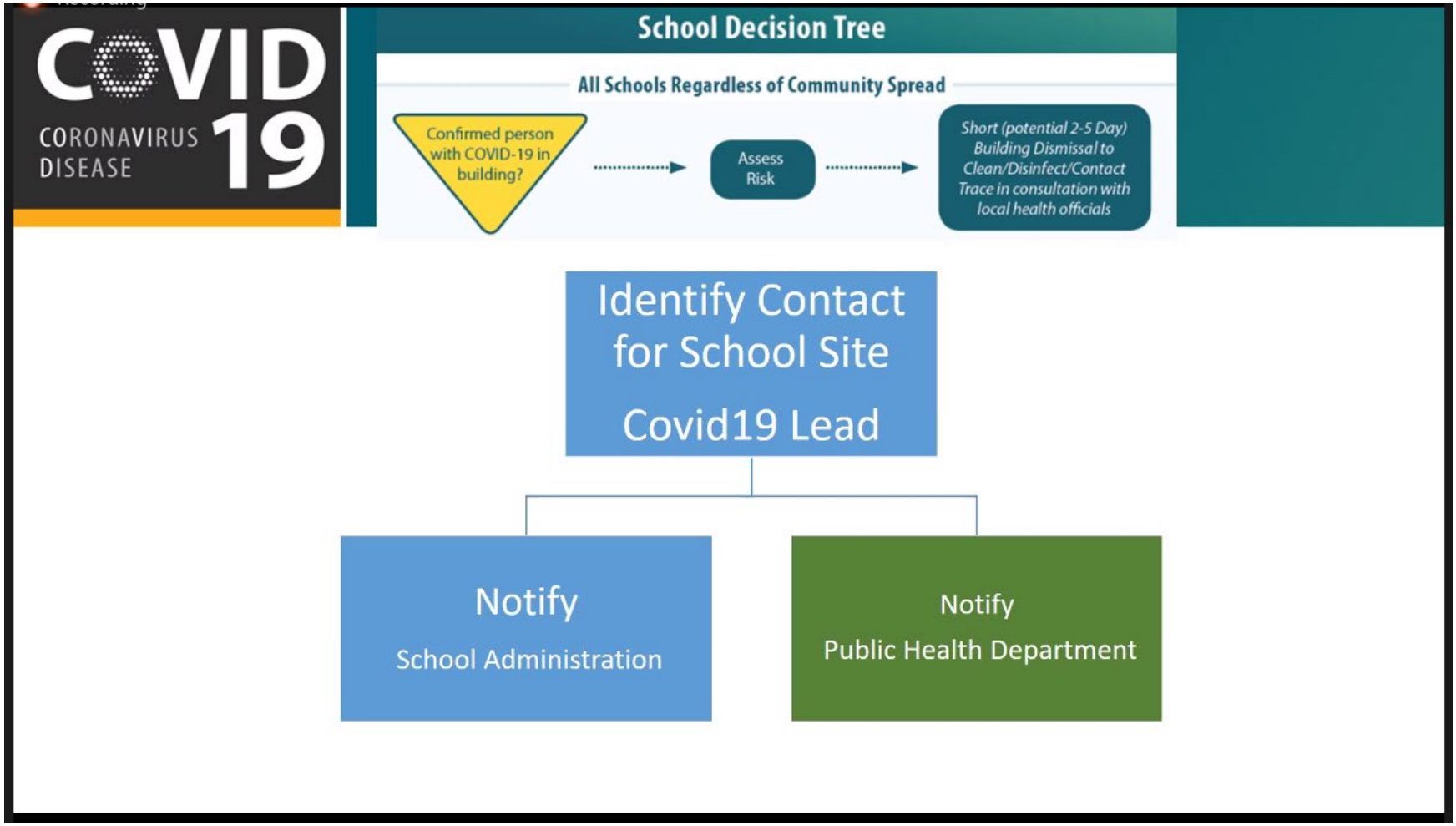
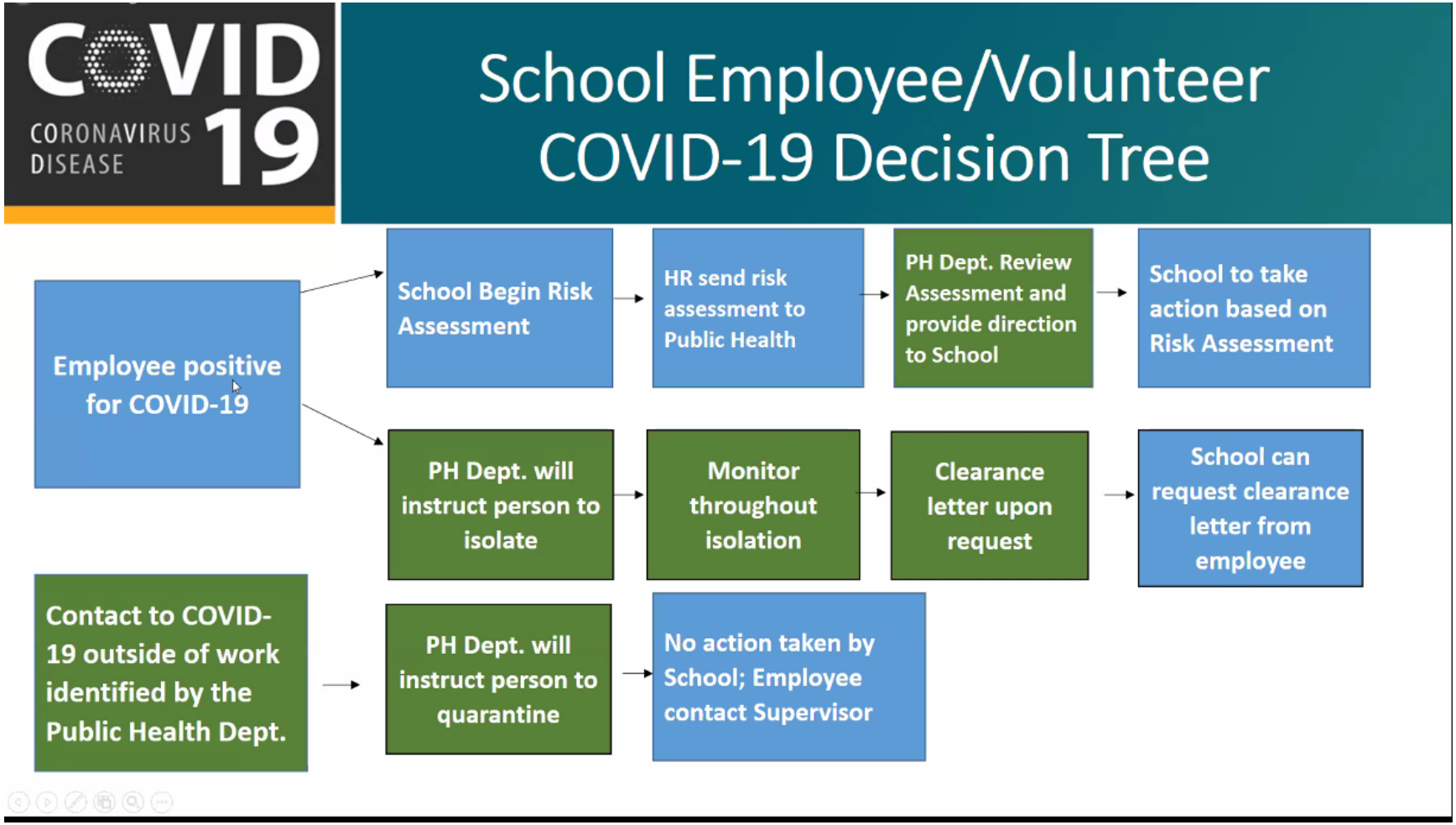
