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# Bayshore Elementary School District



## *2020 School Re-opening Plan*

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*August 10, 2020*

*Updated November 10, 2020*



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## INTRODUCTION

*COVID-19, the most serious health crisis to affect our world in the last century, has forced us to modify how we interact with each other and how we engage in teaching and learning. It has challenged us to examine and embody our vision: Engage. Educate. Empower. In order to grow engaged hearts, educated minds, and empowered visionaries we must re-evaluate how we support our students during this global pandemic while ensuring the health and safety of our students, staff, and larger community.*

*We are currently preparing the logistics, building, and staff for two possible scenarios of instruction with guidance on how to transition between them if needed:*

- Hybrid Model - in person instruction for 1/2 day sessions, 4 times a week*
- Distance Learning - virtual instruction*

*When The Bayshore School re-opens for in-person learning, all staff, students, and families will have a role to play in helping reduce the risk of exposure to COVID-19 and slow its spread by following public health guidelines.*

*Unfortunately, there is no timeline on how long COVID-19 will affect our nation. Therefore, we have developed this Re-Opening Plan to address the San Mateo County Office of Education (SMCOE) and the Coalition for Safe Schools and Communities Pandemic Recovery Framework as it relates specifically to The Bayshore School and our Educational Structure.*

*This is a living document. We are committed to being responsive and ensuring that our practices are grounded in science and public policy. The data regarding the impact of school re-opening on COVID-19 transmission dynamics remains incomplete. To ensure the safety of our students, staff and families, we will adjust our plans and procedures in accordance to County and State guidelines.*

*Below are the guiding principles for our re-opening plan. As we adapt our recommendations, the Leadership Team and Re-opening Plan Subcommittees will use these principles to guide our work.*

### **Guiding Principles of The Bayshore School Re-Opening Plan**

**SAFETY.** The health and well-being of the Bayshore community is our top priority. We will work to mitigate risks to protect the health of our students, staff and families, especially our most vulnerable members. While no single action will eliminate the risk of COVID-19, we will work with our students and staff to implement interventions that will reduce the risk of spread. We will use the SMCOE Pandemic Framework, public health policy, and medical professional advice to guide our decisions.

**WHOLE CHILD.** In holding true to our mission to grow engaged hearts, educated minds, and empowered visionaries, we want to embody the belief that this experience will help us all grow and we will do it together. With that said, we will interpret safety guidelines, what we know to be true about children’s learning and their overall needs both emotionally and academically as we develop and roll-out our re-opening plans. We will consider the whole child throughout this entire process.

**FOCUS ON EQUITY.** We believe that the meaning of equity is acknowledging students’ differences and giving them what they need when they need it to be successful. It also means staying focused on outcomes, both academic and developmental. A commitment to equity should not result in lowering standards or choosing to serve one group of students over another. When schools and systems are focused on equity in opportunities and excellence in results for all, all children can benefit (BP 0415). Addressing the needs of the most marginalized learners requires recognition of the inherent value of diversity and acknowledgement that educational excellence requires a commitment to equity in the opportunities provided to students and the resulting outcomes.

**LEARNING IN PERSON.** We shall offer in-person instruction **to the greatest extent possible**, in accordance with state and county health guidelines. If and when we are able to be together in person, we will monitor health guidelines and do everything we can to remain open for in-person learning.

**RELATIONSHIPS.** We will emphasize the importance of the Bayshore community and building relationships by maintaining a space to connect and learn in a meaningful way. We will balance the need for students to have academic structure with the need for students and staff to establish new ways of being together and continue to see school as a place of support and relationships, with additional emphasis on mental health and well-being.

**ACCESS.** We will work to ensure equitable access to learning for all of our families. We understand there is a vast range of needs in our community, and we seek to ensure that all students have equitable access to materials and resources.

**COMMUNICATION.** As the situation changes, we will continue to be in open dialogue with our students, staff, and families. We will share all available information with the community about health guidance changes, alterations to our reopening plan, and shifts in how we carry out the guidelines listed in this plan in a timely manner. Communication with families will be clear and regular. We always invite families to let us know what they see at home with their children and articulate concerns and needs.

