

Aromas-San Juan Unified School District

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Dear Students, Parents, and Families


What a difference a year makes! The 2019-20 school year ended as a historical moment. We quickly began our review for the 2020-21 school year before the end of 2019-20. We thank those parents, teachers, classified staff, administrators, managers, and childcare providers who participated in our Reopening Committee in June. Surveys were distributed over the Summer to staff and parents in June and July regarding distance learning and preferences for the start of the school year. We appreciate everyone who participated. At the July 18th and 22nd Board meetings, staff presented information related to the surveys and the recommendation from staff to begin the school year in a distance learning format. On July 17th, Governor Newsom announced counties on the monitoring/watch list are required to open in a distance learning format, for as long as the county is on the monitor/watch list. San Benito County is on the list. We have established specific timeframes to assess the current model and if there is an opportunity to begin phasing into an in-person educational model.

The District has prepared a handbook that will provide the protocols and plans for three educational models (i.e., 100% in person, Hybrid, and Distance Learning). Although we are required to open in a distance learning model, we will be assessing the ability for us to move to a hybrid model as soon as conditions allow. Please take a moment to review the handbook and become familiar with our protocols and the school schedules. The guide does provide several resources for our parents to access as educational supplementals to support students at home.

Each of our school sites has prepared written communications with protocols and information for your respective sites located on the school's website – links below. Please contact your school site with additional questions. They can be reached at:

- Anzar High School
Mrs. Angela Crawley, Principal
acrawley@asjUSD.k12.ca.us
831.623.7660

"Every student matters; every day counts"

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- Aromas School
Ms. Heather Howell, Principal
hhowell@asjUSD.k12.ca.us
831.726.5100
 - San Juan School
Dr. Elizabeth Cord, Principal
ecord@asjUSD.k12.ca.us
831.623.4538
 - Mr. Anthony Miranda, Special Education Director
amiranda@asjUSD.k12.ca.us
831.623.4500

We look forward to seeing you on the first day of school, August 13th online. Please look for information from your teachers in the next week.

Best,

Ms. Michele Huntoon, Superintendent
Mrs. Angela Crawley, Anzar High School Principal
Dr. Elizabeth Cord, San Juan School Principal
Ms. Heather Howell, Aromas School Principal
Mr. Anthony Miranda, Special Education Director

2020-21 SCHOOL YEAR

Aromas-San Juan

USD

A GUIDE TO ADDRESS COVID-19

August 2020 - June 2021



This document serves as the thinking as of today for operating preschool through grade twelve at all sites in the Aromas-San Juan Unified School District in response to the COVID-19 pandemic for the 2020-2021 school year.

The document was developed using the guidance of the following entities and documents:

San Benito County Public Health Department	https://hhsa.cosb.us/publichealth/communicable-disease/covid19-generalguidanceinfor/
The United States Department of Health and Human Services - Centers for Disease Control and Prevention (CDC)	<i>CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again</i>
The San Benito County Office of Education (SBOE)	https://www.sbcoe.org/files/user/26/file/Reopening%20of%20San%20Benito%20County%20K-12%20Schools%207_31_20%20final%20(2).pdf
The California Department of Education (CDE)	<i>Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools</i>
California Department of Public Health	<i>COVID-19 Industry Guidance: Schools and School-Based Programs</i>
AB 77 and Related Education Code	<i>AB 77 and Related Education Code</i>

DECISION TREE

Plan 1	Plan 2	Plan 3
<p>Entry Criteria: Guidance from the following entities will be taken into consideration:</p> <ul style="list-style-type: none"> ● Centers for Disease Control and Prevention ● San Benito County Public Health Officer ● California Department of Education ● Governor’s Office of the State of California <p>Summary Students return to school five days per week without social distancing—all other guidance (face masks, etc. continue to be in place).</p>	<p>Entry Criteria: Guidance from the following entities will be taken into consideration:</p> <ul style="list-style-type: none"> ● Centers for Disease Control and Prevention ● San Benito County Public Health Officer ● California Department of Education ● Governor’s Office of the State of California <p>Summary Transitional 40/60 Model Students are in school two days per week and virtual learning three days per week and follow all guidance documents.</p>	<p>Entry Criteria: Guidance from the following entities will be taken into consideration:</p> <ul style="list-style-type: none"> ● Centers for Disease Control and Prevention ● San Benito County Public Health Department ● California Department of Education ● Governor’s Office of the State of California <p>Summary Students are in full-time virtual learning and do not physically attend a school campus.</p>

*Students, parents, and staff should be prepared to switch between the plans throughout the school year as dictated by changing circumstances on the direction of health officials at the County and State levels.