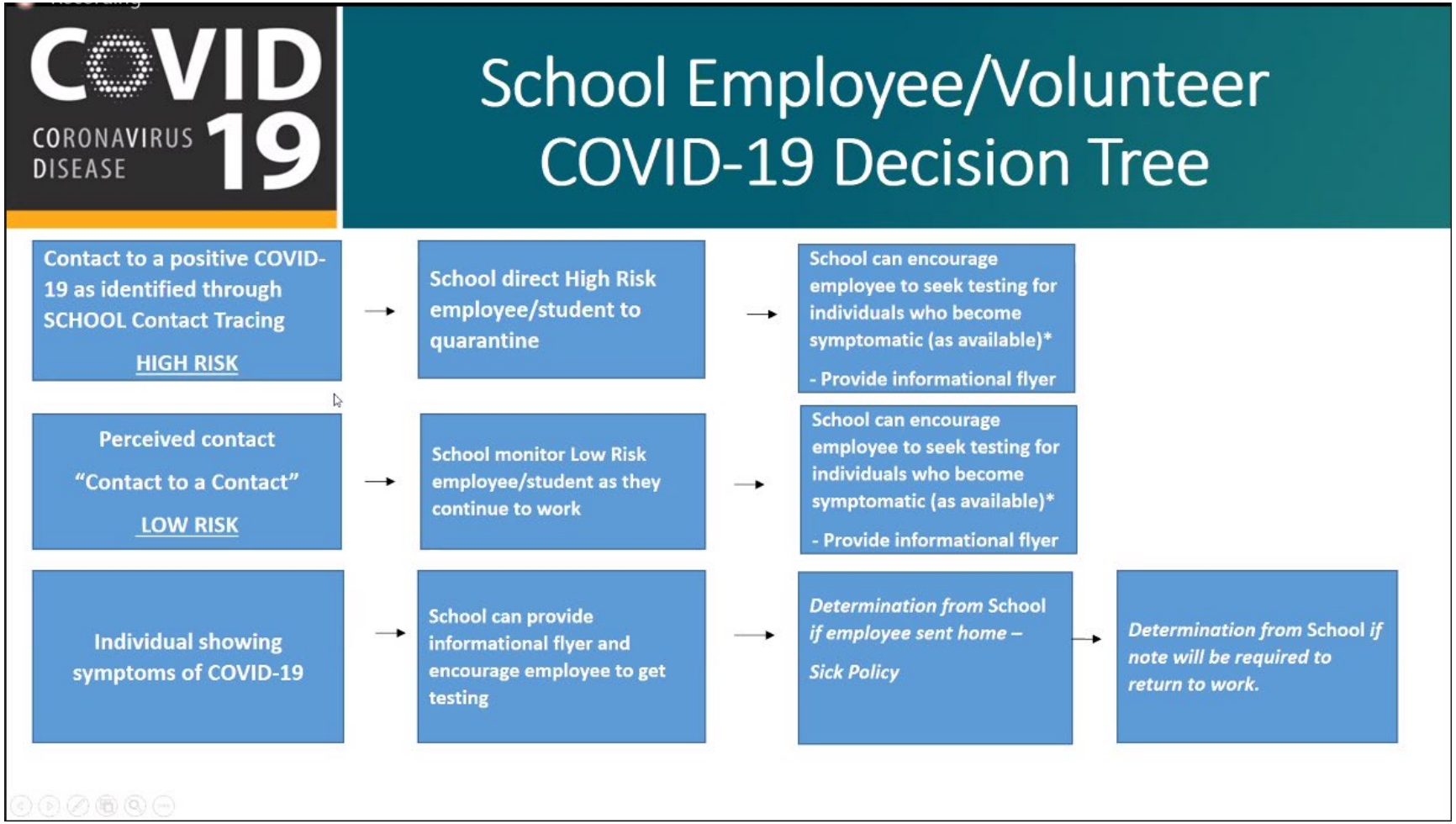