## Fall Planning Task Force

### *Leadership Team*

Dr. Audra Pittman, Superintendent  
Maya Baker, Principal  
Thomas Gerdes, Teacher  
Taylor Heinrich, Teacher  
Annette Legaspi, Executive Assistant to the Superintendent  
Brandy McDill-Zamarripa, Teacher  
Sarah Papé, Teacher  
Brian Patel, Counselor  
Nancy Roeser, Teacher  
Merl Sabado, Parent and Community Liaison

### *Subcommittees*

#### *Health & Hygiene*

Thomas Gerdes  
Merl Sabado  
Annette Legaspi  
Joe Medina

#### *Face Coverings*

Dr. Audra Pittman  
Arnold Cheng  
Luisa Santos  
June Zheng

#### *Physical Distancing*

Maya Baker  
Sarah Mannino  
Nancy Roeser

#### *Limiting Gatherings*

Marcus Dyson  
Taylor Heinrich  
Sarah Papé  
Brian Patel

#### *Instructional Leadership*

Thomas Gerdes  
Luis Lugo  
Tatum O'Driscoll  
Nancy Roeser  
Marcus Dyson  
Taylor Heinrich  
Brandy McDill-Zamarripa  
Luisa Santos  
Sarah Papé

## PANDEMIC FRAMEWORK



This framework was developed as a collaboration of the San Mateo County Office of Education, San Mateo County district superintendents and administrators, the San Mateo County Health Officer, and San Mateo County Counsel. Additional technical review was provided by San Mateo County’s Coalition for Safe Schools and Communities Steering Committee.

The Framework consists of Four Pillars: Health and Hygiene, Face Coverings, Physical Distancing, and Limiting Gatherings

The behaviors and actions required in the Four Pillars are grounded in science and represent best practices in preventing the spread of communicable disease. The Four Pillars also provide an opportunity to create new school norms that can improve health and safety for all members of the school community and therefore, can serve to improve academic, social, and emotional outcomes for all students. Effective implementation of the Four Pillars can significantly reduce community spread within a school so that in-person learning can be sustained with integrity. And yet, until there is widespread vaccination in the community, some families will choose to protect against illness from COVID-19 by continuing to shelter in place. We will offer distance learning as one option for families who remain sheltering at home.

### Health and Hygiene

The American Academy of Pediatrics explains, “The main mode of COVID-19 spread is from person to person, primarily via droplet transmission. For this reason, strategies for infection prevention should center around this form of spread, including physical distancing, face coverings, and hand hygiene... However, because the virus may survive on certain surfaces for some time, it is possible to get infected after touching a virus contaminated surface and then touching the mouth, eyes, or nose.” To mitigate the risk of transmission from surfaces Bayshore is working to ensure that our cleaning protocols follow guidelines established by the CDC and EPA.



#### Daily Cleaning Routines

1. Common areas and restrooms will be cleaned and disinfected multiple times a day on a 2 hour rotating schedule.
2. In between the 2 cohorts: staff will clean and disinfect frequently-touched surfaces in common areas and in classrooms.
3. Following the PM cohort: staff will clean and disinfect frequently-touched surfaces in common areas and in classrooms.
4. All classrooms and the school building is cleaned and disinfected daily.
5. All cleaning and disinfectant materials are stored in a locked storage room away from students.
6. Doors remain open during cleaning and disinfection to allow for proper ventilation.

#### Daily Hygiene Routines

1. Campus signage and other messages reinforcing daily hygiene routines are widely posted, disseminated, and encouraged through various methods of communication.
2. Every person entering the campus will use hand sanitizer.
3. Sinks are in every classroom for students and staff to wash their hands.

#### Temperature Taking

1. Daily health checks including temperature taking will occur for every person prior to entering campus.
2. Every person entering the campus will have their temperature at one of the following locations: Main Entrance (immediately inside the entry door), MPR Entrance (Outside of Entry Door), Schwerin Gate (outside of gate).
3. Any person with a temperature above 100.4 degrees will be asked to leave.
4. Signs are posted at all entrances letting the public know face coverings are their temperature will be taken prior to entering the campus.