INDIVIDUAL PLAN DETAILS

Plan 1

ENTRY CRITERIA: Schools are cleared to reopen without social distancing guidelines by:

- Centers for Disease Control and Prevention
- San Benito County Public Health Officer
- California Department of Education
- Governor’s Office of the State of California

All schools return to full capacity daily. All guidelines except social distancing are in place.

Plan 2 - Transitional Model

ENTRY CRITERIA: Social distancing and other guidance is in place per:

- Centers for Disease Control and Prevention
- San Benito County Public Health Officer
- California Department of Education
- Governor’s Office of the State of California

HEALTH AND SAFETY

<p>Before School Day Begins</p>	<p>Staff</p> <ul style="list-style-type: none"> • All staff will prescreen themselves before leaving home for all COVID-19 related symptoms using the guidance in this link: Symptoms and Interactive Symptom Checker - Centers for Disease Control. If they exhibit any symptoms, they will stay home and notify their site administration. • How to Protect Yourself and Others - Centers for Disease Control • Staff will notify site administration before entering the campus if they have had any contact with persons who have a COVID-19 diagnosis in the last fourteen days. <p>Parents/Guardians/Students</p> <ul style="list-style-type: none"> • All parents/guardians will prescreen their students before leaving the house for any COVID-19 related symptoms using the symptom list in this link: Symptoms - Centers for Disease Control. Students exhibiting symptoms will be required to stay home. • Keep Children Healthy During the COVID-19 Outbreak • How to Protect Yourself and Others - Centers for Disease Control • Parents will inform the school as soon as possible if their child tests positive for COVID-19. • The ASJUSD will work with the San Benito County Public Health Department to determine if and when individual students and staff will need to quarantine.
<p>Bus Transportation</p>	<ul style="list-style-type: none"> • Students and staff will sanitize their hands upon entering the bus using the supplied hand sanitizer. • Students will socially distance themselves on buses. • Students and staff will wear face masks unless exempt due to a medical condition. A policy will be put in place for students on an IEP with sensory issues that don't allow for wearing a mask. • Buses will have a supply of face masks to pass out to students in the event that a student doesn't have an appropriate covering. • Buses will be sanitized between routes.

	<ul style="list-style-type: none"> • A procedure will be developed in the event that a bus driver recognizes COVID-19 symptoms in a student that enters the bus.
Visitors Restricted to Essential Personnel	<p>Permitted</p> <ul style="list-style-type: none"> • Outside Agencies = Counselors, probation officers, law enforcement officers, fire/EMS, social workers, CPS officials. • Parents for IEP, 504, SST, or other required meetings. • Contractors working with students (Central Coast YMCA/CalSOAP/SBCOEHarmony-at-Home) or working on facilities. • Student Teachers <p>Not Permitted</p> <ul style="list-style-type: none"> • Parent volunteers • Guest speakers • Classroom observations by parents or prospective teachers • Prospective student/family school tours - Not permitted when students are present. • Non-ASJUSD Staff Tutors • Outside vendors/representatives
School Entry and Dismissal	<ul style="list-style-type: none"> • Students will enter and exit through the single defined entry and exit points in different sections of the campus as practicable to provide social distancing upon entry and exit to school sites. • Students will report directly to their classrooms. School sites will communicate with families the earliest time students are allowed on campus. • The playgrounds, benches, fields, and quads will be closed. • Students and staff will refrain from congregating in groups.
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> • Face masks/coverings - All staff and students (grades 3-12) will wear masks/coverings that cover both the nose and mouth at all times on campus. Exemptions will be made on a case by case basis due to medical conditions with a note from a doctor. Face shields can be worn in conjunction with a mask/covering but not as a replacement for a mask/coverings per the Center for Disease Control guidance. (CDC guidance)