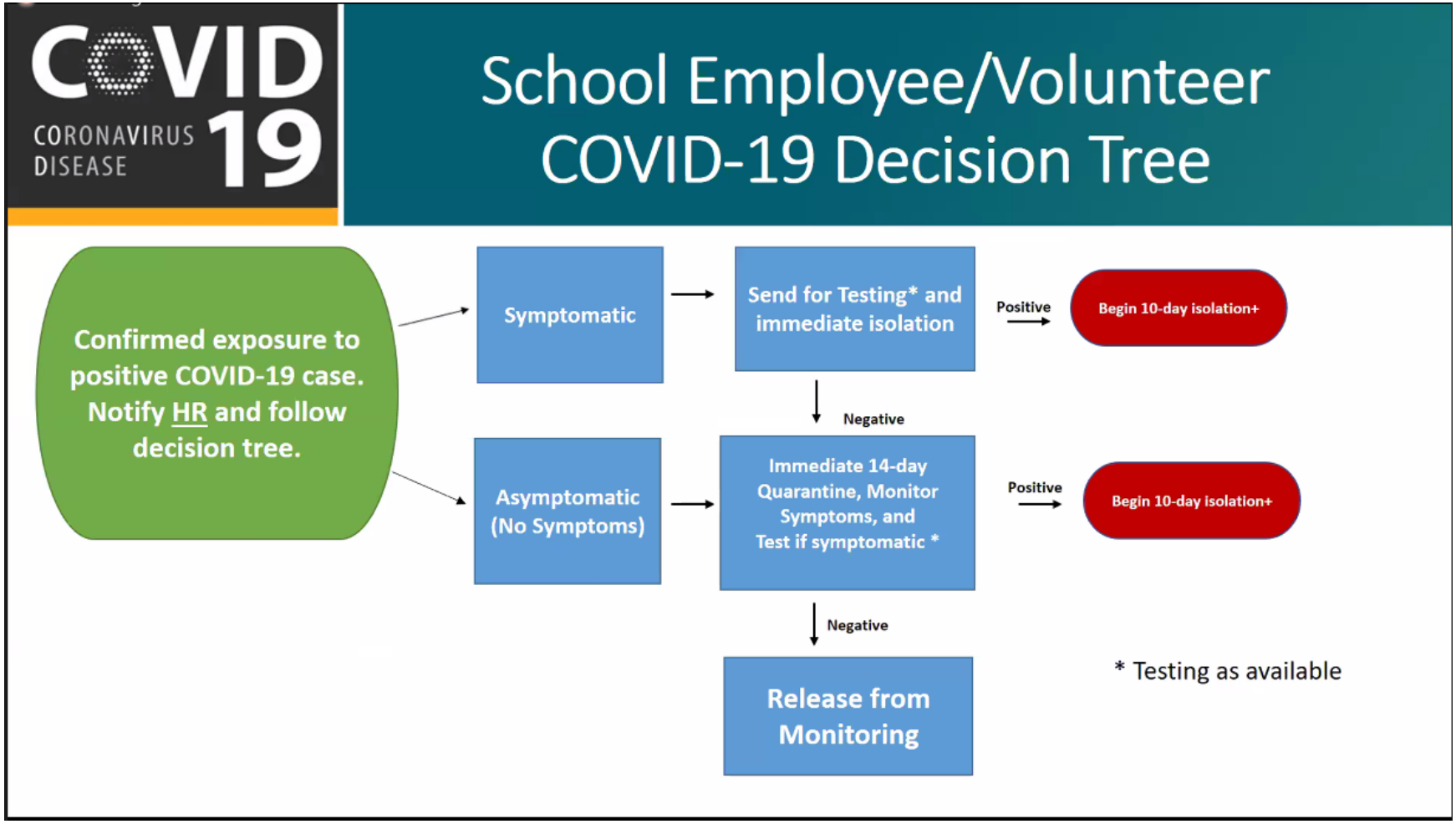
GENERAL INFORMATION: APPLIES TO ALL



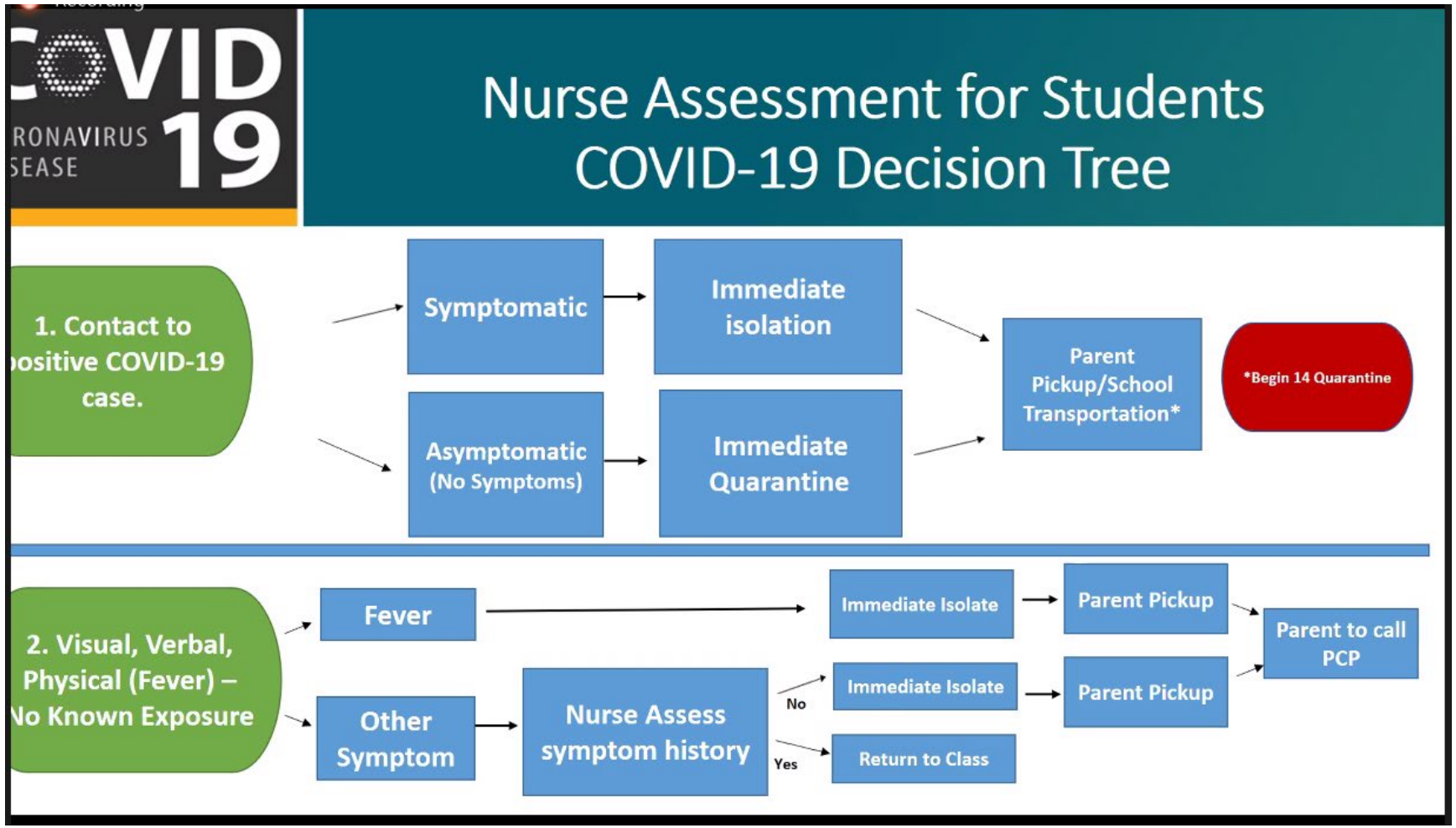
EMPLOYEE DECISION TREE