#### Essential Protective Equipment (EPE)

1. Essential Protective Equipment (EPE) includes face coverings, hand sanitizer, disinfecting wipes, gloves for specific activities, standards-based cleaning materials, and for staff working with special populations, disposable gowns and face shields.
2. Classrooms and office spaces must be supplied with wastebaskets, tissues, and CDC approved sanitizer.

#### Indoor Ventilation

1. The Bayshore School, completed in September 2017, was constructed with thirty –three (33) new high-efficiency air conditioning units. These units serve to provide ventilation to all rooms in the building including all instructional, administration, multi-purpose and food preparation spaces. All of the air conditioning units have been configured and maintained to provide the California Title 24 code-required outside air ventilation rates. All of the units have been fitted with properly installed MERV 13 filters. These practices have been implemented in accordance with the recommendations outlined in the California Department of Public Health study, [The Role of Building Ventilation and Filtration In Reducing Risk Of Airborne Viral Transmission In Schools, Illustrated with Sars-COV-2](#), dated September 1, 2020.



2. MERV-13 Filters are used in all filtration units and are replaced every 4 months.

## Face Masks



1. All staff, students from pre-school through eighth grade, and all campus visitors must wear a face mask/covering while at school. All face masks must be worn properly, covering the nose and mouth. The following exemptions are allowed per the CDPH:
  - a. Persons who are working in an office or in a room alone.
  - b. Persons who are actively eating or drinking provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.
  - c. Persons who are outdoors and maintaining at least 6 feet of social distancing from others not in their household. Such persons must have a face covering with them at all times and must put it on if they are within 6 feet of others who are not in their household.

2. Should someone forget a mask, a mask will be provided prior to entering campus.
3. All staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection. Teachers can use face shields, if available, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction. Face shields should include a cloth drape attached across the bottom and tucked into the shirt.
4. All students and families are expected to sign a pledge committing to following the protocols and procedures. If they do not follow the protocols and procedures, they will remain in distance learning.
5. Signs are posted at all entrances letting the public know face coverings are required to enter the campus.

## Physical Distancing



According to the Centers for Disease Control and Prevention (CDC), Physical Distancing is one of the most effective tools to avoid exposure to the COVID-19 virus and slow its spread. Proper physical distancing requires people to stay at least six feet (or two arms' length) away from other people, avoid gathering in groups, and stay out of crowded places. Accomplishing physical distancing in a school requires a number of planning assumptions that must be addressed in the return to school plan. These assumptions include:

1. Markers will be placed outside of the campus and throughout the hallways designating 6' away.
2. There will be multiple entrances in to the campus (main entrance, MPR entrance, Schwerin gate entrance).
3. Foot traffic will flow in 1 direction (South to North) when entering and exiting campus.

4. All classrooms will be set up so that students sit a minimum of 6' away from each other. Tables will have plastic sneeze guards dividing the table for extra precaution.
5. Due to an AM/PM schedule lunch will be provided as grab and go. No lunch will be eaten on campus. There will also not be a recess.
6. Restrooms will be limited to 3 people at a time.

## Limiting Gatherings



### Entering Campus:

If you are coming on to campus for school business, you will utilize the main entrance. Once we are in the Hybrid Model, multiple entrances will be utilized for entrance and exit:

1. The Main Entrance will be used for PK and Staff Only.
2. The MPR Entrance will be used for students with the last name A - L.
3. The Schwerin Gate Entrance will be used for students with the last name M - Z.

Parents are not allowed on campus unless they are conducting school business and must check in through the Main Office.

### Exiting Campus:

1. All walkers will exit the campus through the Schwerin Gate Exit. Parents picking up students would line up at the Schwerin Gate.
2. Students being picked up via a vehicle, will exit through the Garden Exit. Parents picking up students would drive through the drop off/pick-up lane in the parking lot.
3. All students that are transitioning to the BGC would wait in the MPR.

### Gatherings:

All non-essential activities (i.e. Morning Circle, Student of the Month, Back to School Night, etc.) will be held virtually.