	<ul style="list-style-type: none"> ● Gloves are not required of staff except those working with students in situations where there is the possibility of coming in contact with bodily fluids such as saliva or during toileting tasks with students. Gloves will be provided to staff in these situations. <ul style="list-style-type: none"> ○ Gloves are not recommended to be worn by students. ● Plexiglass partitions have been installed at the front lobby of each school site, as needed.
<p>Cleaning and Disinfecting</p>	<ul style="list-style-type: none"> ● Sanitizing stations will be set up in all classrooms, libraries, offices, workrooms, cafeteria, and athletic areas. ● Handwashing/sanitizing times will be built into the daily school schedule. ● Students and staff will use individual water bottles. Drinking fountains will be turned off. ● Frequently touched surfaces will be disinfected throughout the school day. ● Classrooms and offices will be disinfected nightly by trained custodial staff. ● All objects and equipment will be limited to a single-person use whenever possible. All items will be disinfected between uses as practicable. ● Shared equipment such as computers will be disinfected between individual student use. ● All staff will be trained in disinfecting practices and will have access to disinfecting agents.
<p>Hygiene Practices</p>	<ul style="list-style-type: none"> ● All persons will maintain no less than six feet of spacing (social distancing) as practicable. ● All staff, students, and parents will be provided information regarding proper hygiene procedures pertaining to COVID-19 transmission, including: <ul style="list-style-type: none"> ○ Washing hands regularly ○ Covering mouths during coughs or sneezes ○ Wearing face coverings ○ Social distancing at a minimum of not less than six feet ○ Not touching faces and eyes ● Students and staff will wash or sanitize hands upon entering the classroom. ● Reminders of hygiene procedures will be posted throughout classrooms and school sites. ● Students and staff will use their supplies (pencils, paper, calculators, crayons, etc.) and will refrain from sharing. ● Food and drinks will not be shared.
<p>Plan to Address</p>	<ul style="list-style-type: none"> ● ASJUSD will work with the San Benito County Public Health Department to monitor

<p>the Positive Test Results of COVID-19 of Students or Staff <i>AND</i> for when Students Exhibit Symptoms at School</p>	<p>individuals who test positive for COVID-19 and implement appropriate contact tracing. Decisions to quarantine individuals or groups of students will be made in conjunction with the County Public Health Department.</p> <ul style="list-style-type: none"> • Reopening of San Benito county TK – 12 Schools • Any student or staff who displays symptoms of COVID-19 will be sent to the school office. Each school site will have designated health isolation rooms. Parents or guardians will be called to pick up students as soon as possible. Isolation rooms will be disinfected after each individual use. • Communication of COVID-19 cases will be made to the public, according to the San Benito County Public Health Department and state and federal FERPA/HIPPA guidelines.
<p>Classroom Configuration</p>	<ul style="list-style-type: none"> • No less than six feet of distance between individuals will be maintained as much as possible. The spacing includes that of desks and tables. • All student desks and tables will be facing the same direction. • Group work will be assigned only when six feet of separation can be maintained. • Locker rooms will be closed. Students will complete physical education class activities in the clothes they wear to school.
<p>Hallways and Common Areas, Passing Periods at the Secondary Level</p>	<ul style="list-style-type: none"> • Students and staff will maintain no less than six feet of separation in hallways, including while in lines as practicable. • Students will report immediately to their next class during passing periods at the secondary level. No more than 3 minutes per passing period. • There will be no congregating in hallways or common areas.
<p>Recess</p>	<ul style="list-style-type: none"> • Recesses will be staggered with the same cohort of students. • Students will be assigned sections of the playground to provide better social distancing. • Outdoor playground structures will be closed at all elementary schools. • Students and staff will maintain social distancing protocols at all times.
<p>Lunch</p>	<ul style="list-style-type: none"> • Students will be provided with areas to social distance during lunchtime (i.e., outside or cafeteria). If social distancing is not practicable, lunch will be served in classrooms. • Breakfast will be provided in the classrooms. • Cafeterias will serve sack lunches.
<p>Field Trips</p>	<ul style="list-style-type: none"> • There will be no off-campus field trips.