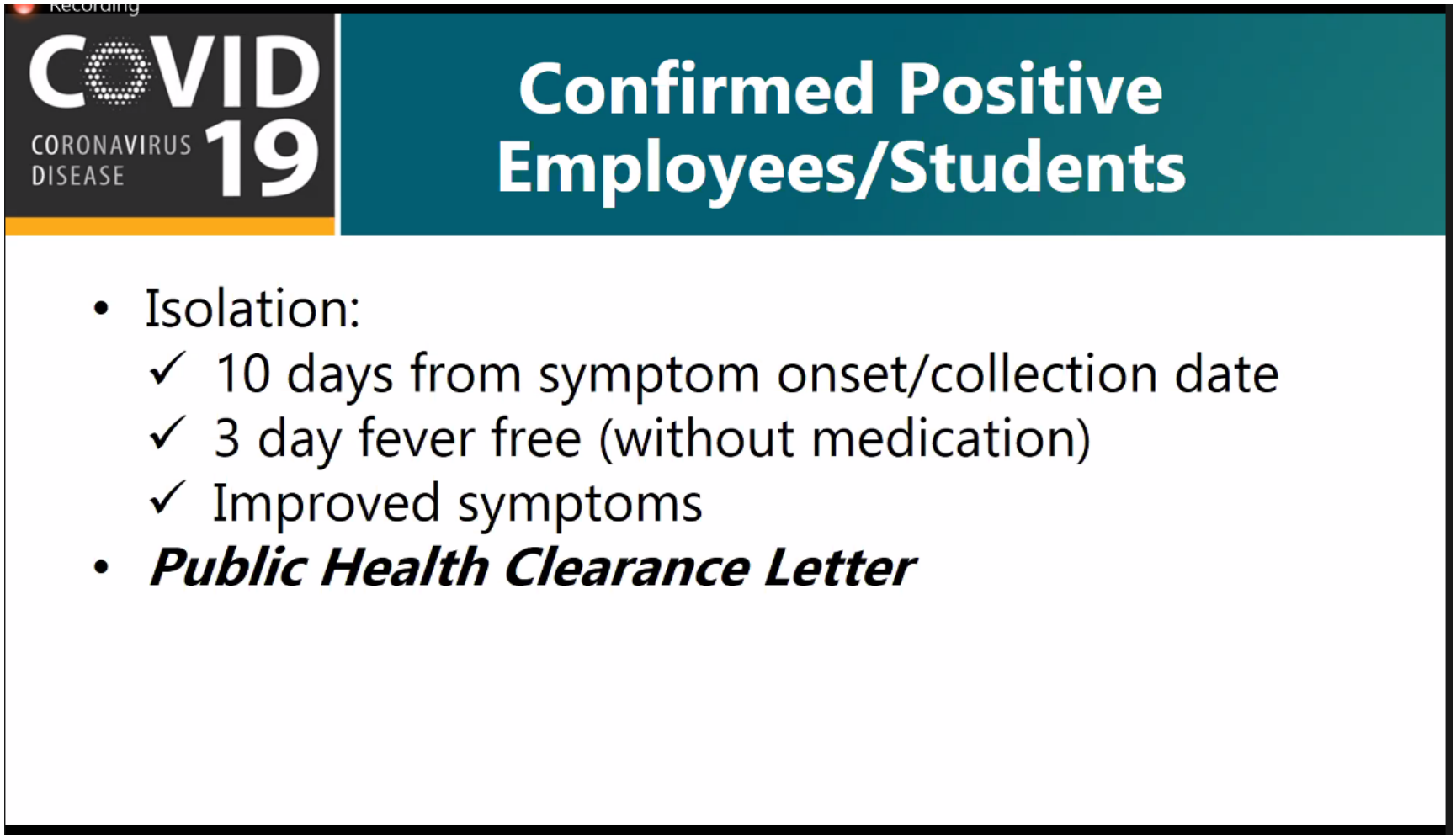
EMPLOYEE DECISION TREE



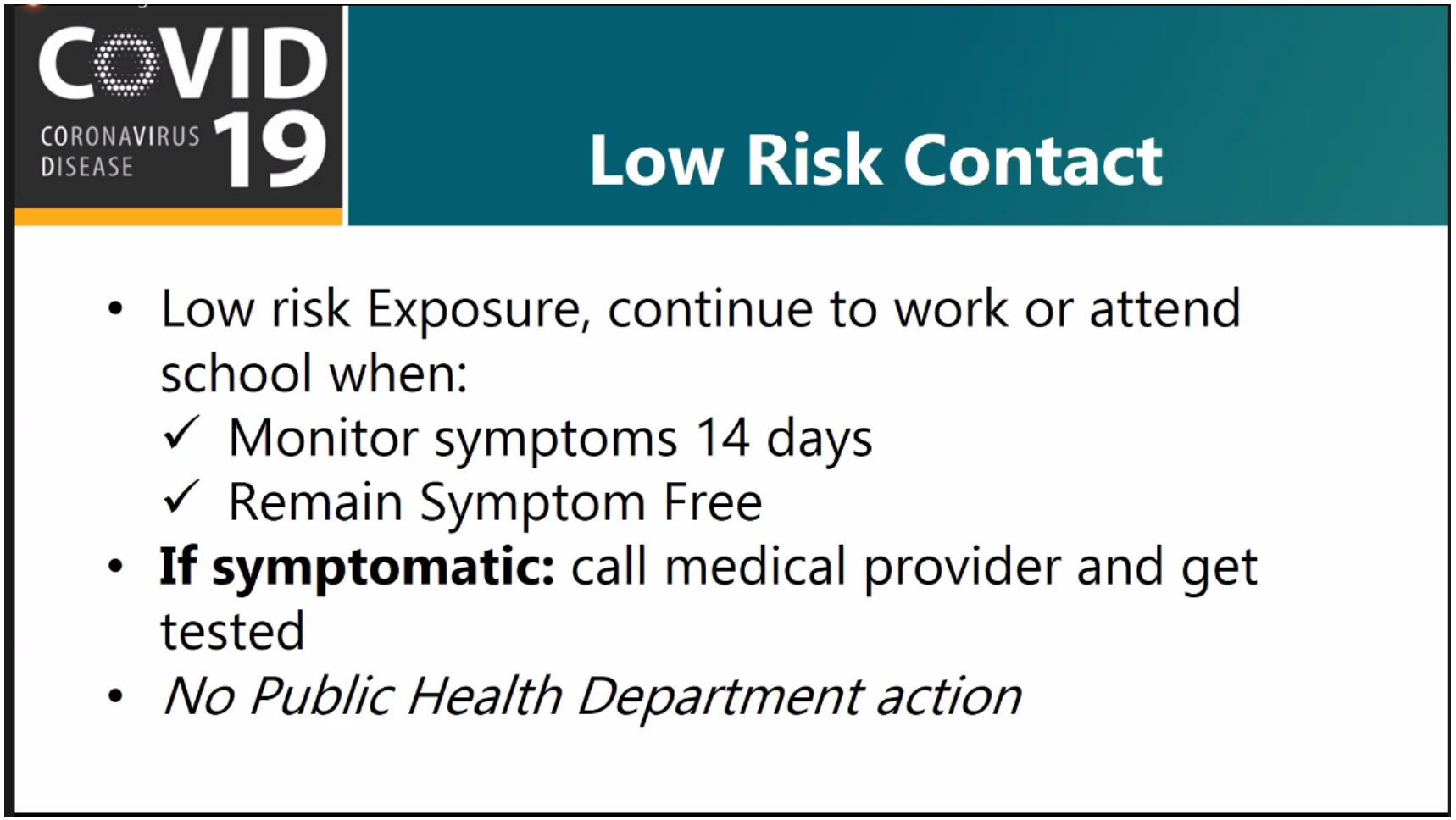
EMPLOYEE DECISION TREE



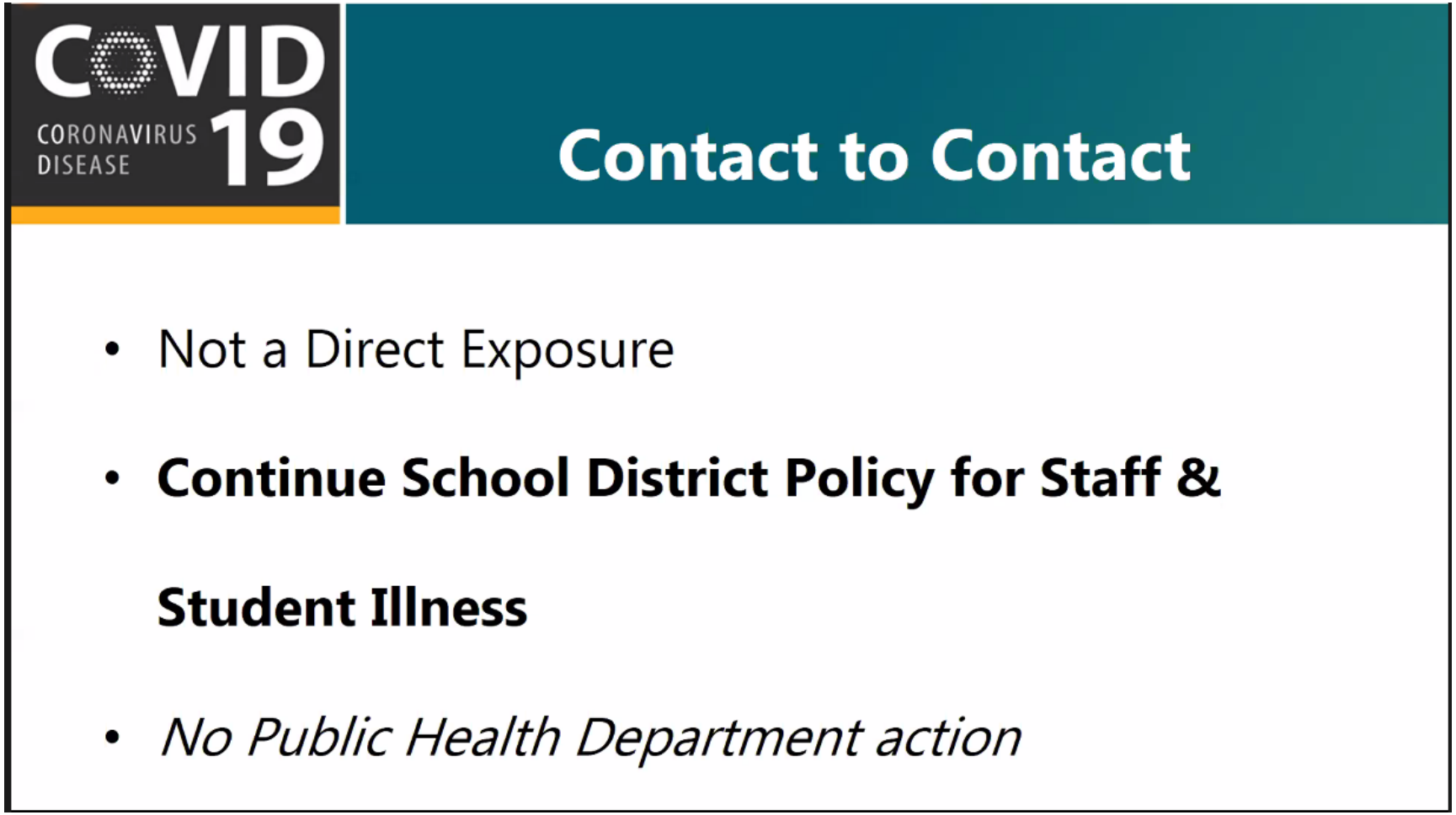