# RE-OPENING PLAN APPLICATION CHECKLIST

## Cleaning and Disinfection

### Daily Cleaning Routines

- Common areas and restrooms will be cleaned and disinfected multiple times a day on a 2 hour rotating schedule.
- In between the 2 cohorts: staff will clean and disinfect frequently-touched surfaces in common areas and in classrooms.
- Following the PM cohort: staff will clean and disinfect frequently-touched surfaces in common areas and in classrooms.
- All classrooms and the school building is cleaned and disinfected daily.
- All cleaning and disinfectant materials are stored in a locked storage room away from students.
- Doors remain open during cleaning and disinfection to allow for proper ventilation.

### Shared Items

- Students and teachers will maintain a set of supplies needed for the day which will be kept in his/her individual cubby. Materials or learning tools will not be shared. All students have their own device and learning materials.

### Indoor Ventilation

- The Bayshore School, completed in September 2017, was constructed with thirty –three (33) new high-efficiency air conditioning units. These units serve to provide ventilation to all rooms in the building including all instructional, administration, multi-purpose and food preparation spaces. All of the air conditioning units have been configured and maintained to provide the California Title 24 code-required outside air ventilation rates. All of the units have been fitted with properly installed MERV-13 filters. These practices have been implemented in accordance with the recommendations outlined in the California Department of Public Health study, [The Role of Building Ventilation and Filtration In Reducing Risk Of Airborne Viral Transmission In Schools, Illustrated with Sars-COV-2](#), dated September 1, 2020.
- MERV-13 Filters are used in all filtration units and are replaced every 4 months.

## Cohorting

Hybrid cohorts are organized by grade level. Each stable cohort will have a maximum number of 12 students within a cohort. Each teacher will have no more than one (1) hybrid cohort. Each hybrid cohort meets either in the AM from 8:30 a.m. - 11:00 a.m. or 12:30 p.m. - 3:00 p.m. We will be bringing students back in incremental stages based on the following schedule:

- December 7 - 5th and 6th grade
- January 4 - Kindergarten and 1st grade
- January 25 - 4th, 7th, and 8th grade
- February 8 - 2nd and 3rd grade

## Entrance, Egress, and Movement within the School

### Entering Campus:

If you are coming on to campus for school business, you will utilize the main entrance. Once we are in the Hybrid Model, multiple entrances will be utilized for entrance and exit:

- The Main Entrance will be used for PK and Staff Only.
- The MPR Entrance will be used for students with the last name A - L.
- The Schwerin Gate Entrance will be used for students with the last name M - Z.

Parents are not allowed on campus unless they are conducting school business and must check in through the Main Office.

### Exiting Campus:

- All walkers will exit the campus through the Schwerin Gate Exit. Parents picking up students would line up at the Schwerin Gate.
- Students being picked up via a vehicle, will exit through the Garden Exit. Parents picking up students would drive through the drop off/pick-up lane in the parking lot.
- All students that are transitioning to the BGC would wait in the lunch area.

### Movement within the School

- Foot traffic will flow in one (1) direction (South to North) when entering and exiting campus.

## Face Coverings and Other Essential Protective Gear:

### Face Coverings:

- All staff, students from pre-school through eighth grade, and all campus visitors must wear a face mask/covering while at school. All face masks must be worn properly, covering the nose and mouth. The following exemptions are allowed per the CDPH:
  - Persons who are working in an office or in a room alone.
  - Persons who are actively eating or drinking provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.
  - Persons who are outdoors and maintaining at least 6 feet of social distancing from others not in their household. Such persons must have a face covering with them at all times and must put it on if they are within 6 feet of others who are not in their household.
- Should someone forget a mask, a mask will be provided prior to entering campus.
- All staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection. Teachers can use face shields, if available, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction. Face shields should include a cloth drape attached across the bottom and tucked into the shirt.
- All students and families are expected to sign a pledge committing to following the protocols and procedures. If they do not follow the protocols and procedures, they will remain in distance learning.
- Signs are posted at all entrances letting the public know face coverings are required to enter the campus.

Essential Protective Equipment (EPE):

- Essential Protective Equipment (EPE) will be provided for all staff and in all areas of the facility. EPE includes face coverings, hand sanitizer, disinfecting wipes, gloves for specific activities, standards-based cleaning materials, and for staff working with special populations, disposable gowns and face shields.
- Classrooms and office spaces will be supplied with wastebaskets, tissues, and CDC approved sanitizer.