Athletics	<ul style="list-style-type: none"> • Athletic practice and competition decisions will follow guidelines from the San Benito County Public Health Department and the California Interscholastic Federation (CIF).
Rallies, Assemblies, Clubs, and Activities	<ul style="list-style-type: none"> • Rallies, assemblies, clubs, and activities will only be permitted when social distancing can be maintained.

CURRICULUM AND INSTRUCTION MODEL

School Site Attendance

Inclusion Preschool at Mi Escuelita (Aromas and San Juan Schools)	<ul style="list-style-type: none"> • Four days per week model with morning and afternoon shifts. No class on Mondays. • Special education services such as speech and occupational therapy will be done via teletherapy.
Student Attendance	<p>Students are expected to be present, on time, and participating in all class meetings. All teachers will take attendance during class meetings. The District will follow the same truancy guidelines established by California Education Code. The following guidelines apply:</p> <ul style="list-style-type: none"> • Three or more unexcused absences/tardies will result in truancy • After four or more unexcused absences, families may be required to participate in truancy proceedings with the District Attendance Review Board (DARB). • Parents must contact the school office to report any absences for students.
Elementary Schools	<p>Transitional 40/60 Split - Elementary Site Schedule</p> <ul style="list-style-type: none"> • Half of the class comes to school on Tuesday and Thursday • Half of the class comes to school on Wednesday and Friday • Students complete virtual learning lessons on days they are not physically in class. • Monday is for teachers to work on virtual learning. Virtual learning may include packet-based work and Google Classroom assignments. • Speech done via online on days students are not at a school site. • IEP/504/SST virtual meetings to be held on Mondays whenever possible.
Anzar High School	<p>Six periods – Cohort 1/Cohort 2 schedule -</p> <ul style="list-style-type: none"> • The school will communicate which days students will be in class.

	<ul style="list-style-type: none"> Monday: Virtual learning - No in-person classes Tuesday: (Cohort 1) Period 1-3 and Advisory (half the students) Wednesday: (Cohort 2) Period 1-3 and Advisory (half the students) Thursday: (Cohort 1) Period 4-6 and Advisory (half the students) Friday: (Cohort 2) Period 4-6 and Advisory (half the students) Speech/Counseling done via online on days students are not at school.

Curriculum, Instruction, Materials, and Technology

District Approved Curriculum and Platforms	District Approved and Optional Virtual Learning Materials and Platforms Elementary Resource Guide Grades K-8
Elementary Daily Schedule	Link for daily schedule Student & Families Schedule/Expectations
Anzar High School Schedule	Link for daily schedule
First Three Weeks of the School Year	Administer level screeners, diagnostic assessments, and diagnose unfinished learning.
Technology	<ul style="list-style-type: none"> Chromebooks provided to students who need them to transport between home and school. Charging stations located in classrooms. The District currently offers Wifi Buses for students in five separate locations: <ul style="list-style-type: none"> Marshall's Market in Aromas Abbe Park San Juan Bautista 410 The Alameda, Hacienda De Leal, San Juan Bautista Red Barn Flea Market at 1000 US-101, Aromas 12 Flint Rd., San Juan Bautista

	<p>Communication on the updates to these locations will be provided by text, email, all-call, Peachjar, and all District and school websites.</p> <p>In addition, the District is working on other options for internet access for families who need it.</p>
<p>Grades</p>	<p>Elementary - Transitional Kindergarten-Grade 5 students will receive a grade towards the progress of understanding District identified essential content area standards:</p> <p style="text-align: center;">4-Exceeding Standards 3-Meeting Standards 2-Approaching Standards 1-Below Standards</p> <p>Students will have multiple opportunities to utilize teacher feedback to improve their grades.</p> <p>Anzar High School - Traditional Letter Grade System - A-F</p> <p>Anzar High School Teachers will assign grades A, B, C, D, or F Grading Scale: A = 90-100%+ B = 80-89% C = 70-79% D= 60-69% F = 0-59% - Teacher discretion used to determine whether a student receives credit, based on effort, quality of work, and other factors.</p>