STUDENT INVOLVED CASE



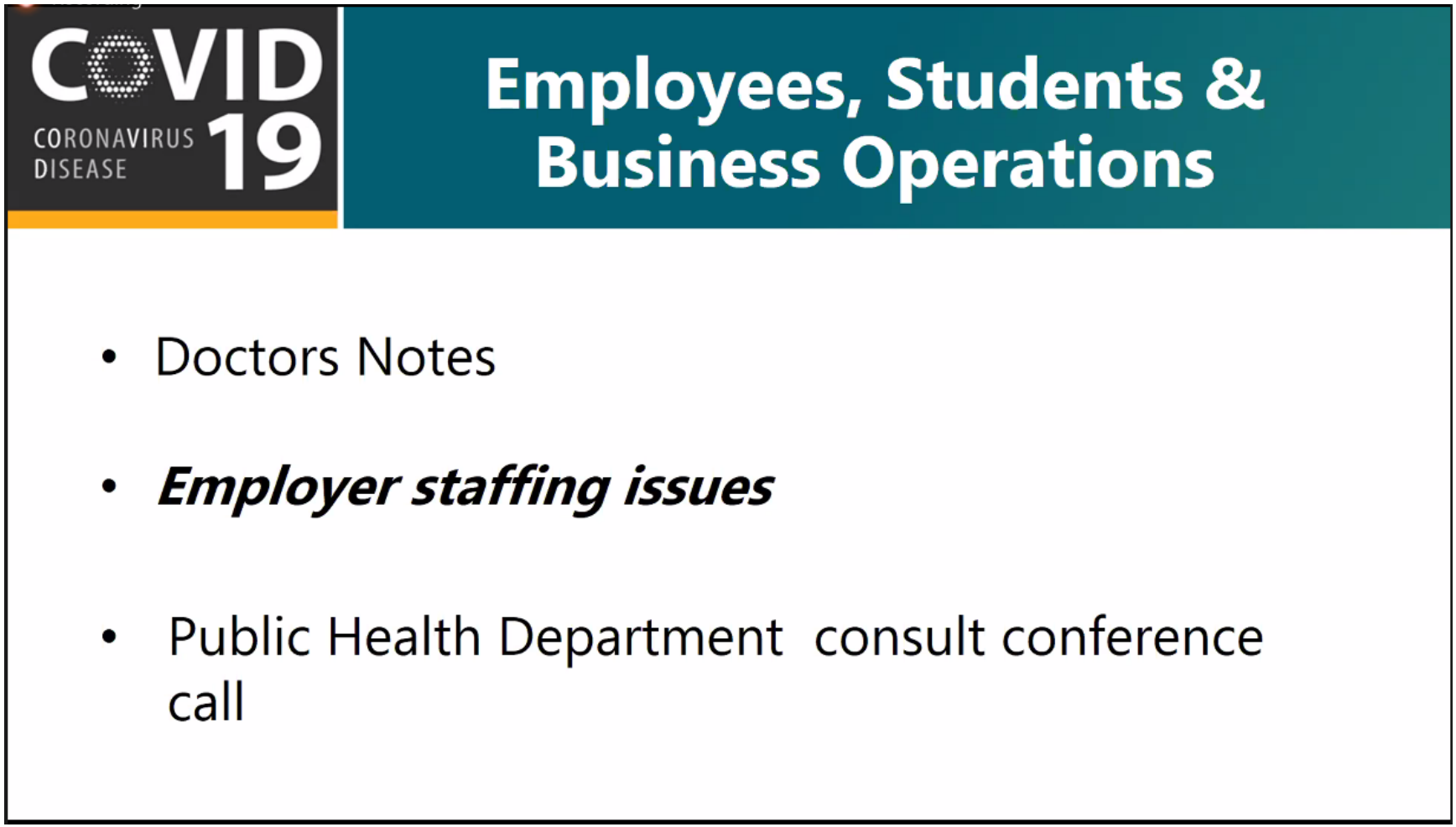
CONFIRMED POSITIVE ALL


COVID 19
CORONAVIRUS DISEASE
Low Risk Contact
• Low risk Exposure, continue to work or attend school when:
✓ Monitor symptoms 14 days
✓ Remain Symptom Free
• **If symptomatic:** call medical provider and get tested
• *No Public Health Department action*