## Health Screenings for Students and Staff

Daily Health Screenings:

- Every person will be asked the following questions prior to entering the campus. If they answer yes to any of the questions, they will not be allowed on campus.
  1. Have you tested positive for COVID-19?
  2. Do you have symptoms (list some of the examples below)?
    - a. Fever or chills
    - b. Cough
    - c. Shortness of breath or difficulty breathing
    - d. Fatigue
    - e. Muscle or body aches
    - f. Headache
    - g. New loss of taste or smell
    - h. Sore throat
    - i. Congestion or runny nose
    - j. Nausea or vomiting
    - k. Diarrhea
  3. Have you been in close contact with someone that has tested positive for COVID-19?  
A close contact is defined as any individual who was within 6 feet of an infected person for an accumulation of 15 minutes within a 24 hour period, regardless of face covering use.

Temperature Taking:

- Daily health checks including temperature taking will occur for every person prior to entering campus.
- Every person entering the campus will have their temperature at one of the following locations: Main Entrance (immediately inside the entry door), MPR Entrance (Outside of Entry Door), Schwerin Gate (outside of gate).
- Any person with a temperature above 100.4 degrees will be asked to leave.
- Signs are posted at all entrances letting the public know face coverings are their temperature will be taken prior to entering the campus.

## Healthy Hygiene Practices

Daily Hygiene Routines:

- Campus signage and other messages reinforcing daily hygiene routines are widely posted, disseminated, and encouraged through various methods of communication.

- Every person entering the campus will use hand sanitizer.
- Sinks are in every classroom for students and staff to wash their hands. Every student is expected to wash their hands upon entering the classroom.

## Identification and Tracing of Contacts

The Pandemic Recovery Framework, informed by San Mateo County Health and the CDC, outlines steps to be taken regarding COVID-19 testing, exposure, and contact tracing. The district is joining the county contract with Curative Labs to provide onsite COVID testing for staff. Staff members will be tested weekly using a mouth swab test. Testing will occur on the school site each Wednesday and school staff will follow all protocols established by Curative, BESD, and the SMCOE.

BESD, in accordance with the Pandemic Recovery Framework and the guidance for schools from the CDPH, recommends COVID-19 testing for anyone who presents with COVID-19 symptoms or who has been in contact with someone who tested positive. If students or staff within BESD test positive for COVID-19, they shall immediately notify their site leader, who will work with the district to follow protocols for ensuring the individual has medical care and plans to quarantine, reporting the case to San Mateo County Health, cleaning and disinfecting the area where the individual was, and notifying affected students, staff, and the school community.

The BESD will follow the recommendations from the SMCOE Pandemic Framework and scenarios described in the Framework which can be found [HERE](#).

### Return to Campus Criteria:

Symptomatic individuals who test positive for COVID-19 should not return until they have met the discontinuation of home isolation criteria, usually at least 10 days after symptoms first appeared and at least 1 day (24 hours) after recovery, defined as resolution of fever without the use of fever reducing medications if fever was present and improvement in other symptoms.

Asymptomatic individuals who test positive for COVID-19 can return 10 days after the collection date of their positive test result.

Symptomatic individuals who test negative for COVID-19 can usually return 1 day (24 hours) after resolution of symptoms as long as they were not close contacts to a known case of COVID-19.

Anyone (symptomatic or asymptomatic) who tests negative for COVID-19 and who is a close contact of a confirmed case of COVID-19 should not return to campus until completion of a full 14-day quarantine after the date of last exposure to COVID-19 positive close contact.

### When School/District has a Case of COVID-19:

The School COVID-19 Point Person shall report all COVID-19 cases and clusters of undiagnosed respiratory illness to SMC CDC as soon as practicable (within 24 hours). The School Point person shall immediately notify the District Point Person of COVID-19 cases in the school community. The District COVID-19 point Person collects data from the school and must complete a daily report for all new cases (a line list) and submit it via secure email daily by 10:00 a.m. The District COVID-19 Point Person or Superintendent will notify the SMCOE at 650.802.5515.