Special Education

<p>Special Education Services</p>	<ul style="list-style-type: none"> ● Per AB 77, the District will provide Prior Written Notice (PWN) which will include a description of the means by which the individualized education program will be provided under emergency conditions in which instruction or services, or both, cannot be provided to the pupil either at the school or in person for more than 10 school days. ● Elementary level special education teachers will continue to support small groups of students on targeted IEP goals and collaborate with grade-level teachers. Services will be provided via pull out/push in and/or online. ● Secondary special education teachers will continue to support students on targeted IEP goals and collaborate with grade-level teachers in their classes and online.
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	<ul style="list-style-type: none"> • Home and Hospital students will be served virtually. • IEP meetings will be held in an online format whenever possible. • IEP meetings will be held on Mondays whenever possible. • IEP guidelines will be updated regularly to reflect the current guidance from the U.S. Department of Education and the California Department of Education. • All services will be provided per student’s IEP. • Social distancing will be maintained as best as possible. Social distancing will not be possible during toileting, feeding tube tasks, etc., and/or other individual needs.
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English Language Learners

Classroom and Virtual learning	English Learners will continue to receive specialized ELD instruction. Instructors will continue to plan for ELD instruction using the district adopted materials and curriculum. The California English Language Development standards are to be continued to be referenced for the planning of ELD instruction.
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Plan 3

ENTRY CRITERIA: Schools are closed to students by order of the San Juan Bautista County Public Health Officer and/or the Governor’s office.

- The full-time virtual learning format

Preschools	Virtual Learning Format
Transitional Kindergarten	Virtual Learning Format with the teachers and up to 60 minutes of independent work assigned by the teacher
Elementary Schools	<p style="text-align: center;">Elementary Site Schedule</p> <p>Instructional Main Focus (Grades TK - 8)- Reading, Writing, Math</p> <p>Instructional Secondary Focus (Grades 6 - 8) - Science, Social Studies, and Physical Education</p> <p>Kindergarten 180 minutes of instruction and activities Monday through Friday to include:</p> <p>Online Live Instruction and Interaction Activities</p> <ul style="list-style-type: none"> • All students will receive at least 60 minutes, in one or more sittings, of online instruction/interaction every day. This time

includes at least one social/emotional activity.

Independent Student Work - Assigned by the teacher - 120 minutes

- i. Reading, writing, math, social studies, science, and physical education
 - ii. The teacher provides packet-based and online assignments/activities.
 - iii. Assessments
- One hour of online office hours with teachers and other staff per day to provide 1:1 and/or small-group assistance. This is for drop-in meetings and is not required of students.
 - Every effort will be made to return parent/student emails and phone calls within one business day.

Grades 1 - 3

230 minutes of online instruction and independent assignments and activities per day Monday through Friday to include:

Online Live Instruction and Interaction Activities

- All students will receive at least 60 minutes of online instruction/interaction every day. This time includes at least one social/emotional activity.

Independent Student Work - Assigned by the teacher

- a. **Reading and Writing** - 60 minutes
 - i. Grades 1, 2
 1. Foundational reading skills; teaching & practice of comprehension/writing skills
 - ii. Grade 3
 1. The practice of reading comprehension; writing instruction and practice.
 - b. **Math** - 60 Minutes
 - i. Students will work on assigned independent math assignments and activities.
 - c. **Science, social studies, and physical education** combined - 50 Minutes
 - d. Assessments - As needed
- Every effort will be made to return parent/student emails and phone calls within one business day.
 - 60 minutes of online office hours with teachers and other staff per day provide 1:1 and/or small group assistance. This is for drop-in meetings and is not required of students.

Grades 4 - 5

240 minutes of instruction and activities per day Monday through Friday to include:

Online Live Instruction and Interaction Activities

- All students will receive at least 60 minutes of online instruction/interaction every day. This time includes at least one social/emotional activity.

Independent Student Work - Assigned by the teacher

- e. **Reading and Writing** - 60 minutes
 - i. The practice of reading comprehension; writing instruction and practice.
 - f. **Math** - 60 Minutes
 - i. Students will work on assigned independent math assignments and activities.
 - g. **Science, social studies, and physical education** combined - 60 Minutes
 - h. Assessments - As needed
- Every effort will be made to return parent/student emails and phone calls within one business day.
 - 60 minutes of online office hours with teachers and other staff per day provide 1:1 and/or small group assistance

Teacher online time = 120 minutes daily. The remaining contract time each day to be used for lesson planning, grading, IEP/504/SST meetings, answering emails, and meetings at the discretion of the administration.