ALL

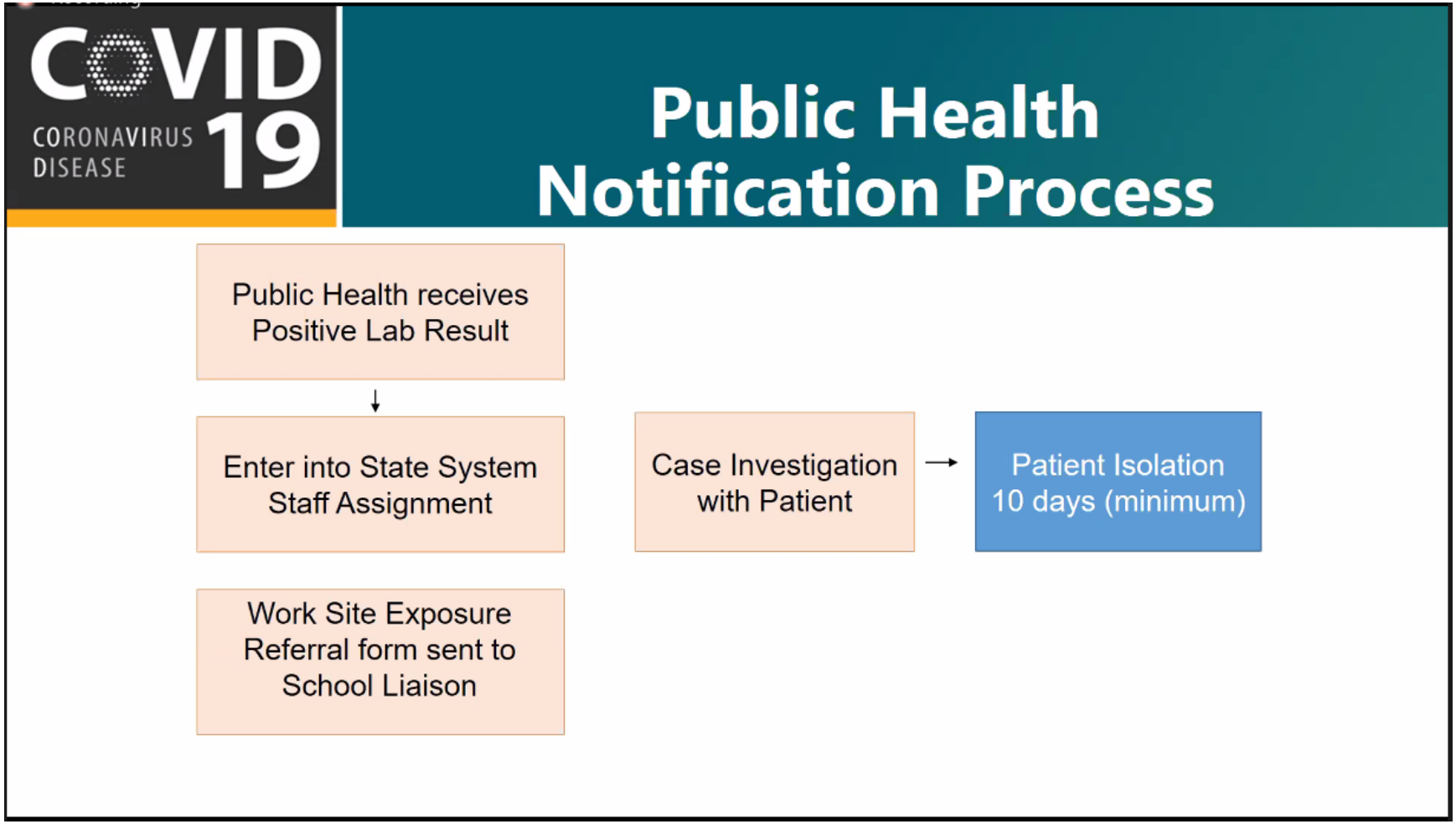

COVID 19
CORONAVIRUS DISEASE
Contact to Contact
• Not a Direct Exposure
• Continue School District Policy for Staff & Student Illness
• No Public Health Department action

ALL

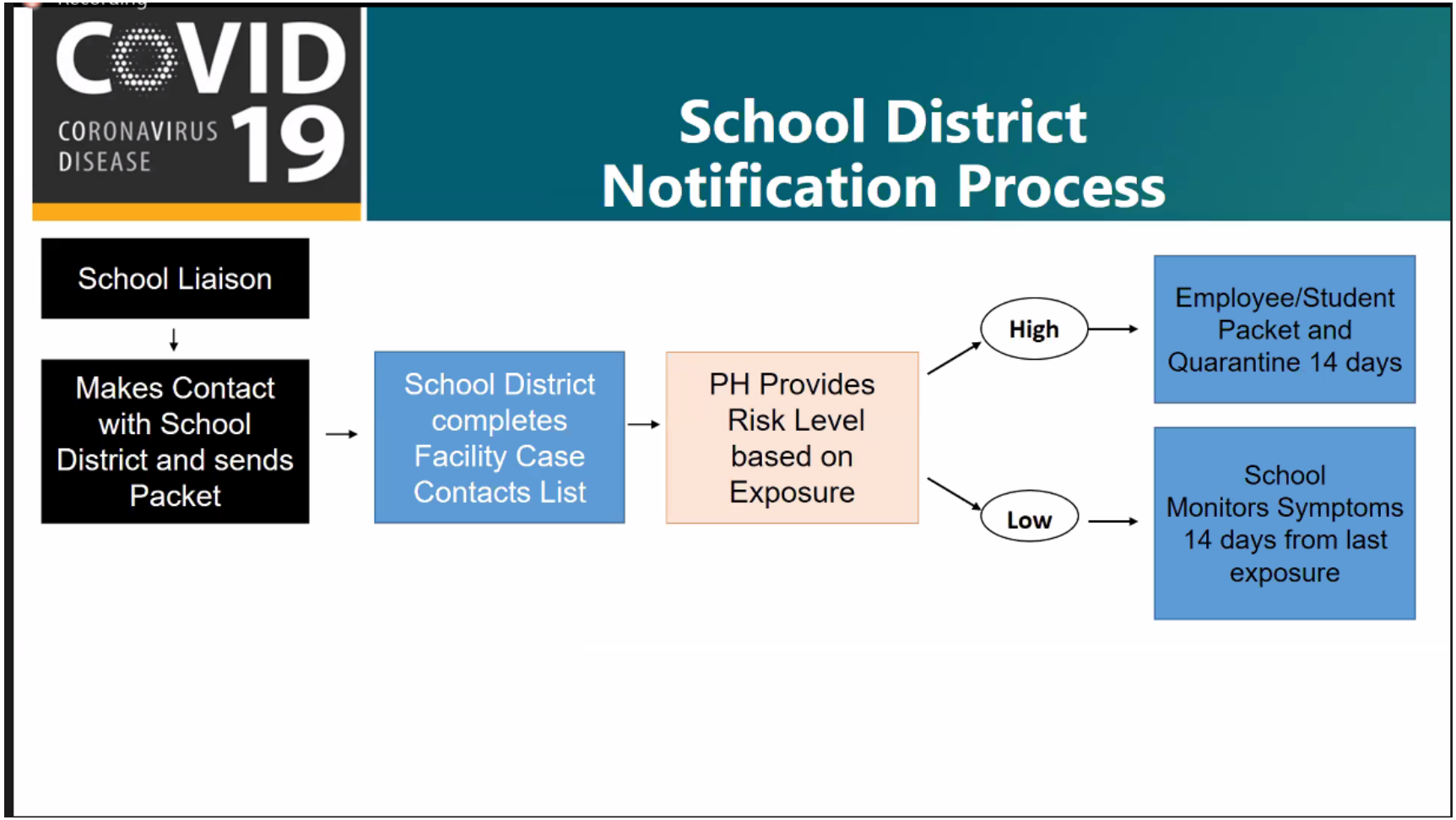


ALL

More than 4 positive cases will warrant a phone call with TCHHSA for next steps.