The District COVID-19 Point Person is Audra Pittman 415.467.5443

The School COVID-19 Point Person is Maya Baker 415.467.5443

Parents will always be notified via letter if their child has been in potential contact with someone who test positive , or if there is a positive case or close contact at their child's school.

BESD will follow the San Mateo County Coalition for Safe Schools and Communities guidance from September 15, 2020 to respond to confirmed or suspected COVID-19 case and close contacts to know COVID-19 cases.

## Physical Distancing

According to the Centers for Disease Control and Prevention (CDC), Physical Distancing is one of the most effective tools to avoid exposure to the COVID-19 virus and slow its spread. Proper physical distancing requires people to stay at least six feet away from other people, avoid gathering in groups, and stay out of crowded places. Accomplishing physical distancing in a school requires a number of planning assumptions that must be addressed in the return to school plan. These assumptions include:

- Markers will be placed outside of the campus and throughout the hallways designating 6' away.
- There will be multiple entrances in to the campus (main entrance, MPR entrance, Schwerin gate entrance.
- Foot traffic will flow in 1 direction (South to North) when entering and exiting campus.
- All classrooms will be set up so that students sit a minimum of 6' away from each other. Tables will have plastic sneeze guards dividing the table for extra precaution.
- Due to an AM/PM schedule lunch will be provided as grab and go. No lunch will be eaten on campus. There will also not be a recess.
- Restrooms will be limited to 3 people at a time.

## Staff Training and Family Education

Prior to the reopening of in-person instruction, staff will participate in a staff training which will include all aspects for the reopening plan and the process for safety and health screenings of students and staff. These trainings will be presented by the superintendent, principal, and 4 Pillars planning committee members. Parents will also be required to attend a family training which will cover the reopening plan, emphasize screening, ingress, egress, safe home habits and protocols for sharing information with the school in the event of any illness. Each family who will send their student to school in the hybrid model will be required to sign a Hybrid Model Student Contract/Pledge. These meetings will be held remotely for each cohort and will be offered multiple times and in multiple languages to ensure parent access. Once students are on campus, should a change in protocols occur, students and families will notified immediately and provided training on the new protocols. Students will have protocol check-ins on a weekly basis. All updates and reminders will be shared through our school website, newsletters, and parent texts via our Remind app.

## Testing of Students and Staff

All staff will be tested on a weekly basis through Curative. This will ensure determination of positive cases without symptoms. Weekly testing began on Wednesday, November 4, 2020.

If a student or staff member shows symptoms of COVID-19, they will be sent home. Any student who shows symptoms will be placed in the isolation room (Nurse's office) until they are able to be picked up. We will require testing for a staff member and recommend testing for a student.

- If negative:
  - May return to school 1 day (24 hours) after symptoms resolve.
- If positive:
  - We will notify the San Mateo County Health Department and the SMCOE
  - The person will isolate and be excluded from school for 10 days from symptom onset or test date
  - The district will conduct contact tracing, identify contacts, quarantine and exclude exposed contacts for 14 days after the last date the case was present at school while infectious
  - The district will require testing of staff members and recommend testing of non-staff member (but will not shorten 14-day quarantine)
  - The district will disinfect and clean the classroom and primary spaces where the case spent significant time

If a student or staff member is a close contact with a confirmed COVID-19 case, the district will:

- Send the person home
- Quarantine for 14 days from last exposure
- Require testing of staff members and recommend testing of non-staff members (but will not shorten 14-day quarantine)

## Triggers for Transitioning to Distance Learning

State Established Criteria for Return to Distance Learning once we have returned to in-person learning:

- 5% of COVID-19 cases in a school,
- Multiple cases in a bubble or cohort,
- More than 25% of schools in the district close due to 5% COVID-19 positivity requires the district to close.

Since BESD is only 1 school, we would transition to Distance Learning if 5% of COVID-19 cases were found in the school.

## Communications Plans

If students or staff within BESD test positive for COVID-19, they shall immediately notify their site leader, who will work with the district to follow protocols for ensuring the individual has medical care and plans to quarantine, reporting the case to San Mateo County Health, cleaning and disinfecting the area where the individual was, and notifying affected students, staff, and the school community. BESD will follow all the guidance of the CDPH and the SMCOE in notifying affected students, staff, and the school community regarding contacts of cases and positive cases.