Student responsibility for learning = 240 minutes including both live, online instruction and independent

GRADING- Transitional Kindergarten-Grade 6 students will receive a grade towards the progress of understanding District identified essential content area standards:

- 4-Exceeding Standards
- 3-Meeting Standards
- 2-Approaching Standards
- 1-Below Standards

Students will have multiple opportunities to utilize teacher feedback to improve their grades.

INSTRUCTIONAL METHODS AND PLATFORMS

Will include curriculum materials and online platforms found in the following links:

[District Approved and Optional Virtual Learning Materials and Platforms](#)

[District Resource Guide Grades K-2 3-5](#)

Middle School

Grades 6 - 8

240 minutes of instruction and activities per day Monday through Friday to include:

Online Live Instruction and Interaction Activities

- All students will receive at least 60 minutes of online instruction/interaction every day. This time includes at least one social/emotional activity.

Independent Student Work - Assigned by the teacher

- Reading and Writing** - 60 minutes
 - The practice of reading comprehension; writing instruction and practice.
 - Math** - 60 Minutes
 - Students will work on assigned independent math assignments and activities.
 - Science, social studies, and physical education** combined - 60 Minutes
 - Assessments - As needed
- Every effort will be made to return parent/student emails and phone calls within one business day.
 - 60 minutes of online office hours with teachers and other staff per day provide 1:1 and/or small group assistance

Teacher online time = 120 minutes daily. The remaining contract time each day to be used for lesson planning, grading, IEP/504/SST meetings, answering emails, and meetings at the discretion of the administration.

Student responsibility for learning = 240 minutes including both live, online instruction and independent student work time.

INSTRUCTIONAL METHODS AND PLATFORMS

Will include curriculum materials and online platforms found in the following links:

[District Approved and Optional Virtual Learning Materials and Platforms](#)

[District Resource Guide Grades 6-8](#)

- Students are expected to participate in the live online class meeting for 30 minutes for each class and complete 50 minutes of independent work each day for each class. **Student minimum daily time commitment = 240 minutes.**
- A daily 60-minute online office hours time will be scheduled for 1:1 tutoring

	<p>and small group tutoring/assistance. This is for drop-in meetings and is not required of students.</p> <p>GRADING - Traditional Letter Grade System - A-F</p> <p>INSTRUCTIONAL METHODS AND PLATFORMS Will include curriculum materials and online platforms found in the following links: District Approved and Optional Virtual Learning Materials and Platforms</p>
<p>Anzar High School</p>	<ul style="list-style-type: none"> • <u>Minimum</u> of 240 minutes of instruction/assignments each day Monday through Friday to include: <ul style="list-style-type: none"> ○ All students will receive at a minimum 45 minutes per class of live online meetings each day. The school will publish the daily schedule with the times of each meeting. ○ Students are expected to participate in the live online class meeting at a minimum 45 minutes for each class and complete 45 minutes of independent work each day for each class. <p>INSTRUCTIONAL METHODS AND PLATFORMS Will include curriculum materials and online platforms found in the following link: District Approved and Optional Virtual Learning Materials and Platforms</p> <p>GRADES Anzar High School - Traditional Letter Grade System - A-F</p>
<p>English Learner Services</p>	<ul style="list-style-type: none"> • English Learners will continue to receive specialized ELD instruction. Instructors will continue to plan for ELD instruction using the district adopted materials and curriculum. The California English Language Development standards are to be continued to be referenced for the planning of ELD instruction.
<p>Special Education Services</p>	<p>All special education services will be provided in a teletherapy or virtual format. Case managers will make weekly contact with students on their caseloads.</p> <p>This can include: joining in on general ed Google Classrooms to help provide accommodations and modifications to students; assigning students daily/weekly assignments through their own Google Classroom; connecting with students through phone calls, emails, virtual, or other platforms.</p> <p>Special Ed teacher will continue to plan for and provide services to target IEP goals.</p>