ALL – PUBLIC HEALTH DEPARTMENT


COVID 19
CORONAVIRUS DISEASE
School District Notification Process
School Liaison
Makes Contact with School District and sends Packet
School District completes Facility Case Contacts List
PH Provides Risk Level based on Exposure
High
Low
Employee/Student Packet and Quarantine 14 days
School Monitors Symptoms 14 days from last exposure

ALL

APPENDIX 11 - COVID 19 FLYER

THE FOLLOWING PAGE CONTAINS INFORMATION ON COVID 19

COVID-19

If you have been in close contact with someone who tested positive, is being tested, or might have been exposed, please inform your personal physician and direct supervisor.

Tulare County Health & Human Services Agency

What should I do if I've been in close contact with someone...

...who has tested positive for COVID-19?

→ **Self-quarantine AND self-monitor**

How do I self-quarantine?

DON'T report to work.
SELF-REPORT COVID-19 exposure.
NOTIFY your direct supervisor.
STAY HOME for 14 days.
AVOID CONTACT with other people.
DON'T SHARE household items.
GET TESTED if symptoms develop.

...who is being tested?

→ **...and IS experiencing symptoms?**

→ **Self-monitor AND practice social distancing**

...who might have been exposed?

→ **...and IS experiencing symptoms?**

→ **Self-monitor AND practice social distancing**

→ **...but IS NOT experiencing any symptoms (yet)?**

→ **Practice social distancing**

How do I self-monitor?

BE ALERT for symptoms of COVID-19, especially a dry cough or shortness of breath.
TAKE YOUR TEMPERATURE every morning and night, and write it down.
CALL your doctor if you have trouble breathing or a fever (temperature of 100.4°F or 38°C).
DON'T seek medical treatment without calling first.
IF CLOSE CONTACT has tested positive, begin self-quarantine immediately.

...who has been in close contact with someone ELSE who might have been exposed?

→ **Practice social distancing**

How do I practice social distancing?

STAY HOME as much as possible.
DON'T physically get close to people; try to stay at least 6 feet away.
DON'T hug or shake hands.
AVOID crowds of people and frequently touched surfaces.
WEAR a face covering while in public.

For more information, visit www.tchhsa.org or call 2-1-1.

The Centers for Disease Control and Prevention (CDC) considers an interaction as close contact when YOU:

- Spend a **PROLONGED** (15 minutes or more) period of time within six feet of someone.
- Have **DIRECT PHYSICAL CONTACT** or **SHARE** eating or drinking utensils with them.
- Come into contact with their **RESPIRATORY SECRETIONS** such as airborne respiratory droplets from coughing, sneezing or talking.

Wear a face mask or covering to reduce the spread of COVID-19.

July 2020

COVID-19

Si ha estado en contacto cercano con alguien que dio positivo, está siendo examinado o podría haber estado expuesto, informe a su médico personal y supervisor directo.

Tulare County Health & Human Services Agency

¿Qué debo hacer si he estado en contacto cercano con alguien ...

... ¿Quién dio positivo a COVID-19?

→ **Auto Cuarentena Y Auto Monitoreo**

¿Cómo me pongo en auto cuarentena?

NO se reporte al trabajo.
REPORTE su exposición a COVID-19.
NOTIFIQUE a su supervisor(a).
QUEDESE EN CASA por 14 días.
EVITE EL CONTACTO con otras personas.
NO COMPARTA artículos para el hogar.
HAGASE LA PRUEBA si desarrolla síntomas.

... ¿quién se está haciendo la prueba?

→ **...y ESTÁ experimentando sintomas**

→ **Auto Cuarentena Y Auto Monitoreo**

... ¿Quién podría haber estado expuesto?

→ **... y ESTÁ experimentando síntomas**

→ **Auto Cuarentena Y Auto Monitoreo**

¿Cómo me auto monitoreo?

ESTÉ ALERTA para detectar síntomas de COVID-19, especialmente tos seca o falta de aliento
TOME SU TEMPERATURA todas las mañanas y noches, y anótela.
LLAME a su médico si tiene problemas para respirar o fiebre (temperatura de 100.4°F o 38°C).
NO busque tratamiento médico sin llamar primero.
SI EL CONTACTO del quien ha estado cerca ha resultado positivo, comience la cuarentena imediatamente.

→ **... pero NO está experimentando ningún síntoma (todavía)?**

→ **Practique Distanciamiento Social**

... ¿Quién ha estado en contacto cercano con alguien más que podría haber estado expuesto?

→ **Practique Distanciamiento Social**

¿Cómo practico el distanciamiento social?

QUEDESE EN CASA el tiempo possible.
NO se acerque físicamente a las personas; trate de mantenerse al menos a 6 pies de distancia.
NO abraze o salude de mano.
EVITE las multitudes de personas y las superficies frecuentemente tocadas.
USE un cubre boca mientras está en público.

Para mas informacion, visite la pagina tchhsa.org o marque 211

Los Centros para el Control y la Prevención de Enfermedades (CDC) consideran una interacciónco mo contacto cercano cuando USTED:

- Pase un período de tiempo **PROLONGADO** (15 minutos o más) dentro de los seis pies de distancia de alguien.
- Tenga **CONTACTO FISICO DIRECTO** o **COMPARTA** utensilios para comer o beber con ellos.
- Entre en contacto con sus **SECRECIONES RESPIRATORIAS**, tales como gotas respiratorias en el aire por toser, estornudar o hablar.

Use un cubre boca o una cubierta para reducir la propagación de COVID-19.

July 2020