## EDUCATIONAL STRUCTURE

Due to the County and State health orders requiring us to minimize the number of student on campus at any one time in order to adhere to the Pandemic Framework, we are preparing to move to the Hybrid Model with an option for Full Distance/At-Home Learning. We are also preparing to move between the two options should health and safety require it. Families need to communicate their preference to the Main Office.

Senate Bill 98, Section 34 states that districts can decide the model best for them based on the ability to follow state health guidelines and their local county phase of re-opening. The following must occur, no matter the model:

- Daily check-in with students
- Students must receive a minimum amount of daily instruction that can be met by a combination of teacher instruction and “time value” of work assigned.
  - Kindergartners: 3 hours per day
  - 1st - 3rd Grade: 3 hours, 50 minutes per day
  - 4th - 8th Grade: 4 hours per day

Both Models include an At-Home Distance Learning Component. All students must have access to their own individual device and reliable internet access. Kindergarten and 1st grade students must have access to an iPad or tablet. All 2nd through 8th grade students must have access to a Chromebook or Laptop. If your student needs an iPad or Chromebook, you can check one out from the school.

ALL families must participate in a Technology Orientation to ensure that their student can access the online components of our educational structure. The following tools and applications will be used during the 2020-2021 school year:

- Clever
- Zoom
- Google Classroom
- Google Suite (Docs, Slides, Sheets, Drive, gmail, Classroom, Forms)
- Schoolwise
- Remind
- Bayshore App

If you have any questions regarding any of the tools, please reach out to your child’s teacher.

### Hybrid Learning Model

In the Hybrid Model, approximately half of all students will attend school in person for a half-a-day four days per week (MTTF). Your student will be assigned to either the AM Block (8:30 a.m. - 11:00 a.m.) or the PM Block (12:30 p.m. - 3:00 p.m.) The other half of the day, as well as Wednesdays, will be "At Home" learning where students will work on assignments and projects.

### At-Home Distance Learning Model

The full-time At-Home Model is an opportunity for students to remain a part of our school community while receiving teacher led instruction virtually. Your student will be assigned to either the AM Block (8:30 a.m. - 11:00 a.m.) or the PM Block (12:30 p.m. - 3:00 p.m.)

## Home Learning Space

For all or part of the year, your student will be at home while attending school. Here are some ideas on how to make at home learning a positive and productive time for your student and family.

To begin with, it is important that your student have a space for school. This does not have to be a fancy office, or even a desk, but it does help if you are able to create one space where your student can be on the computer and do their schoolwork every school day.

Here are some ideas on how to find that space in your home.

Find one place where your student will have school. It can be a table or desk or even a comfortable corner. It should not be cluttered, but it should be the place where your student can have the following things:

- Pencils and paper
- Notebooks and folders
- Age-appropriate books and other materials from school
- Art supplies
- Digital technology and a charging station
- Headphones

It is not necessary to purchase anything fancy. School supplies can live in a shoe box or a supply bag from school, a coffee table or kitchen table can also work well as long as there are no other distractions while school is in session.

If possible natural light or enough light so that your student can see materials well.

A quiet place to learn that is free of television noise, siblings, and other distractions.

## Attendance

Attendance will be taken daily in both models. If your student will miss either the online component or the in-person component, you will need to call the Main Office and report the absence as you have done in previous years.

## Grading

During the 2020-2021 school year, students will be receive a Standards Based Report Card at the end of each trimester. Grades will include 4 = Exceeds the Standard; 3 = Meets the Standard; 2 = Approaching the Standard; 1 = Does Not Meet the Standard; NE = Not Evaluated at this Time.

## Uniforms

During the 2020-2021 school year, uniforms will not be required. We will re-evaluate the Uniform policy prior to the 2021-2022 school year.

## RESOURCES

### **Local Guidelines**

[San Mateo County Coalition for Safe Schools and Communities Pandemic Recovery Framework](#)

[San Mateo County Health](#)

[Student Hybrid Pledge](#)

### **State Guidelines**

[California Department of Public Health](#)

[California Department of Education](#)

### **Federal and National Guidelines**

[Centers for Disease Control and Prevention, School Settings | COVID-19](#)